

# Thesis/Dissertation Final Acceptance Checklist



## FORMATTING COMPLIANCE CHECKLIST:

- Title on the title page must match the title on the abstract page EXACTLY, line for line.
  - Ensure the title is double spaced on both pages.
  - The title must be in an inverted pyramid shape, with each line longer than the line below.
- Degree title and name of degree granting unit must conform to those approved by Faculty Senate.
  - Degree title in ALL CAPS (i.e., MASTER OF ARTS IN HISTORY, DOCTOR OF PHILOSOPHY, etc.).
  - The name of your degree granting unit in Regular Case (i.e., Department of History).
- Name matches between title page, copyright page, signature page, and abstract page.
  - Use ALL CAPS on the title page, copyright page, and signature page.
  - Use Regular Case on the abstract page.
- The official degree abbreviation must appear after the student's name on the abstract (i.e., Ph.D., M.A., M.S., etc.).
- Degree month and year on title and abstract page must match the degree month and year listed on the examination announcement. These items should be in ALL CAPS on the title page and in Regular Case on the abstract page.
- Signature page numbered in lowercase roman numerals as ii.
- Main body of the thesis/dissertation is double spaced.
- Page numbering restarts on page 1 with the first page after the dedication.
- Page numbers are centered at the bottom of the page or in the upper right-hand corner.

## ITEMS DUE 5 BUSINESS DAYS FOLLOWING YOUR SUCCESSFUL EXAM:

- Upload final thesis/dissertation – it is important to update your draft submission in ProQuest with your revised PDF. DO NOT create a new ProQuest submission.
- One set of the title page, unsigned signature page, and abstract page/s, in one PDF file, uploaded into myWSU. Directions are included in your thesis/dissertation review and are available on the Graduate School's forms page.
- Hold Harmless/Copyright Acknowledgment Form
  - Sign in the presence of a permanent WSU staff or faculty employee (who also signs as witness) or send via your wsu.edu email and the Graduate School will act as your witness.
- For those using copyrighted or previously published material in the thesis/dissertation, you must provide documentation granting permission to reproduce the material in your document.
- DOCTORAL ONLY: Completed the Survey of Earned Doctorates (SED) online and submit the completion certificate to [gradschool@wsu.edu](mailto:gradschool@wsu.edu) along with your name and WSU ID number.

*Please note that this list is designed to help mitigate common problems in thesis/dissertation formatting. It is not comprehensive. It is your responsibility to comply with all formatting requirements as described in the Graduate School's Theses/Dissertation Formatting Requirements, available at [www.gradschool.wsu.edu/forms](http://www.gradschool.wsu.edu/forms).*