



Thesis Completion Checklist

STEP ONE – UPON COMPLETION OF THESIS DEFENSE

- Make all corrections suggested by thesis committee
- Get signatures from all committee members on *Signature Page* (must be printed on 20lb, 25% cotton fiber paper)
- Check the Graduate Studies website [Dates & Deadlines](#) link, “Recommended Initial Thesis Submission Date” for your intended semester of graduation.
- Review *Common Thesis Errors* (pg 3), PRIOR to submitting document for Thesis Editor Review:
 - Confirm necessary corrections have been made to your document.
 - *Please note: Failure to completed this step will significantly increase the editing timeline and may result in failure to meet semester completion deadline.

STEP TWO – THESIS EDITOR REVIEW (This step may take a number of weeks.)

- Submit documents for editing to Graduate Studies (223 Graff Main Hall). Submission must include:
 - Completed *Thesis Processing Form*
 - Include payment receipt from Cashiers Office (121 Graff Main Hall).
Document Processing Fees
 - Thesis Processing Fee \$47
 - Binding \$14.00/copy
 - Postage \$5.00/copy (for each bound copy mailed off-campus)
 - International Postage \$15.00 (for each bound copy mailed internationally)
 - * Please Note: If you are facing significant economic hardship, please email the Graduate Studies Director to request a waiver of these fees
 - Copy of thesis
 - Regular printing paper may be used for this draft (with the exception of the signature page which must be printed on 20 lb, 25% cotton fiber paper).
 - For documents formatted outside of *University Thesis Guidelines* (i.e. target journal for publication), the following items must also be included:
 - Journal-specific instructions to authors
 - At least one reprint of a recent article from the journal
- *Please note: Even if the thesis was written following guidelines of a target journal, the UWL thesis formatting guidelines must be followed for the title page, signature page, acknowledgments, table of contents, list of tables, list of figures, and appendices.

STEP TWO (continued)

- Thesis Editor reviews documents
 - Editor evaluates document for adherence to formatting guidelines. This is not a review of punctuation, grammar, or content. The student is responsible for following formatting guidelines and reviewing document for mistakes before initial submission to the editor
 - Editor contacts the student via email regarding necessary revisions.
 - Student makes revisions/resubmits.
 - *Please note, the revision/resubmission process may be repeated multiple times until all necessary corrections are completed.
- Thesis Editor approves of final version and forwards to Graduate Studies Director for approval.
 - Editor provides notification of acceptance to Graduate Studies Director and student.
- Electronic submission of document
 - Student emails a PDF (electronic copy) of final draft of thesis to Graduate Studies (gradstudies@uwl.edu)
- Graduate Studies Director grants final approval/notification
 - Director reviews the document and upon approval, signs the signature page.
 - Graduate Studies notifies student, thesis chair and college office of final thesis approval via email.
 - Graduate Studies forwards complete PDF of thesis with addition of signed thesis page to student and Murphy Library.
- Request change of grade
 - Student confirms with thesis chair that a *Change of Grade Form* has been completed and processed by the academic department chairperson and the Dean's Office

STEP THREE – DOCUMENT BINDING

- Pick up final document from Graduate Studies after receiving final approval letter.
- Make copies of thesis for binding.
 - One copy of each thesis is required to be bound for Murphy Library. Additional copies may be ordered to meet department requirements or for personal use.
 - Murphy Library Copy - must be printed on 20 lb, 25% cotton fiber paper
 - Paper type for additional copies may be chosen at student/program discretion
- Package document/s for binding
 - Document pages should be double checked for inclusion and proper sequencing.
 - Confirm inclusion of completed signature page for each binding request.
 - Place each copy in separate 10x13 manila envelope
 - Tape a completed *Bindery Label* to front of each envelope.
- Submit documents for Binding
 - Bring prepared envelopes with attached *Bindery Labels* to Graduate Studies (223 Graff Main Hall)
- Sit back and relax!
 - The binding company picks up orders monthly and returns bound copies in approximately 6-8 weeks. Graduate Studies will distribute bound copies as requested by student.



Common Thesis Errors Checklist

The following checklist highlights common errors found during the Thesis Editor Review. Presence of these errors in a document, has been found to significantly delay the editing process. PRIOR to submitting your thesis to Graduate Studies for Thesis Editor Review, please review this list and confirm that your document adheres to each item. *Failure to do so may significantly impact your ability to complete the editing process in a timely manner.

- The signature page(s) that are supplied with the first draft of a thesis are retained throughout the thesis correction process; no additional copies are required with each corrected draft of the thesis.
- The page count in the abstract must include the front matter, not just the main text. Ex: vii + 54 = 61pp. Incorrect page counts are among the most common errors encountered.
- The abstract is thesis page iii, after the title and signature pages, but it is the first page on which a page number is printed. The Acknowledgements, Table of Contents, and Lists of Tables, Figures, and Appendices follow.
- Page headings in the front matter should not appear in bold text, but should appear in all capital letters.
- Headings and subheadings must match the modified APA system explained and illustrated in the University Thesis Guidelines.
- The first heading in the main text of a manuscript thesis, the first heading in each chapter of a chapter-style thesis, and the heading on each reference list should be positioned two inches (2") from the top of the page.
- The left hand margin must be 1.5 inches (1 1/2 ") throughout the text for binding purposes. Changes to margins often affect the page count and page sequence of the thesis.
- All major and minor subheadings should appear in the Table of Contents.
- In APA reference format, journal titles, book titles, and volume numbers of journals are italicized, but issue numbers are not. Article and book titles are not capitalized, but journal titles are. When in doubt, consult a handbook that includes APA reference style.
- Although included in the page count and page sequence, title pages of appendices should not have a page number printed on them.
- Designations and page numbers given in the Table of Contents must match the text of the thesis. This should be one of the last elements revised, because even minor changes to the text can affect the page layout.