Thesis/Dissertation Submission Checklist

Your thesis/dissertation will be submitted to Vireo, the Thesis & Dissertation Submission System. Before you submit, use the following checklist to review your thesis/dissertation. This checklist has 3 sections: Required Elements, Pagination/Front Matter Pages, and DocuSign Signature Page. For additional information on the formatting and submitting of your document, see https://libguides.ecu.edu/vireo/etd/home.

Required Elements

Required elements are **bolded**; others are optional or applicable, as needed.
Have you included the following elements in this order?

☐ **Abstract Page**
    ☐ Have you included a header that includes the following components centered?
    (See below for example.)
        ☐ thesis or dissertation title
        ☐ the word "By"
        ☐ your name
        ☐ month of graduation, year
            [the only options are May, 202X; July, 202X, or December, 202X]
    ☐ Have you included the followed labels along with the director and department name on the left margin?
        ☐ Director of Thesis **or** Director of Dissertation: the student's director's name
        ☐ Major Department: the student's major department
    ☐ Have you included the heading: ABSTRACT
    ☐ Is the abstract double-spaced and a maximum of 2 pages for theses and 3 pages for dissertations?
    ☐ Check to make sure there is no page number.

Figure 1: Abstract Page

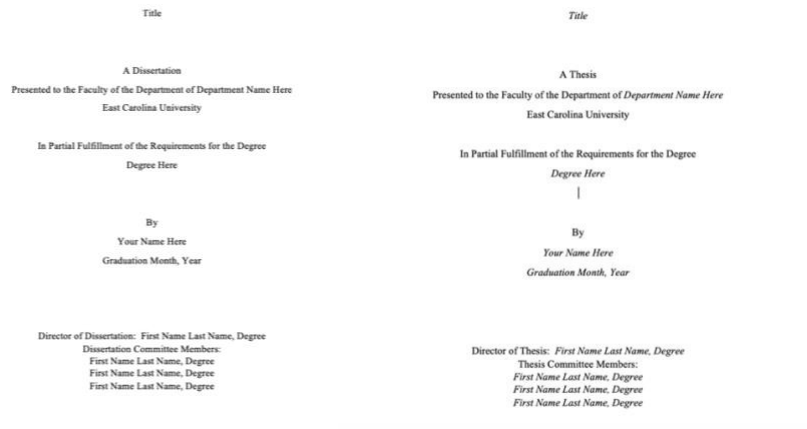| |
|---|
| TITLE |
| By |
| Student Name |
| Month of Graduation, Year |
| Director of Thesis **or** Director of Dissertation:
Major Department: |
| ABSTRACT |
| Double spaced abstract |

☐ **Blank Page**
    Have you included a blank page between the abstract page and the title page? Does it exclude a page number.

☐ **Title Page**

Thesis Title Page Template
Dissertation Title Page Template

Figure 2: Title Pages

__Have you included the following elements of the title page centered on the page?
  __thesis or dissertation title
  __department name
  __degree name [for example, Master of Science in Biology]
  __your name
  __month of graduation, year
      [the only options are May, 202X; July, 202X, or December, 202X]
  __director of thesis or dissertation with degree
  __thesis or dissertation committee members with their degrees
__Check to make sure there is no page number although it is counted as roman numeral i.

☐ **Copyright Page**
  __Does this page include © *your name, year*?

☐ Dedication Page (optional)
  __Is the Dedication page doubled spaced?

☐ Acknowledgement Page (optional)
  __Is the Acknowledgement page doubled spaced?

☐ **Table of Contents**
  Title and Copyright page (optional)
  List of Tables with lowercase roman numeral.
  List of Figures with lowercase roman numeral.
  List of Symbols/Abbreviations with lowercase roman numeral.
  Chapters with page numbers
  References with page numbers
  Appendices with page numbers

TABLE OF CONTENTS

> Your List of Tables (if you have one) will begin with the Roman numeral after your Table of Contents pages. In this example, the Table of Contents are on v-ix, so the List of Tables is x.

☐ List of Tables (if needed)

☐ List of Figures (if needed)

☐ List of Symbols/Abbreviations (if needed)

☐ **Body of Thesis/Dissertation**
   __Does page 1 begin with the first page of chapter 1?
   __Has the first page of each chapter been formatted to exclude a page number in the footer?

☐ **References**
   __Are the references doubled space between entries?

☐ **Appendices** (if needed)
   __Have you included your IRB approval memo?
   __Have you included your IACUC approval memo?
   __Have you included your Office of Prospective Health memo?

Pagination/Front Matter/Prefatory Pages

☐ The abstract and blank page are not counted within the front matter pages, have no page numbers, and are not included in the table of contents.

☐ The Title page up to the first chapter make up the front matter/prefatory pages and are included in the Table of Contents. Lower case Roman numeral page numbers (i, ii, iii, etc.) are used to list these pages in the Table of Contents, but the Roman numeral page numbers should not appear on the actual pages.

☐ Page numbers should not appear on any front matter pages or on the first page of any Chapter, the References, or Appendix.

☐ Page 1 begins at Chapter 1 in the Table of Contents.

☐ Start each Chapter on a new page that does not include a page number.

DocuSign Signature Page

☐ Does the signature page have the Dean's signature?
☐ Does the signature page have the Department name?
☐ Did you list the earned degrees for your committee members and Chair?