

SDSU EdD Dissertation Review Checklist

| MARGINS | |
|--------------------------|--|
| <input type="checkbox"/> | Top (must be 1") |
| <input type="checkbox"/> | Left (must be 1.25") |
| <input type="checkbox"/> | Bottom (must be 1") |
| <input type="checkbox"/> | Right (must be 1") |
| <input type="checkbox"/> | Oversized material exceeds margin limits |
| FONT | |
| <input type="checkbox"/> | Style not appropriate |
| <input type="checkbox"/> | Too small/large |
| <input type="checkbox"/> | Not consistent |
| <input type="checkbox"/> | Color incorrectly applied |
| SPACING | |
| <input type="checkbox"/> | Line spacing incorrect/not consistent |
| FORMATTING STYLE | |
| <input type="checkbox"/> | Style not allowed by department (Tech/Section) |
| <input type="checkbox"/> | Style used incorrectly (Chapter Style) |
| PAGINATION | |
| <input type="checkbox"/> | Missing/Incorrect (prelims: Roman) |
| <input type="checkbox"/> | Missing/Incorrect (text: Arabic) |
| <input type="checkbox"/> | Format (text should restart at 1) |
| <input type="checkbox"/> | Sequence not consecutive (1 – end) |
| PRELIMINARY PAGES | |
| <input type="checkbox"/> | Order of pages incorrect |
| <input type="checkbox"/> | Margins incorrect |
| <input type="checkbox"/> | Required pages missing |
| TITLE PAGE | |
| <input type="checkbox"/> | Title not consistent (must match sig page) |
| <input type="checkbox"/> | Title capitalization incorrect |
| <input type="checkbox"/> | Degree name incorrect |
| <input type="checkbox"/> | Name doesn't match university records |

| SIGNATURE PAGE | |
|----------------------------------|--|
| <input type="checkbox"/> | Name doesn't match university records |
| <input type="checkbox"/> | Title not consistent (must match title page) |
| <input type="checkbox"/> | Order/format of committee members incorrect |
| <input type="checkbox"/> | Department name missing/incorrect |
| COPYRIGHT PAGE | |
| <input type="checkbox"/> | Missing symbol |
| <input type="checkbox"/> | Name doesn't match university records |
| <input type="checkbox"/> | Incorrect year |
| ABSTRACT | |
| <input type="checkbox"/> | Indent incorrect – No indent |
| <input type="checkbox"/> | Line spacing incorrect |
| <input type="checkbox"/> | Includes citations – shouldn't |
| <input type="checkbox"/> | 350 words or less |
| TABLE OF CONTENTS (TOC) | |
| <input type="checkbox"/> | Entries do not match text |
| <input type="checkbox"/> | Page number errors |
| <input type="checkbox"/> | Chapter numbers missing/incorrect |
| <input type="checkbox"/> | Style does not match text (Chapter) |
| <input type="checkbox"/> | Heading capitalization incorrect |
| <input type="checkbox"/> | Appendix entry missing/incorrect |
| LIST OF TABLES & LIST OF FIGURES | |
| <input type="checkbox"/> | Entries do not match text |
| <input type="checkbox"/> | Page number errors |
| <input type="checkbox"/> | Incorrect numbering |
| <input type="checkbox"/> | Must have a unique label |
| <input type="checkbox"/> | Line spacing/hanging indent incorrect |
| QUOTATIONS | |
| <input type="checkbox"/> | Missing citation |
| <input type="checkbox"/> | Missing page number |
| <input type="checkbox"/> | 40+ words - format like a block quote |

| SOURCE CITATION IN TEXT | |
|--------------------------|--|
| <input type="checkbox"/> | Incorrect APA style |
| <input type="checkbox"/> | Incorrect use of "et al." – should/shouldn't use |
| <input type="checkbox"/> | Incorrect punctuation |
| <input type="checkbox"/> | Incorrect order/format of multiple sources |
| <input type="checkbox"/> | Citations missing/don't match reference list |
| <input type="checkbox"/> | Incorrect placement in text |
| <input type="checkbox"/> | Narrative citation repeated parenthetically |
| <input type="checkbox"/> | Incorrect format |
| CHAPTER TITLES | |
| <input type="checkbox"/> | Capitalization incorrect |
| HEADINGS | |
| <input type="checkbox"/> | Format incorrect |
| <input type="checkbox"/> | Capitalization incorrect |
| <input type="checkbox"/> | Missing from TOC |
| <input type="checkbox"/> | Does not match TOC |
| TABLES & FIGURES IN TEXT | |
| <input type="checkbox"/> | Incorrect numbering |
| <input type="checkbox"/> | Must have unique label |
| <input type="checkbox"/> | Incorrect placement in text |
| <input type="checkbox"/> | Missing attribution |
| <input type="checkbox"/> | Placement of title incorrect |
| <input type="checkbox"/> | Incorrect capitalization |
| REFERENCE LIST | |
| <input type="checkbox"/> | Spacing incorrect |
| <input type="checkbox"/> | Order of entries incorrect |
| <input type="checkbox"/> | Incorrect format of multiple works by a single author |
| <input type="checkbox"/> | Incorrect format of multiple works with same author/year |
| <input type="checkbox"/> | Incomplete documentation |
| <input type="checkbox"/> | Reference not cited in text |
| <input type="checkbox"/> | Incorrect format |