

## Checklist for Submission of Theses or Dissertations for Review Department of Biology & Wildlife

Before submitting your Master's thesis/Ph.D. dissertation for review by the Chair of the Biology & Wildlife Department or the Chair of the Wildlife Program, you need to ensure that the issues below have been addressed. The department and program chairs will not review your thesis until this form (signed) has been submitted and all items have been checked. We require at least 2 weeks for departmental review. Changes required by the department or wildlife program chair must be completed before your thesis or dissertation is approved for review by the Dean of CNSM. This form **must** accompany your thesis/dissertation before it is reviewed by the department chair or the wildlife program chair. Those that do not comply will be returned through the chair of your advisory committee before any further review.

---

### CHECK BELOW TO CERTIFY COMPLIANCE

- \_\_\_\_\_ The submitted thesis/dissertation reflects **all changes/edits** required by the committee (including committee chair/co-chair).
  
- \_\_\_\_\_ The thesis/dissertation has been **approved** by the advisory committee chair (or co-chairs) for review by the department chair or wildlife program chair.
  
- \_\_\_\_\_ The full citation of each chapter that has been published appears as a footnote to that chapter title. The full anticipated citation of each chapter intended for publication appears similarly, including the phrase "to be submitted for publication to <Journal name>".
  
- \_\_\_\_\_ Citations in the text and the references section correspond completely. All citations in the text are listed in the references section, and all citations in the references section have been cited in the text.
  
- \_\_\_\_\_ Names of authors are spelled consistently in citations and in the references, especially with respect to non-English alphabet characters.
  
- \_\_\_\_\_ References within a chapter are formatted consistently with respect to journal name abbreviations, capitalization, etc., and conform to the journal format.
  
- \_\_\_\_\_ Figure numbers cited in text correspond with the numbers assigned to each figure and legend.
  
- \_\_\_\_\_ References that appear in figure legends are included in the references section.
  
- \_\_\_\_\_ Figures are highly readable; units on figure axes have been checked for accuracy.

- \_\_\_\_\_ Figure legends are complete, so each figure can be understood on its own without the text of the thesis or dissertation.
- \_\_\_\_\_ Grammar and punctuation has been carefully checked for accuracy. Please ensure that the following common errors are corrected:  
(1) the word “data” is used throughout as a plural word (e.g., “data are”, not “data is”),  
(2) all uses of the term “et al.” have been checked to ensure correct spelling (period after “al” but not after “et”), and  
(3) all independent clauses are separated by a comma, semicolon, or colon
- \_\_\_\_\_ Acronyms and abbreviations are spelled out the first time they are used (with acronym/abbreviation in parentheses after the definition).
- \_\_\_\_\_ Species names are consistently italicized throughout the thesis/dissertation.
- \_\_\_\_\_ Statistics are reported correctly and thoroughly, showing the test statistic, degrees of freedom, and p-value (e.g.  $F_{2,90} = 9.2$ ,  $P = 0.0002$ , or  $t = 1.2$ , d.f. = 30,  $P = 0.24$ ). The format for reporting statistical results conforms to the target journal’s guidelines, if such guidelines exist.
- \_\_\_\_\_ Each page has been formatted to remove “orphaned and widowed words and lines” at the top or the bottom of the printed page.
- \_\_\_\_\_ Chapter and subheading titles and their page numbers in the Table of Contents agree with those in the body of the thesis/dissertation.

I certify that all the items above have been addressed before submission of my thesis/dissertation for departmental review.

\_\_\_\_\_ PRINT NAME

\_\_\_\_\_ Signature

Date: \_\_\_\_\_