

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 has been signed and submitted with all items 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 and released to 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 graduate advisory committee.
- _____ The student has filled out the top portion of the Thesis/Dissertation Approval Form (available through the Graduate School), submitted the form to the Graduate Coordinator Pauline Thomas, and all committee members are willing to sign that form without additional changes to the thesis.
- _____ 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 or within the monograph are formatted consistently with respect to abbreviation conventions, capitalization, italicization, etc., and conform to the chosen 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.
- _____ Acronyms and abbreviations are defined the first time they are used.
- _____ 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 formatting of these elements may vary and should conform to the journal of choice.
- _____ Each page has been formatted to remove single stranded 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: _____