

Checklist for Submission of a Thesis or Dissertation for Review by the 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 Rachel Elmer, and all committee members have signed that form without additional requests for changes to the thesis.

Chapter and subheading titles and their page numbers in the Table of Contents agree with those in the body of the thesis/dissertation.

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 correctly and consistently, and care has been taken to correctly represent names with non-English alphabet characters.

The reference list within a chapter, or within the whole thesis if written as a monograph, is formatted consistently with respect to abbreviation conventions, capitalization, italicization, etc., and conform to the chosen journal format.

Figures and tables are numbered consecutively in the order they appear within each chapter, or within the monograph. Numbers cited in text correspond with

the numbers assigned to each figure and table legend, and also correspond to the relevant page in the table of contents.

In a multi-chapter thesis or dissertation, figure and table numbers include the chapter number (e.g. Figure 3.2 or Table 1.5).

References that appear in figure legends are included in the references section.

Figures are highly readable; units on figure axes and within tables 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.

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 may conform to the style of the target journal.

Each page has been formatted to remove single stranded words and lines at the top or the bottom of the printed page.

By writing my name below, I certify that all the items above have been addressed and my thesis or dissertation is ready for departmental review.

PRINT NAME

DATE