**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, and all committee members have signed that form without additional requests for changes to the thesis.

\_\_\_\_\_\_\_\_\_ The student has consulted the Graduate School Thesis Handbook and preferably has accessed the appropriate Microsoft Word template for their degree (see GS website).

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

\_\_\_\_\_\_\_\_\_ \*New\* The full citation of each chapter that has been published, or is intended for publication, appears within the text of the General Introduction. So for example, "The study in Chapter 2 has been published as Smith, M. and Zang, S. (2024) The effect of intermittent flooding on mayfly populations in Interior Alaska. *Freshwater Science* 51(2): 345-348." And/or "The study in Chapter 3 is intended for publication as Smith, M., Lee, S.N., and Zang, S. Wood frog predation on mayflies. To be submitted to *Ecological Monographs*.". The citation formatting within the Introduction is consistent with that used in the General Conclusions.

\_\_\_\_\_\_\_\_ 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.)

\_\_\_\_\_\_\_\_ Citation format - including abbreviation conventions, capitalization, italicization, etc. - is consistent within a chapter for manuscript format, and throughout the document for monograph format.

\_\_\_\_\_\_\_\_\_ Names of authors are spelled correctly and consistently, and care has been taken to correctly represent names with non-English alphabet characters.

\_\_\_\_\_\_\_\_\_ 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 the figure or table legend, and also appear correctly within table of contents.

\_\_\_\_\_\_\_\_\_ In a multi-chapter thesis or dissertation, figure and table numbers also reference the chapter number (e.g. Figure 3.2 or Table 1.7).

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

\_\_\_\_\_\_\_\_\_ Figures are highly readable, and 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 should conform to the style of the chosen 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 my thesis or dissertation is ready for departmental review.

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PRINT NAME

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DATE *Revision: 2024-09-20*