

Review of a Dissertation, Thesis, or Report

The Graduate School completes this form for all students who submit a dissertation, thesis, or report to the Graduate School for review. Students must complete the required items in the review before their document can be accepted for their degree requirements.

Student Information

Last Name, First Name

M Number (ex: M12345678)

Degree Program

Administrative Home

Degree Type PhD MS MFor

Degree Sequence

Michigan Tech E-mail

Use a secondary e-mail? Yes No

Year of Publication 2012 Dissertation

Advisor's Name

Co-Advisor? Yes No

Document Status

Date Received Date Reviewed

Reviewed by

Draft
 Final

A cover page like this will appear on all reviews.
The remaining pages in this file show samples for dissertations, theses, and reports (with or without binding).
Please note that the order and format of items may not exactly match your review as the form is updated slightly over time.

The changes below are required by the Graduate School.
Refer to the Guide as noted for additional details. See our blog for helpful tutorials

Typefaces - See section 3.1

- No changes are required.
- True type, open type, or Type I versions of font not used in text.

Embedding Fonts - See section 3.1

- No changes are necessary.
- All fonts must be embedded. See our blog for how you can check if your fonts are embedded prior to submitting. Embedding fonts is an option before you create your pdf file. If you use Adobe Acrobat, see the
- Adobe Blog or the Graduate School's "Introduction to Adobe Acrobat" presentation for assistance. Otherwise, search the help in the program you are using.

Paper Size (8.5 x 11) - See section 3.3

- No changes are necessary.
- Paper size is not correct. Please submit a document formatted to print on letter sized paper.

Title Page - See sections 4.1 (description) and Appendix A (examples)

Degree Program

Banner code not entered correctly.

- No changes are necessary.
- Please enter correct document type.
- Please enter correct degree type.
- Please enter correct degree program.
- Please enter correct publication date.
- Other required changes.
- Recommended changes. These changes are not required, but apply to the title page.**

Approval Page - See sections 4.2 (description) and Appendix A (examples)

Administrative Home

Advisor

Advisor: null

- No changes are necessary.
- The following elements need correction.
- Recommended changes. These changes are not required, but apply to the signature page.**

Sections included in proper order - See Section 4 (bold items apply to reports only; all items apply for dissertations and theses)

- No changes are necessary.
- Required sections not in proper order. (**Title page, signature page**, table of contents, preface, **abstract**)

The changes below are required by the Graduate School.
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Abstract - See Section 4.11

- No changes are required.
 - An abstract is required. Please include.
 - Abstract is too long. Page limit is two pages (double-spaced) or one page (single-spaced).
-

Table of Contents - Section 4.4

- No changes are required.
 - Required sections not listed in the table of contents. Please address:
 - Headings and subheadings are not clearly distinguished. Please address:
 - Tab leader and/or page numbers not properly formatted. Please address:
-

Reference list - Section 4.13

- No changes are required.
 - A reference list is needed either at the end of the document or the end of each chapter.
-

Binding Edge Margin (1.5") - See section 3.2 (single sided) or 3.5 (double sided)

- No changes are necessary.
 - Material is in the binding edge margin. Please address:
 - Margin is too large. Please address:
-

Non-binding edge margin (1") - See section 3.2 (single sided) or 3.5 (double sided)

- No changes are necessary.
 - Material is in the non-binding edge margin. Please address:
 - Margin is too large. Please address:
-

Page Numbers - See section 3.4 (single sided) or 3.5 (double sided)

- No changes are necessary.
 - Location is inappropriate. Please make the following changes:
 - All non-blank pages except the title and signature page require a page number. Please address:
 - Page numbers must be unique and sequential. Pages are not numbered appropriately.
-

Figures - See section 3.7

- No changes are required.
 - All images must be clear, readable, and reproducible. All text must be legible. Please address:
-

The changes below are required by the Graduate School.
Refer to the Guide as noted for additional details. See our blog for helpful tutorials.

Captions - See Sections 3.7 and 3.8

- No changes are required.
 - Table and/or figure captions are in the wrong location. Please address:
 - Table and/or figure caption numbers are not unique and/or sequential. Please address:
 - Each figure/table must have a caption. Please address:
-
-

Copyright Review - See section 5.3

- The following materials appear to be copy/pasted from a source. You are required to document that these materials can be republished. See the procedures, and "How to use copyrighted materials" for assistance.
- The following materials appear to have been adapted from a cited source. Assuming that the adaptations are extensive enough to be considered your own work, no permission is needed.
- The following materials appear to be created by you from the cited data source. Since data cannot be copyrighted, no permission is needed.

The following material appears to have been previously published or submitted for publication. For previously published materials, you are required to document that these materials can be republished. See the procedures and "How to Use Copyrighted Materials" for recommendations. For material submitted for publication, we recommend checking with the publisher to determine if an embargo of your thesis or dissertation is necessary. Submit a revised Publishing agreement if your need for an embargo has changed.

- Additional comments
 - Any material not noted in this section appears to be the student's original, unpublished, work. If any material has been previously published, or has been taken from another source, please see the procedures and "How to use copyrighted materials" for our recommendations. Note that all material that was not created by you, or that has been previously published by you, must include a full citation to the original source.
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Preface - See Section 4.7

- No changes are required. The document does not include previously published materials or materials developed collaboratively.
 - No changes are required. The document includes previously published materials or materials developed collaboratively, and the preface has clearly described the contribution made by each individual.
 - A preface is required. Please include.
 - The preface does not clearly describe the contributions made by each individual.
-
-

Collection of Articles - See Section 4.12.2

- No changes are necessary. Document does not contain chapters containing published materials.
 - No changes are necessary. Document contains chapters with published materials and an introduction with appropriate formatting and footnotes at the beginning of each chapter as needed.
 - An introductory chapter must be included that describes the connection between all other chapters.
 - A footnote must be placed on the first page of a chapter containing published information.
 - Formatting of chapter does not match the guidelines of the publishing organization or rest of document.
-
-

The changes below are required by the Graduate School.
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File Name - Section 6.1

- No changes necessary.
- File names are limited to 15 alphanumeric characters plus a three character file extension. Please update.

Other required changes

- None
- See comments below.

The remaining changes in this review are recommended by the Graduate School.
Students should consult with their advisor and committee to determine which of these suggestions should be implemented.

Color Pages

- This document has all black and white pages. No pages have any color.
- This document has at least one color page.

Additional Recommendations - See remaining sections of the Guide for more recommendations

We recommend placing figures and/or tables at the top/bottom of pages. This creates a nice visual layout, and makes the text of your document easier to read. See, for example XX.

We recommend not leaving a heading alone at the bottom of a page. See page XX. It would be better if the heading at the bottom of this page was at the top of the next page above the text it is describing.

Avoid having large areas of white space, such as on page XX.

We recommend not leaving a single line of a paragraph alone at the top or bottom of a page. See, for example, page XX.

Dissertation and Theses

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Title Page - See sections 4.1 (description) and Appendix A (examples)

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Administrative Home

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Advisor: null

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Sample
Report with no binding

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