

Review of a Thesis, Report, or Dissertation

The Graduate School completes this form for all students who submit a thesis, report, or dissertation to the Graduate School for review. Review of a report is only required if students wish to order bound copies of their report through the University. 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

2010

Advisor's Name

Co-Advisor?

 Yes No**Document Status**

Date Received

 Receipt entered in Banner

Date Reviewed

 Review entered in Banner

Reviewed by

 Draft Final
 Accepted
 Revision Required
 N/A (Draft)
Publishing Options - see the Publishing agreement (included in the Pre-defense form) for more details

Publishing agreement submitted?

 Yes No Unknown

Originality certification

 Self-certified Graduate School submits to Turnitin.com

Style Manual

Reference format

 Graduate School procedures Peer reviewed journal**Embargo Options** - See section 4.2

Was embargo requested?

 Yes No**ETD Options** - See section 4.1 (formatting recommendations)

ETD Access

 Global Michigan Tech

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

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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.

Typefaces - See section 3.1

- No changes are required.
- Typeface not included in Table 3.1.
- Typeface does not have sufficient size and style changes for headings.
- True type or open type versions of font not used.

Embedding Fonts - See section 4.1

- 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.

Title Page - See sections 3.6.1 (description) and 7 (examples)

- 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.**

Signature Page - See sections 3.6.2 (description) and 7 (examples)

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

Binding Edge Margin (1.5") - See section 3.2 (single sided) or 3.14 (double sided)

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

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

Page Number Location - See section 3.4 (single sided) or 3.14 (double sided)

- No changes are necessary.
- Location is inappropriate. Please make the following changes:

Page Number Formatting - See section 3.4 (single sided) and section 3.14 (double sided)

- No changes are necessary.
- The following type and formatting changes are recommended:

Non-binding edge margin (1") - See section 3.2 (single sided) or 3.14 (double sided)

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

Line spacing - See Section 3.5

- No changes are necessary.
- Single spaced items require additional line spacing. Please address:
- A hanging indent is required in the list of references, list of figures, list of tables. Please address:
- Other required changes.

Sections included and order - See Section 3.6

- No changes are necessary.
- Section(s) are in the wrong order. See Table 3.2. Please address:
- Other required changes.

Table of Contents - Section 3.6.4

- 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:
- Other required changes.

List of Figures- Section 3.6.5

- No changes are required.
 - A List of Figures is required. Please include.
 - A hanging indent is required. Please address:
 - Tab leader and/or page numbers and/or captions not properly formatted. Please address:
 - Other required changes.
-

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

List of Tables- Section 3.6.6

- No changes are required.
- A List of Tables is required. Please include.
- A hanging indent is required. Please address:
- Tab leader and/or page numbers and/or captions not properly formatted. Please address:
- Other required changes.

Preface - See Section 3.6.7

- No changes are required.
- A preface is required. Please include.

Abstract - See Section 3.6.11

- 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).

Copyright Review - See section 3.7

- 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.

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

Research involving human and vertebrate animal subjects - Section 3.8

- No changes are required. Based on the material presented, the work is assumed to not include research with human subjects or vertebrate animal subjects. See Section 3.8 for more information.
- No changes are required. Project includes research with human or animal vertebrate subjects, and the approval number from the Office of Research Integrity and Compliance for your protocol has been included..
- Project includes research with human or animal vertebrate subjects. Please include the approval number from the Office of Research Integrity and Compliance for your protocol.

In-text references and reference list - Section 3.9

- No changes are required.
- In-text references are not formatted properly. Please address:
- Reference list is not formatted properly. Please address:

Captions - See Sections 3.10 and 3.11

- No changes are required.
- Table and/or figure captions are in the wrong location. Please address:
- Table and/or figure caption numbers are formatted incorrectly. Please address:
- Other comments.

Image Quality - See section 3.11

- No changes are required. Image quality is high and a good printed copy can be obtained.
Some images are low quality. We require an image resolution of at least 300 ppi. View your document at a high magnification (say 300%). Your images should be as crisp as the text in the document. If the images appear crisp in your word processor, but not in your pdf file, check the settings you used to convert your pdf file. See our "Introduction to Adobe Acrobat" presentation for more information on pdf conversion.
- If any of these images are screenshots, or you are unable to improve the quality, please address in the comment area on Blackboard, or a separate file submitted with your final thesis or dissertation on Blackboard.
Do not e-mail these comments to the Graduate School.
- All images must be clear, readable, and reproducible. Please address:

ETD Formatting - See section 4.1

- No changes are necessary.
- The following changes are required for an ETD:

Other required changes

- None
 - See comments below.
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The changes below are recommended by the Graduate School.
Refer to the procedures for additional details.

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.

Copyright Notice on Title Page - See examples in section 7

- No changes are recommended.
- We recommend that students place a copyright notice on the title page.

Color Images - See section 3.13

- No changes are recommended. Color images enhance the readability and clarity of the figures.
 - No changes are recommended. All images are in greyscale with good contrast.
- Color images should only be used when they enhance the readability and clarity of the figures. For example, figures with lines that can be clearly distinguished with symbols do not require color for clarity. Using color increases the cost of the printed document, reduces the ability of researchers to photocopy your work, and can hinder readability for people with color blindness.
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Additional Recommendations - See remaining sections of procedures for more recommendations

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