

Dissertation/Thesis/Final Project Submission Checklist

Read the following **before** submitting your dissertation/thesis/final project to the library.
Disregard whatever does not apply to you and your work.

IRB Documentation

- ☐ Save ALL documents you receive from the IRB.
 - This can include approval/reapproval or exempt letters, approved informed consent forms, etc.
- ☐ Insert your IRB approval/reapproval/exempt form and informed consent form in the appendices of your dissertation.
 - Update your Table of Contents accordingly.

Citation Style

- ☐ **If your citation style requires it**, make sure the items in your reference list have DOIs (common with APA).
 - DOIs are commonly used in journal articles but can also be used for eBooks or other electronic resources.
 - DOIs are more likely to exist for electronic works published **after** 2007; however, some works published prior to that date can be applied a DOI retroactively.
- ☐ Pick one citation style and stick with it throughout your entire paper.
 - If you're using an online resource, such as the [Purdue OWL](#), to help you with your citation style formatting, pay close attention to what style is being used in the resource. Purdue OWL, for example, still has guides for APA 6th edition available online, even though the most recent style is APA 7th edition.

Font

- ☐ 12-point Times New Roman is the preferred font.
- ☐ Type your title in [title case](#) (e.g., Your Title Should Look Like This).
 - **Do not** type your title in all caps (e.g., YOUR TITLE SHOULD NOT LOOK LIKE THIS).
 - **Do not** type your title in sentence case (e.g., Your title should not look like this).

Necessary Documents and Page Order

The front matter must appear in the following order:

- ☐ ETD Title Page
- ☐ ETD Copyright Page
- ☐ **Unsigned** signature sheet
- ☐ Acknowledgements
- ☐ Dedication (can be omitted)
- ☐ Table of Contents, List of Tables, List of Figures
 - The latter two can be omitted if not necessary in your citation style.
- ☐ Abstract
 - Up to 500 words with a list of 10 keywords **maximum** at the bottom of the page.

The body of your work must appear in the following order:

- ☐ Chapters (or equivalent), numbered consecutively
- ☐ References/Bibliography/Works Cited (or equivalent)
 - If your citation style requires references between each chapter, follow accordingly.
- ☐ Appendix A, B, C... (if necessary)

One additional document must also be submitted separate from the paper:

- ☐ **Signed** signature sheet
 - This sheet must be submitted as an **Additional File** on the eRepository form.
 - Make sure that any signatures on it are written in ink or digital ink (i.e., with a stylus or finger on a touchscreen computer/tablet). **A typed signature will not be accepted.**

Page Numbering

- ☐ All page numbers **before Chapter 1** (or equivalent) are numbered consecutively using lower-case Roman numerals **starting with Roman numeral “ii”** (not “i”).
- ☐ Start Roman numeral page numbering on the copyright page.
- ☐ All page numbers **including and after Chapter 1** (or equivalent) are numbered consecutively using Arabic numerals (1, 2, 3...), starting from the number “1”.

- ☐ Place **all page numbers** at the bottom-center of each page.

Page Formatting/Margins

- ☐ All four margins of the page must be one inch.
- ☐ All material (text, figures, tables, images, etc.) must be within the margins of the manuscript.
 - If necessary, you can rotate page(s) into landscape display to fit materials within the margins.
- ☐ All text is double-spaced unless otherwise specified by your citation style (e.g., when using block quotes, writing notes for figures/tables, etc.).
- ☐ **Do not include** headers/footers.
 - Endnotes/footnotes are acceptable if your citation style permits them.

Copyright and Permissions

- ☐ Attend one of the Library's [Copyright Workshops](#).
- ☐ Request and obtain **written permission** for any copyrighted material you **plan to use** in your paper.
 - Request permission to use content sooner rather than later.
 - Be very clear in your language use when requesting permissions. Note that asking to **reuse** copyrighted material (i.e., using a survey made by someone else for your study) is different than **reproducing** that material (i.e., placing that survey in the appendix of your paper).
 - Most journal articles will reroute you towards the [Copyright Clearing Center Marketplace](#), where you can request permission to reuse content.
 - If a work is **open access** or under a [Creative Commons License](#), you can use that work **freely without needing permission**. Keep in mind, however, that Creative Commons licenses can have some restrictions, so read through the parameters of the license carefully.
 - If you need to contact a researcher or researchers to acquire permission to reuse/reproduce directly (i.e., they created a survey but did not publish it in their article, thus retaining the copyright of it), look for an email, institutional profile, or personal/professional website to contact them.
- ☐ Provide proper credit for any copyrighted works that you use in your paper and ensure the credit you provide follows the standards of your citation style.
 - [APA 7th Edition Credit for Figures from Te Mātāpuna Library & Learning Services](#)

- [APA 7th Edition Credit for Tables from Te Mātāpuna Library & Learning Services](#)
- [ACS Credit Lines and References](#)
- [MLA Citation Guide: Images \(Figures\) & Tables from HPU Libraries](#)

☐ In your references, **do not link directly** to copyrighted materials.

- Examples can include linking to a PDF of a journal article, a book, or a book chapter that would otherwise be behind a paywall.

☐ In your references, **do not link directly** to articles/books/book chapters posted on ResearchGate, Academia.edu, or other academic “social media” sites.

- Find the original website the resource is hosted on and link to that.

Sensitive Materials

☐ Any sensitive text in your paper **must be properly redacted**.

- The student and advisor should identify and redact any sensitive text before the paper is submitted to the library.
 - Example of sensitive text: A student receives a permission letter from a school district that allows them to use district data in their paper. If the student anonymizes the school district in their paper, they need to also redact any mention of the school district in any additional content that may appear in the paper (e.g., letterheads, district seals/logos, school names, etc.).
- Using Word to place a black block over the text or to place a black square over a logo **does not sufficiently redact it**.
- [You can redact text through the “Redact” feature in Adobe Acrobat](#).
 - Note: [Students have access to Adobe Acrobat through SHU](#).

Submitting your Dissertation/Thesis/Final Project

☐ Attend one of the Library’s [How to Submit Your Thesis or Dissertation Workshops](#).

eRepository Submission (Theses, Dissertations, and Final Projects)

☐ Submit your paper to the eRepository in PDF format.

- While the eRepository does accept submissions from Word, the process of converting your Word document into a PDF often results in formatting issues; this means we may be contacting you for problems we see but that do not exist in the version you submitted to us.

☐ Any written copyright permissions must be submitted as **Additional Files** on the eRepository form.

ProQuest (Dissertations and Final Projects ONLY)

☐ **Wait** until you receive approval that your work was published to the eRepository **before** you submit to ProQuest.

- Submitting your work to ProQuest at the same time as the eRepository **will not** speed up the process.
- Works must be approved by the library to go to the eRepository **before** they go to ProQuest.

☐ Signed signature sheets, copyright permissions, and any other additional content **do not have to be** submitted to ProQuest.

Resources

[Library Dissertations and Theses Services Guide](#)

- From this guide, you can: Pay \$40 processing fee, learn about embargoes, access submission links for the eRepository and ProQuest, and download template title, copyright, and signature sheet pages.

[Library Ask Us Service](#)

- Submit a question through the “Ask Us!” form and we’ll get back to you with help.

[Research Appointment Form](#)

- Schedule an appointment with a librarian to review questions you may have before you submit.

[Library Calendar—Walsh Workshops](#)

- Join us in-person or on Teams for an hour-long workshop throughout the semester. Topics can include copyright, Zotero, APA, and literature reviews.

[SHU Copyright and Fair Use Guide 2024](#)

- Learn about copyright through our Copyright and Fair Use guide.
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Questions?

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General SHU Library Copyright email: copyright@shu.edu

General Dissertation/Thesis submission email: etds@shu.edu