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Departmental Approval Form

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Instructions for the Department or School:

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Checklist:

_____The PDF on the ETD Administrator site is in its final form, with no further changes expected from the author. Any supplementary files are also final.

_____The ETD Details section is complete, including basic details such as the 8 digit student ID (for internal use), publishing information, degree/department information, subject categories, keywords, and an abstract of no more than 500 words.

_____The author's name and the title are in upper and lower case as they will appear in the convocation program but otherwise correspond to the dissertation PDF.

_____The delayed release period indicated is the same for both ProQuest and the institutional repository when both options are selected.

_____For all instances where the dissertation includes previously copyrighted material beyond "fair use" written permission from the copyright holder is provided.

_____The layout and style of the title page follow exactly the model provided by the Dissertation Office. The author's name, title, and department are in upper case in the PDF but otherwise correspond to the ETD details.

_____All tables, figures, text, and page numbers appear within the prescribed margins.

_____The body of the dissertation is double-spaced.

_____Font is legible, not ornamental, and equivalent in scale to 10pt. Arial or 12pt. Times New Roman. Special characters, including formulas, render properly.

_____All pages are numbered consecutively, and no page is missing. The first text page is Arabic numeral 1. Preliminary pages are in lower case Roman numerals, with the title page counting as "I" although no page number appears on it.

_____Each page has a page number on it except for the title, copyright, dedication, part-opening, and epigraph pages.

_____Chapter titles, subheadings, footnotes, and bibliography or references are consistently and appropriately formatted.

_____If there are tables and figures in the dissertation, a List of Tables and/or a List of Figures with accurate numbers, titles, and page references follow(s) the Table of Contents. Lists begin on separate pages. Each table and figure has a unique number and caption assigned to it and includes the source where applicable.

_____Titles and page numbers in the Table of Contents correspond to the text. Supplementary files are listed in the Table of Contents.

_____All digital media submitted complies with the specifications set by ProQuest, by the Library, and by the student's department.

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