

# INTAKE SCREENING FORM

## SDSU THESIS REVIEW SERVICE

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

- Action Taken:  Expedited Thesis Review [Only minor errors]  
 Full Thesis Review [Less than 5 boxes checked under "University-wide Requirements" below]  
 Rejected [As stated in the Graduate Bulletin for "Thesis Submission," thesis manuscripts deemed unready for submission will be rejected and returned to the student. A manuscript is "unready for submission" if any one of the following is true: (1) it is not in compliance with departmental regulations, (2) it is incomplete (something is missing), or (3) there are gross deficiencies of format or presentation. Gross deficiencies of format are considered to occur when a thesis reflects errors in five or more of the categories listed below under "University-wide Requirements."] **Note:** If your thesis has been rejected, you must be enrolled in Thesis at the time you resubmit your thesis for format review.
- Departmental Requirements.** Only three major areas of departmental formatting requirements (listed below) will be checked during the preliminary scan. Non-compliance in these areas (box will be checked) may indicate non-compliance in general. It is your responsibility to bring your thesis into compliance with **all** departmental regulations before resubmitting it to thesis review.
- Structural Format:** Proper use of Chapter, Section, or Technical format.
  - Illustrative Materials:** Applicable departmental format for tables, figures, and other illustrative materials (i.e., those not in conflict with SDSU requirements).
  - Source Documentation:** Footnotes, notes, citations in text, reference list/bibliography (entries complete and in compliance with departmental and SDSU requirements).
- University-wide Requirements.** Areas of non-compliance.
- Preliminary Pages:** Correct format for Title and Signature pages, Abstract, Table of Contents, List of Tables, List of Figures, Acknowledgements, etc.
  - Page Layout:** Pagination, margins, placement and format of titles on starting pages for each part of the thesis (e.g., Acknowledgements page, Table of Contents, Chapter title pages, References), plus inclusion of and format for any applicable cover pages.
  - Text Formatting:** Typeface, spacing, paragraph indentation/spacing between paragraphs, block quotations, equations, enumeration, line and page breaks.
  - Headings:** Proper application of heading levels and formatting of headings.
  - Illustrative Materials:** SDSU format for tables and figures, identification and placement in text; and spacing requirements when integrated with text, excessive bottom margins.
  - Appendices:** Formatting of oversized materials, pagination, clean and legible copy.
  - Overall Appearance:** Accuracy, consistency, and neatness throughout the manuscript.
  - Complete:** Neither the Abstract nor any other component is missing.
    - Note: If the abstract or another component is missing, a photocopy of the new material with your thesis chair's signature must be submitted with the new originals to the Dissertation and Thesis Reviewer to verify that the missing content was reviewed and approved.

When a thesis is rejected, copies of this form (or an email) will be sent to:

Thesis Chair: \_\_\_\_\_

Graduate Adviser: \_\_\_\_\_

Student File