

Your thesis is in noncompliance with the 11th ed. of the SDSU *Dissertation and Thesis Manual (DTM)* and/or the current edition of your departmental style guide in the areas checked below. The numbers in parentheses indicate the relevant section of the *DTM* for that item. Return your corrected thesis to the Thesis Review Service within 14 days, if possible. Please note that the deadline for completing the thesis review process is 30 days following the date of initial review and contact by the thesis reviewer (see Section 6.5.3 in the *DTM*.)

- TITLE PAGE (5.1.1)**
- Title format
 - Position of elements
 - Degree name or format
 - Your name
 - Term
- SIGNATURE PAGE (5.1.2)**
- Format of Top Line Your name Title
 - Approval date missing
 - Position of elements
 - Order of signatures/signature format
 - Department name missing

- MARGINS (4.4)**
- Top (should be 1")
 - Bottom (should be 1")
 - Right (should be 1")
 - Left (should be 1.25")
 - Header (should be 0.63")
 - Oversized material exceeds margin limits (4.4.2)

- PAGINATION (4.3) PAGE NUMBER ERRORS AS FOLLOWS:**
- Missing
 - Font (must be same font and size as text font on all pages)
 - Placement
 - format – prelim's
 - format – appendices
 - format – text (should restart at *1)
 - Sequence not consecutive (1 – end)

- PRELIMINARY PAGES (Ch. 5)**
- Order of
 - Line spacing
 - Margins
 - TITLES: Placement of
 - Spacing after
- Abstract: (5.1.6.1)** Format Degree name Includes citations
- Dedication (see text)
 - Acknowledgements (see text)
 - Table of Contents (ToC) (5.1.7):
 - As checked above (prelim pages)
 - Multiple-line entry format
 - Delete Dedication/Epigraph entry(s)
 - Entries don't match text
 - Left & Right-side number alignment
 - Page number errors
 - Chpt #s. & Appendix letters--missing
 - Text within page # column
 - Indent levels
 - Appendix entry format
 - Heading levels included (must show 1st & 2nd levels)
 - Other, see notes

- List of Tables (LoT) (5.1.8)
 - As checked above
 - Right-side number alignment
 - Multiple-line entry format
 - Entries don't match text
 - Page number errors
 - Other: _____
- List of Figures (LoF) (5.1.9)
 - As checked above
 - Right-side number alignment
 - Multiple-line entry format
 - Entries don't match text
 - Page number errors
 - Other: _____

- List of Illustrations (5.1.10): Inappropriate or incorrectly formatted
- TEXT---Spacing (4.5):** Line spacing not consistent throughout thesis
- Paragraphs (4.5; 4.6.2)** Delete extra space between paragraphs
- Indentation incorrect or missing
- Font (4.2):** Style not appropriate Too small Too large
- Formatting Style (Chapter--4.6.1, Section--4.6.2., Technical--4.6.3)**
- Style incorrect
 - Style not allowed by your department (see Table 2.3)
- Lists (4.9.5)** Spacing of enumerators incorrectly formatted
- Quotations (4.9.4):** Incorrect use of run-in or block format
- Block Format:** Spacing around Spacing of Indentation
- Missing citation
 - Missing page #
- Text Style Errors:** Bad page breaks (4.9.3)
- Bad end-of-line breaks (4.9.2)
 - Incorrect use of bold, italics, or underlining (4.9.1)

- CHAPTER/SECTION TITLE PAGES (4.4.1, 4.7)**
- Chpt numbers:** placement format / capitalization spacing after
- Chpt/Sec titles:** placement capitalization spacing after
- length
 - format--multiple line titles

- HEADINGS (4.8)**
- Not in compliance with Sec. 4.8: Rule 1 Rule 2
 - Not applying styles correctly (4.8.1, 4.8.2, Figure 4.3)
 - Headings not bolded (should be) Includes citation (shouldn't)
 - Excessive bottom margin on text pages (4.4, bottom margin variance)
 - Other
- Centered (Styles 1 & 2)**
- (centered) ----- Position ----- (flush left)
 - Style: SMALL CAPS or Regular
 - Capitalization
 - Spacing before &/or after
 - Length limit exceeded; break into multiple lines
 - Format for multiple line headings
- Side (Styles 3 & 4)**
- -
 -
 -
 -
 -

- Paragraph Heading (Style 5):** Font size (keep same as text)
- Spacing before
 - Capitalization
 - Text must continue on same line

- TABLES & FIGURES (4.10; 4.10.3, 4.10.4)**
- Not identified by number in preceding text (4.10.1)
 - Incorrect numbering style or sequence (4.10.1)
 - Incorrect order (4.10.1)
 - Incorrect placement within text (4.10.1 & 2, Figure 4.4)
 - Incorrect spacing before and after (when integrated with text, 4.10.1)
 - ON same page with text (4.10.2): Should be Should not be
 - Excessive bottom margin on pages combining text & graphics (4.10.1 & 2)
 - Font size too small for legibility (4.10.2.1)
 - Two or more tables/figures have same title/caption (Must not--4.10.3 & 4)
 - Copyright infringement: Must show full source citation with graphic.

- Tables (4.10.3):** Title placement format margins
- Table format Top/bottom delineating lines (missing)

- Figures (4.10.4):** Caption placement format margins
- For illustrations in landscape orientation vs. portrait (Figure 4.1)
 - Position of top (must be at left, binding edge)
 - Page number placement (top rt corner of page in portrait position)
 - Other:

- SOURCE DOCUMENTATION IN TEXT (5.2.1 & Department Style Guide)**
- Incorrect departmental format (format, punctuation, etc.)
 - "et al." -- Incorrect usage or non-use of incorrect punctuation
 - Incorrect use of "a", "b" with duplicate publication year(s)
 - Incorrect order or format of multiple sources in single citation
 - Footnote/Endnote format (5.2.1.3) URL's: remove link
 - Use italics vs Underlining (5.2.1.3)
 - Documentation for citations missing from or don't match reference list

- Other

- REFERENCE LIST (5.2.1, 5.2.1.1 & 2, & Department Style Guide)**
- Title placement or format (5.2.1.1) Spacing after title (5.2.1.1)
 - Spacing of entries (5.2.1.1) Spacing between entries (5.2.1.1)
 - Must use hanging indent (5.2.1.1, Figure 5.14) Left justify RL
 - Use italics instead of underlining (5.2.1.3) URL's: remove link
 - Incorrect Internet documentation: need access date or working URL (5.2.1.2)
 - Order of entries Order of elements within entries
 - Order of multiple works by same author(s)
 - Incorrect use of "a", "b", etc. with duplicate publication years.
 - YOU need to have multiple sources from same author(s) in same year.
 - Punctuation Capitalization of titles
 - Incomplete documentation
 - Other:
 - Check every citation in text against the reference list for inclusion, accuracy, and proper format. I will review your documentation again upon re-submittal.

- APPENDICES (5.2.2)**
- Not identified in text [need to be] Incorrect labeling sequence
 - Missing page numbers Exceed(s) oversized material margin limits
 - Poor quality copy: (unclear) or "dirty" (clean up stray marks)
- Cover Sheet:** Missing Title missing Format

- LIBRARY ABSTRACT (5.1.6.2)**
- missing Format Missing ID info Degree name
 - Includes citations; remove ok, but delete page #

- LINE SPACING was changed to double for text but all 9 styles needing corresponding modification were not modified (see ReadMe File).

- OTHER:** Print quality unacceptable

Reviewed by: _____ Date: _____

Notified Student (Date): _____ (Method) _____