

ETDR Formatting Checklist

This Electronic Theses, Dissertations, and Reports (ETDR) Formatting Checklist provides a fast way to make sure that you've properly formatted your master's thesis, report, or doctoral dissertation, for

- submittal to K-REx,
- review by the K-State Graduate School,
- necessary revisions,
- finalized submittal to K-REx, and
- final submittal to ProQuest (doctoral dissertation only).

Some students use the templates before they have formally defended their work, and others after. This checklist may be used at any point in the sequence but is focused mostly on formatting and not any of the other aspects of graduate student research, documentation, defense, and presentation to the research community through their theses, dissertations, and reports. In the figure below, the general sequence may be explored. (Figure 1)

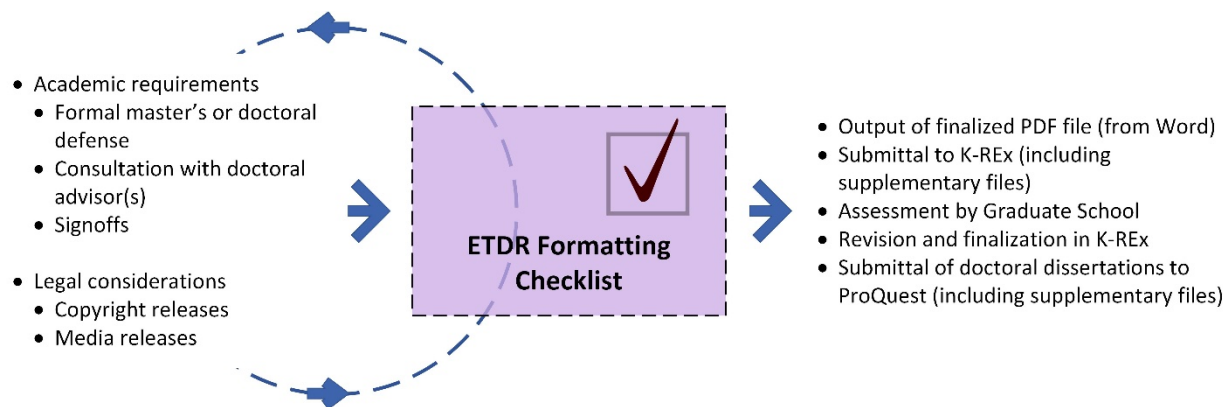


Figure 1. Role of ETDR Formatting Checklist in the General Order of ETDR Sequence

This ETDR Formatting Checklist covers the following areas: file navigation, completeness of manuscript, text formatting, digital image quality, pagination, margins, source citation formatting, HTML links, and file naming. This checklist is set up to include additional main areas and subareas as required by the particular discipline, committee, and learner / researcher. (Table 1)

Table 1. ETDR Formatting Checklist

Main Areas	Related Subareas	Check	
		MS Word or LaTeX	PDF
		✓	✓
File Navigation (ability to go to manuscript contents with a click from various lists)			
	Text style for text hierarchy		
	Placement of captions (and anchors)		
	Working Table of Contents (TOC)		
	Working List of Figures		
	Working List of Tables		
	Working List of Abbreviations / Terms / Equations (if used)		
Completeness of Manuscript			
	All required sections included		
	Optional sections added, as needed		
Text Formatting			
	Proper text style to enable file navigation (H1, H2, H3; body text, etc.)		
	Proper capitalization		
	Consistent text formatting		
Digital Image Quality			
	High resolution (and high resolution settings in Word) > 350 dpi		
	Visual sharpness		
	Color as CMYK (cyan, magenta, yellow, and black), not RGB (red, green, and blue)		
	Sufficient color contrast (accessibility)		
	Proper aspect ratio (no accidental stretching or skewing)		
	Accurate in-image-annotations and labeling (and readability)		
	Appropriate captioning (for file navigation)		
Table Layout			
	Portrait or landscape layout for easier viewability of tables (and / or figures)		
Pagination			
	Correct pagination (no visible page numbers for front matter, until Table of Contents, at which point small Roman numerals (i, ii, iii, etc.) are used through until Chapter 1, at		

	which point natural whole numbers are used (1, 2, 3, etc.), starting with 1.		
Main Areas	Related Subareas	Check	
		MS Word or LaTeX	PDF
		✓	✓
Margins			
	1" all around edges		
May have 1.5" in the left for physical printing and binding			
	Consistent margins		
Source Citation Formatting			
	Proper source citation formatting in-body		
	Proper source citation formatting in bibliography / references		
	* This is especially important for those using online bibliography services because of different functioning of these programs and the complex nuances of variant source citation methods in different disciplines.		
HTML Links			
	Live HTML links (so actually pointing to a destination on the Internet and Web)		
	Activated HTML links (linked in a clickable way from Word, LaTeX, and PDF formats)		
File Naming	Format must be FirstnameLastNameGraduationYearYYYY.pdf in the exported file (from MS Word or LaTeX formats)		
Other			

Checking word-processor and .pdf formats. Note that the Microsoft Word or LaTeX file has to be checked once, and then the exported transcoded .pdf also has to be checked to make sure that the various file aspects transferred correctly. This refers to the two rightmost columns in the table.

Multi-language considerations. If you are using multiple languages, please check how each is represented. Feel free to build on the table for other "checks".

Preparation for submission to K-REx repository. Once the .pdf is approved, work on a listing of "key words" that represent your work, so you can advance to the next step of inputting your thesis, dissertation, or report in K-REx.

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