

' W 'S OFFICE CHECKLIST

Student's Name:	
Thesis or Dissertation Title:	
Thesis or Dissertation A] • aces N	Date:
' W or Designee:	Date:

	Checklist Item
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		Return	
7.	Table of Contents x Must match one of the examples in the ODU Guide for Preparation of Theses and Dissertations	Approved Return	
8.	List of Tables x Consecutive numbering of tables throughout the body of the thesis.	Approved Return	

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	<p>x Follow guidelines provided in the ODU Guide for Preparation of Theses and Dissertations.</p> <p style="text-align: right;">x Page 9</p>		
17.	<p>Text</p> <p>x Follow guidelines provided in the ODU Guide for Preparation of Theses and Dissertations</p> <p style="text-align: right;">Page 10</p>	Approved Return	
18.	<p>References</p> <p>x Follow guidelines provided in the ODU Guide Preparation of Theses and Dissertations.</p> <p>x Each reference in the reference section should match the format in the selected journal model. This includes the way the references are annotated in the body of the text as well as in the reference section</p> <p>x If an entire published paper by the student is reproduced in a chapter use the following statement:</p> <p style="text-align: right;">Page 10</p>	Approved Return s	

19.

23.	Inclusion of a Major Introductory Chapter or Section and a Major Concluding Chapter or Section	Approved Return	
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24. Permissions must be obtained when adapting or reproducing figures, graphs and tables from published papers and books.

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