EDITING CHECKLIST

This form must be signed by student and advisor, and attached to ANY copy of the thesis/ dissertation submitted to the SAU editor. **Note that** this checklist is a summary, and must not be used as a "Style Manual" for formatting purposes.

ORGANIZATION OF THESIS/DISSERTATION

Pagination
_____ Every page after the abstract is counted (though on some pages the number does not show).
_____ All page numbers are in the same position, centered .75" from the bottom of the page.

Preliminary Pages (lower case roman numeral page numbers)
_____ 0.   A blank page begins and ends the research (for binding)
_____ 1.   Abstract, approximately 350 words
_____ 2.   Title Page (page i, but no number shows)
_____ 3.   Copyright page (optional)
_____ 4.   Approval page (with original signatures in black ink)
_____ 5.   Dedication Page (optional—if you use it, keep it short)
_____ 6.   Table of Contents (page numbering shows beginning here)
_____ 7.   List of Tables (only used if you have 5 or more tables)
_____ 8.   List of Figures (only used if you have 5 or more figures)
_____ 9.   List of Abbreviations/Symbols (only if 5 or more, and if they are used at least 3 times)
_____ 10. Acknowledgements (optional)

Body of Thesis/Dissertation (begins on page 1)
_____ 11. Body of Thesis/Dissertation (divided into chapters)

References
_____ 12. Appendix(es) with titles for each appendix
_____ 13. References (APA)/Bibliography (Turabian)
_____ 14. Curriculum Vita (fits on one page) (page numbers not shown)

SPACING

_____ Titles of preliminary pages and first pages of chapters begin at 2.00".
_____ Abstract title page, title page, and dedication are centered vertically on the page.
_____ Text is double spaced, beginning of paragraphs indented .5", no extra space between paragraphs.
_____ Single spacing is appropriately used for tables, long quotes (Turabian), and reference list.
_____ One blank line after chapter number, two blank lines between chapter title and text.
_____ Two blank lines before and one blank line after subheadings within the text.
_____ Three blank lines before and after tables/figures inserted within the text.

TABLES/FIGURES

_____ Tables do not contain vertical lines and have few horizontal lines.
_____ Tables/figures follow the initial reference in text.
_____ Tables/figures are identified in the text by a number (e.g., Table 1; **not** Table 2.1, etc.).
_____ Tables/figures are numbered consecutively throughout the document.
_____ Table numbers and titles are typed **above** the table, figure numbers and captions, **below**.
_____ Decimal points are vertically aligned.
_____ Table number and column headings are repeated if table is continued onto another page.
_____ If a table/figure is taken from another source, the complete source is cited below the table.
_____ Tables are consistently formatted, easy to read, and look nice on the page.

HEADINGS and SUBHEADINGS

_____ Headings and subheadings are properly chosen and formatted.
_____ No heading has only a single subheading under it.
_____ Capitalization of headings follows SAU style.
_____ Spacing above and below headings is correct.
_____ No heading appears without at least two lines of text below it at the bottom of a page.

FOOTNOTES
(Mainly for Turabian, but occasional explanatory notes may appear in APA).

_____ If footnotes are used, they begin on the page where the citation is made.
_____ Footnote is indented the same as the paragraph; the next line reaches the left margin.
_____ Individual footnotes are single spaced with double space between footnotes.
_____ Footnotes are continuously numbered throughout each chapter.

REFERENCES/BIBLIOGRAPHY

_____ All direct quotes have page or paragraph numbers included in the reference.
_____ All entries are alphabetized and in correct format (either Turabian or APA).
_____ Web references have been tested to assure that the links work.
_____ All in-text entries are in the reference list, and (APA) all reference list entries are cited in text.

SPECIFIC APA RULES

_____ When citing two or more authors, within the text the word *and* is spelled out, but inside parentheses in in-text citations and in the reference list, an ampersand (&) is used.
_____ For in-text citations, multiple authors in the same parentheses are in alphabetical order, not chronological order (Alexander, 1999; Messman-Moore & Resnick, 2007; Veazey, 2003).
_____ Numbers below 10 are written in words unless in a table or in the abstract (check exceptions).

SPECIFIC TURABIAN RULES

_____ Round numbers or numbers below 20 are written out if not part of a descriptive research report.
_____ The symbol % appears only in tables.
_____ Use abbreviations for books of the Bible.

MISCELLANEOUS FORMAT ITEMS

_____ Thesis/dissertation body text is left aligned.
_____ There is no numbering on any subheadings (e.g., Data Analysis, **not** 1.2.1 Data Analysis).
_____ Dots in ellipsis marks are spaced (. . .).
_____ In a numbered list, the numbers are indented one tab position; succeeding lines align under the first letter of the text.
_____ There are no widows or orphans--a paragraph has two lines at the bottom or top of a page.
_____ Page numbers in the Table of Contents, List of Tables and Figures correspond with actual text.
_____ Dashes are formed by two hyphens—they have no space before or after them.
_____ All statistical expressions in text and tables are italicized (e.g., *F, N, SD, M, n, p.,* etc.).
_____ There is one space **before** and **after** mathematical signs (= , < , >).

I have personally checked the manuscript for all of the above items.

Student's Signature_____ Date:_____

Research Advisor's Signature:_____ Date:_____

Signed form must accompany all work sent to the SAU editor.