

# Checklist for Manuscript Submission

## 1. File Format

- Manuscript is in PDF format.
- No compression applied.
- No password protection on the PDF.
- Security settings allow printing.
- Individual, single pages.

## 2. Digital Format Specifications

- Multimedia content is included as supplemental files.
- No multimedia content is embedded in the PDF.

## 3. Margins

- Proper margins: Left: 1"; Right: 1"; Top and Bottom: 1".
- Page numbers at least  $\frac{3}{4}$ " from the edge of the page.
- The right margin is not justified.
- All tables and figures, including their titles, conform to the margin requirements.

## 4. Fonts

- A TrueType font used (Arial 10pt, Times New Roman 12pt, etc.).
- TrueType font embedded in the document to prevent punctuation and formatting issues.
- Fonts are checked for embedding in Adobe Acrobat. All fonts show "(Embedded Subset)" after the font name.
- PostScript Type 1 fonts used.
- Italicized font used only for non-English words and quotations.
- No bold type is used within the dissertation unless the student is following the style requirements of a major journal within the student's discipline.

## 5. Line Spacing

- Double spaced abstract, dedication, acknowledgements, table of contents, and body.
- Single spaced quotations as paragraphs, captions, items in tables, lists, graphs, charts; footnotes/endnotes, bibliographic entries, lists in appendices.

## 6. Manuscript Specifications

- Adheres to institutional specifications.
- It is not permissible to leave a single line of a paragraph or other subdivision at either the bottom or the top of a page. The last word on a page cannot be hyphenated.

### A. Pagination

- Every page of the dissertation has a page number, except title page, copyright page, approval page, abstract pages, and vita.
- Frontispiece (if included) is assigned the first small roman numeral i.
- Preliminary pages (dedication, acknowledgments, table of contents, and lists) use small roman numerals (ii, iii, iv, etc.).
- Arabic numbers are used for the remainder of the document, including text and reference material.
- Pages are numbered consecutively beginning with 1.
- No disruptive numbering scheme is used (e.g., insertions numbered 10a, 10b).
- All page numbers are placed one inch from the top, even with the right margin.

### B. Arrangement of Items in the Dissertation

- Title Page: Assigned Roman numeral "i," with no page number.
- Signature Page: No page number, follows specific wording and format in Appendix A of the JSU Dissertation Guidelines.
- Copyright Page Included
- Dedication Page: Not required and not numbered.
- Acknowledgments
- Table of Contents: Includes chapter or section titles, Bibliography/References, Appendices, and Vita.

- Lists of Tables/Figures/Abbreviations/Symbols/Nomenclature: Optional
- Abstract: Concise summary not exceeding 350 words.

### C. Text/Body

- Follows the style manual required by the department for items not covered in this section. Please refer to the checklist for a style required in your program: [APA](#), Kate L. Turabian, ACS, MLA.
- Divided into logical divisions and subdivisions (e.g., chapters, sections).
- Consecutive numbering for each chapter or section.

### D. Tables and Figures

- Titles for Tables and Figures: Descriptive and unique for each.
- Numbering of Tables and Figures: Consistent scheme (Roman/Arabic numerals, consecutively within chapters, etc.).
- Type Font for Tables and Figures: Same as used for the manuscript.
- Table and Figure Notes: Follow specific formatting guidelines.
- Legends for Figures: Include explanations for symbols, line styles, shading.
- Placement within the Body: Immediate following mention, refer to by number.
- Placement of Tables and Figures in the Appendix: Clearly indicate location when mentioned in the text.
- Horizontal Tables and Figures: Maintain specified margins and placement of page number.
- Continued Tables and Figures: Follow specific designation and formatting guidelines.

### E. List of References/Bibliography

- List of References or Bibliography as per the discipline's typical practices.
- Preceded by a numbered page with a centered title (List of References/Bibliography).
- Follow specific guidelines for formatting entries.

## F. Appendix

- Include if necessary for materials that are brief and easily presented in print format.
- Preceded by a numbered page with a centered designation (e.g., Appendix, Appendix A).
- Clearly state if all tables and figures are in an appendix.

## G. Vita

- The last item in the manuscript with no preceding separation page and no page number.
- Written in narrative or outline form.
- Contains information about the author, such as education, honors, work experience, and objectives.
- Omit private information due to public availability.

## 7. Supplementary Materials

- Supplementary files (audio, video, spreadsheets) submitted separately.
- Descriptions of supplementary files included in the abstract.

## 8. Supporting Documentation

- Necessary paper documentation for supplementary materials provided.
- Reprint permission letters obtained for multimedia material under someone else's copyright.
- Third-party software licenses provided if including third-party software.