

THESIS FINAL REVIEW CHECKLIST

To complete the thesis credit, your submission to the graduate college must fulfill all of the following to receive approval from the Kimbell School of Geosciences chair. Authors should mark to indicate that they have fully complied with each standard.

The author should make every attempt to meet these criteria throughout the writing process.

Author	KSG	Attribute	Guidelines
<input type="checkbox"/>	<input type="checkbox"/>	Consistent	The document is consistent in its presentation throughout.
<input type="checkbox"/>	<input type="checkbox"/>	Spelling	Free of errors
<input type="checkbox"/>	<input type="checkbox"/>	Grammar	Free of errors
<input type="checkbox"/>	<input type="checkbox"/>	Content	Successfully defended at oral inquiry
<input type="checkbox"/>	<input type="checkbox"/>		Addressed all comments, concerns and criticisms of the committee and is approved for submission
<input type="checkbox"/>	<input type="checkbox"/>	Overall style	<i>The CSE Manual for Authors, Editors, and Publishers</i>
<input type="checkbox"/>	<input type="checkbox"/>	Specific style	<i>GSA Publications Manuscript Style</i>
<input type="checkbox"/>	<input type="checkbox"/>	Geologic style	<i>Suggestions to Authors of the Reports of the United States Geological Survey, 7th Edition (STA7)</i>
<input type="checkbox"/>	<input type="checkbox"/>	References cited	Chronologically then alphabetized, first line hanging
<input type="checkbox"/>	<input type="checkbox"/>		Single spaced, follows <i>GSA Reference Guidelines and Examples</i>
<input type="checkbox"/>	<input type="checkbox"/>		All citations in text appear in References Cited
<input type="checkbox"/>	<input type="checkbox"/>		All Reference Cited appear in text
<input type="checkbox"/>	<input type="checkbox"/>	Required components	Fly Leaf/ Title Page/Approval (Signature) Page / Abstract/Table of Contents / Text: Introduction Background Procedure Results Discussion Conclusions / Literature Cited
<input type="checkbox"/>	<input type="checkbox"/>	Pagination	Single sided
<input type="checkbox"/>	<input type="checkbox"/>	Typeset	Eleven point print; Times New Roman or identical serif font, left justified, first line indented 0.3 inches.
<input type="checkbox"/>	<input type="checkbox"/>	Margins	Left margin: one and one-half (1.5) inches, Top, right and bottom margins: one (1) inch.
<input type="checkbox"/>	<input type="checkbox"/>	Page Numbers	Preliminary pages are to be numbered with lower-case Roman numerals. The page number is not printed on the title page or the approval page; these pages are enumerated as pages i and ii.
<input type="checkbox"/>	<input type="checkbox"/>	Spacing	The body text is double-spaced. Table legends and figure captions and literature cited section should be single-spaced.

Author	KSG	Attribute	Guidelines
<input type="checkbox"/>	<input type="checkbox"/>	Sections	Each should begin on a new page, with the heading placed two or more spaces below the first text line, e.g., the one designated for continuation of text from the previous page.
<input type="checkbox"/>	<input type="checkbox"/>	Image resolution	All images are reproducible at 300 dpi.
<input type="checkbox"/>	<input type="checkbox"/>	Maps	Location map shows reference to state, province, or country.
<input type="checkbox"/>	<input type="checkbox"/>	Figure reference	Figures references are correctly written “Figure #. Or (Fig. #).”
<input type="checkbox"/>	<input type="checkbox"/>		Figures and tables are referenced in order
<input type="checkbox"/>	<input type="checkbox"/>	Figure and Table placement	Illustrations and tables must be numbered consecutively, presented on a separate page or pages, and placed in the thesis following reference in text OR occur as tables followed by figures at the end of each chapter in the order in which they are cited.
<input type="checkbox"/>	<input type="checkbox"/>	Tables	Tables should follow guidelines in GSA Publications Tables; they are text (not images)
<input type="checkbox"/>	<input type="checkbox"/>	Significant digits	Follow all rules for significant digits as based on acquired data
<input type="checkbox"/>	<input type="checkbox"/>	Analytical error	Report any all error ranges with level of confidence
<input type="checkbox"/>	<input type="checkbox"/>	Units in denominator	Utilize negative exponents to express units in the denominator when three or more units are used
<input type="checkbox"/>	<input type="checkbox"/>	Unit system	S.I. unless exempted by research committee. Converted values should be placed in parentheses.
<input type="checkbox"/>	<input type="checkbox"/>	Value-unit style	A space is between the number and the unit
<input type="checkbox"/>	<input type="checkbox"/>	Minerals	Mineral abbreviations should follow those of Whitney, D. L., and Evans, B.W., 2010.