THESIS/DISSERTATION FORMATTING CHECKLIST

GENERAL FORMATTING

☐ Set up your ProQuest Account with an email address that you check regularly, to avoid missing any important and time-sensitive requests for revisions. Check your junk or clutter folders for emails from "ETD Administrator".

☐ Per ProQuest's Formatting Requirements, be sure to do the following when preparing your PDF file: embed all fonts, remove any password protection to the file, and enable printing on your security settings.

☐ Convert your thesis or dissertation to PDF format in advance, using your own software or you may upload a Word or RTF document when submitting your ETD and it will be automatically converted to a PDF. Give yourself plenty of time, as technical issues may (and often do) arise. See PDF FAQs.

☐ Upload your Committee Approval form via the Administrative Documents Section in the UW ETD Administrator Site. Do not include a committee approval form or any signature pages in the body of your document (this format is outdated).

☐ Your ETD title must match in three places: MyGrad (in your Master's Request or Final Exam Request), UW ETD Administrator Site, and on the PDF itself. If you have updated your title since you submitted a degree request (very common!) you can edit the title via MyGrad Student View under "Review and update dissertation title" or "Check the status or update an existing master's request".

☐ Follow the required section templates precisely, making sure your title page includes all items listed in the sample, placed in the same order, and with consistent spacing. The Title Page, Copyright Page, and Abstract must be three separate, individual pages and the information should not be condensed into one page.

☐ The first three pages should be in the following order with no blank pages in between: *1) Title Page or Copyright Page, 2) Title Page or Copyright Page, 3) Abstract*.

☐ Do not include any images or color text on the first three pages. You may insert images anywhere after the first three pages, as needed, ensuring you are still following the ProQuest formatting guidelines for images. The first three pages should consist of black text on a white background.

☐ Omit any page headers until after the first three pages, such as page numbers or running heads.

☐ Your name should match your UW record and be consistently written the same way in your account details on the ETD Administrator site as on your title page, copyright page, and abstract page.

☐ If you will publish your thesis using your Preferred Name, you must officially set that name in Identity.UW.

TITLE PAGE, COPYRIGHT PAGE ,ABSTRACT

☐ Follow the appropriate Title Page template according to the degree you will be earning. Many students submitting a Master's thesis will incorrectly follow the Dissertation title page. Though subtle, there are significant difference between the two templates.

☐ Make sure your name stands alone on the title page, without a preface such as "By:"

☐ Be consistent and list your first and last name only on your title page, copyright page, and abstract-including your middle name/middle initial (optional). Any previous degrees or professional titles should not be listed by your name on your title page, copyright page, and abstract (e.g. Dr, MSW, PhD, etc.).

☐ Be sure to verify your exact degree title in MyGrad or your unofficial transcript before submitting. For example, most degree titles are *Master of Science*, not *Master in Science or Master's of Science.* For most PhD students your degree name will be: *Doctor of Philosophy,* not *Doctor in Philosophy.*

☐ The year entered on your title and copyright pages is the year your degree will be officially conferred by the university. If using the Registration Waiver Fee from Autumn to Winter quarter, the year will need to be updated to the following (e.g. 2017 to 2018).

☐ *PhD students:* only reading committee members will appear on the title page. Do not list your GSR or other supervisor committee members, if not also members of the reading committee. Check your reading committee listing in MyGrad to verify accuracy. Contact your Graduate Program Advisor if any updates are needed.

☐ List committee members' first and last name only (and middle name/middle initial, if preferred) on the title page. Do not write *Member* after each of their names. The exception is for your committee chair, who will be designated as *Chair* on the title page for PhD students only (see template).

☐ Verify the correct spelling of faculty names from the committee information in MyGrad. Professional titles (e.g. Dr, MSW, PhD, etc.) should not be listed by their names on the title page.

☐ On your title page, do not list specific areas of concentration under "Program Authorized to Offer Degree" or write "UW" or "University of Washington" before the program name. The "Program Authorized to Offer Degree" is typically the larger school or department that your program is housed under, such as *Education* (correct) vs. *Educational Psychology* (incorrect).
A good reference point is to match the department name you selected in the UW ETD Administrator Site.

☐ The abstract body text should be double-spaced and on the same page as the template header information. There should be one line break between your chair's department information and the beginning of your abstract.