McKay School of Education
Electronic Theses & Dissertations (ETD) Checklist
For Graduate Coordinators

1. Check the meta-data.
   a. Is all of the information correct and does it match the thesis title page and form 8d? (If not correct, you can go in and edit the meta-data.)
   b. Are paragraphs consistent in the abstract on this page and in the thesis/dissertation? (Sometimes when copying/pasting from the document, paragraph breaks are lost in the meta-data abstract section.)
   c. Are there any unusual characters (often from copying/pasting) in the abstract section?

2. Check the bookmarks.
   a. Are all of the preliminary pages bookmarked? (The title page should be bookmarked as “Title Page” and not as the title of the work.)
   b. Are all of the manuscript headers bookmarked? (Levels 1, 2, 3 are required; Levels 4 and 5 are optional.) In order to check, you need to look at each heading/subheading in the document and make sure each appears as a bookmark.
   c. Do the bookmarks in the navigation pane match the headings? (Sometimes Levels 4 and 5 bookmarks take in the first sentence of the paragraph.)
   d. Is the wording in the bookmarks exactly the same as the wording in the headings/subheadings? (Sometimes students enter their own bookmark wordings and they are not correct.)
   e. Do all of the bookmarks demonstrate the various levels of headings? (Sometimes students put different subheading levels at the same bookmark level, whereas they should be indented to show subordination.)
   f. Are all of the Levels 1-3 headings bookmarked in the Review of Literature (for journal-ready documents)? This may not be a requirement for some departments/programs. However, having bookmarks makes navigation easier for the reader.

   a. Are all bolded?
   b. Italicized as appropriate?

4. Check for widows/orphans. These should have been taken care of with the MS Word version, but sometimes there are conversion problems when making the pdf.

5. Check for 1 inch margins – top, bottom, left, right. This should have been attended to in the Word version, but conversion may change some. The easiest way to check this is to go to View/Page Display/Two Page View. Then you can see when the margins are too high/low or off to the left/right.

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