

SUNY POTSDAM GRADUATE STUDIES
THESIS CHECK LIST

Student Name _____
Last name, First, MI

Date _____

____ Print copy complete per guidelines

- ____ Acid/lignin-free (pH 8.5) paper, 8 ½ x 11" size
- ____ Printed single sided
- ____ Printed on laser quality printer
- ____ Loose pages (no temporary binding, paper clip, etc.)
- ____ Times New Roman or Arial 12 pt. font double-spaced*
- ____ Left margin must be 1.75 inches
- ____ All other margins must be 1 inch
- ____ Illustrations, tables, etc. must also be kept within the same margins
- ____ Consecutive page numbering
- ____ Every page must have a number; EXCEPT number not to be printed on the first page (title page)
- ____ Location of page numbers on top center, top right, bottom center, or bottom right
- ____ Title page in proper format (Appendix A of Guidelines)
- ____ Original signature page in proper format (Appendix B of Guidelines), minimum 2 required signatures in ink, dated
- ____ Permission to copy page in proper format (Appendix C of Guidelines), original signed in ink, dated
- ____ Abstract, with page number 4

*Special features such as captions or tables may deviate from the standard font and size with permission of the department

____ Digital copy complete per guidelines

- ____ Quality CD-R as per list of recommended brands
- ____ Word Document (permission for any exception must be obtained in advance from the College Archivist)
- ____ One complete file (no separate files for portions of the thesis unless related to special permission in item above)

All the above requirements have been met and the manuscript is in proper order for submitting to the College Archives in the College Libraries for binding and processing.

Approval Signature
(Graduate Studies Office, Satterlee Hall 117)

Date