

## THESIS WRITING GUIDELINE COMPLIANCE CHECKLIST and THESIS/ PROJECT DELIVERY FORM

Items	Advisor Approval	Grad. School Approval
1. All theses must be bound in burgundy synthetic, faux leather, or similar fabric.	<input type="checkbox"/>	<input type="checkbox"/>
2. The binding margin (left margin) must be exactly 4 cm, and the other margins must be exactly 2.5 cm.	<input type="checkbox"/>	<input type="checkbox"/>
3. The formatting of the inner covers must match the items on Pages 8, 9, 10, and 11 of the Thesis Writing Guidelines, and the "Thesis Template".	<input type="checkbox"/>	<input type="checkbox"/>
4. The font size must be 12. The only acceptable font is the Times New Roman.	<input type="checkbox"/>	<input type="checkbox"/>
5. The title, in capital letters, must be centered within the text area, and 3.5 cm below the page margin. The title must be placed two lines below, centered, and in capital letters. The text must begin two lines below.	<input type="checkbox"/>	<input type="checkbox"/>
6. The line spacing must be set to 1.5. Single line spacing may be used for tables, long quotations, footnotes, endnotes, bibliography, and headings.	<input type="checkbox"/>	<input type="checkbox"/>
7. All page numbers in theses must be centered at the bottom of the page.	<input type="checkbox"/>	<input type="checkbox"/>
8. Small Roman numerals (i, ii, iii, iv, etc.) must be used to number the first pages. The actual page numbers must begin on the Abstract page numbered "iii".	<input type="checkbox"/>	<input type="checkbox"/>
9. The first page of the thesis text must begin with the number "1", and continue accordingly.	<input type="checkbox"/>	<input type="checkbox"/>
10. On the initial pages, the title must be in all capital letters, single-spaced, and 3.5 cm below the top of the page.	<input type="checkbox"/>	<input type="checkbox"/>
11. The thesis approval page must be signed with a blue pen.	<input type="checkbox"/>	<input type="checkbox"/>
12. Chapters must be capitalized and numbered starting with the number "1" (CHAPTER 1, CHAPTER 2, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
13. Table numbers and titles must be placed one line above the top line of tables; figure numbers and titles must be placed one line below the bottom line or end point of figures.	<input type="checkbox"/>	<input type="checkbox"/>
14. All figures, including appendices, must be listed sequentially. Decimal numbers must be used for ordering purposes (1.1, 1.2, 1.3..., A.1, A.2; the first digit must correspond to the chapter or appendix number, and the number after the decimal point must indicate the number of the image in the relevant section or appendix).	<input type="checkbox"/>	<input type="checkbox"/>
15. Mathematical and chemical formulas, equations, and expressions must be prepared using an equation editor. Each equation must be numbered in parentheses, placed next to the right margin.	<input type="checkbox"/>	<input type="checkbox"/>
16. Quotations within the thesis text must be numbered. Ex.: Smith [3], or [3]. Citations must be listed in alphabetical order.	<input type="checkbox"/>	<input type="checkbox"/>
17. The formatting of the bibliography must match the items on Pages 16, 17, and 18 of the Thesis Writing Guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
18. If multiple appendices are required for the information to be enclosed, each appendix must be assigned a separate letter (Appendix A, Appendix B, etc.).	<input type="checkbox"/>	<input type="checkbox"/>

Advisor Decree	Graduate School Decree
<p>The thesis/ project titled ..... by my student no. .... was / was not prepared as per the GSNAS Thesis Writing Guidelines.</p> <p>Opinion: <input type="checkbox"/> Approved      <input type="checkbox"/> Rejected*</p> <p>Reason for Rejection:</p> <p>I hereby accept the thesis/ project by the aforementioned student. A delay will be requested to keep the thesis inaccessible. <input type="checkbox"/> / The thesis may be accessible. <input type="checkbox"/>.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Thesis/ Project Advisor's Full Name/ Signature</p> </div> </div>	<p>The thesis/ project by ....., Student no. ...., was / was not prepared as per the GSNAS Thesis Writing Guidelines.</p> <p>Opinion: <input type="checkbox"/> Approved      <input type="checkbox"/> Rejected*</p> <p>Reason for Rejection:</p> <p>The thesis/ project by the aforementioned student was received on ....../....., and a copy of this form was given to the student.</p> <div style="text-align: center;"> <p>_____</p> <p>Receiver's Full Name / Signature</p> </div>

\* If your thesis/ project was rejected, please complete a new form and deliver it to the Graduate School.