

**MSU Graduate School
Final Thesis/Major Paper
Submission Cover Sheet**

Student ID: _____

Date to Graduate School: _____

Student: _____

Type of final project: _____

Degree: _____

Committee Chair: _____

Student/Committee Chair: Please review the completed thesis/major paper for the following items, referring to the Final Thesis/Major Paper Checklist, Thesis/Major Paper Manual, and APA Manual as needed. Signatures at the bottom indicate you have reviewed the final document and, to the best of your ability and knowledge, state that it adheres to the requirements of the MSU Graduate School.

- _____ General Format and Structure:
- _____ Margins (1" to 1.5" top, bottom, left, right; consistently)
- _____ Typeface (acceptable and consistent)
- _____ Text Alignment (left justified; double spaced body)
- _____ Page numbers (upper right, omitted where required)
- _____ Preliminary items included
- _____ Title page
- _____ Copyright or blank page
- _____ Abstract (blocked, one page) Acknowledgments
- _____ Table of Contents
- _____ List of Tables, Figures, and Plates (where applicable)

Text/Body of Paper

- _____ Verb Tense appropriate
- _____ Correct format for each heading level used
- _____ Correct format on tables, figures, plates (where applicable) Correct use of citations (accurate and consistent with References) References in correct format and sequence
- _____ Appendices (appropriate items includes, labeled accurately)

Student Signature: _____ Date: _____

Committee Chair Signature: _____ Date: _____

***This signed document should be submitted along with one copy of the final thesis/major paper to the Graduate School in PDF and Word formats. Please allow up to two weeks for the initial review.**

GRADUATE SCHOOL USE ONLY

Reviewed by: _____ Date: _____

_____ Submit final copies:

_____ Correct/Submit for second review

Final reviewer comments:
