

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

Student:

Date Submitted to Graduate School:

Program:

Type of final project:

Committee Chair:

Student/Committee Chair: Please review the completed thesis/research paper for the following items, referring to the Final Thesis and Research Paper Checklist, the *Guide for Preparation of Theses and Research Papers*, and the *APA Manual*, 7th Ed. 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 are 1" top, bottom, right, and left consistently
- _____ Font is acceptable and consistent
- _____ Text alignment is left justified and double spaced
- _____ Page numbers are in the upper right, Roman numerals on preliminary items,
- _____ Arabic numerals beginning with Chapter 1
- _____ Preliminary items are correctly formatted and include
- _____ Title page
- _____ Copyright page or blank page
- _____ Abstract (blocked, one page)
- _____ Acknowledgements
- _____ Table of Contents
- _____ List of Table and/or List of Figures (if required by program)

Text of paper

- _____ Verb tense is appropriate and consistent
- _____ Headings are correctly formatted at each level and adhere to APA requirements
- _____ Citations are correctly formatted, accurate, and consistent with References
- _____ References are correctly formatted and sequenced
- _____ Appendices are labeled and referred to in the text

Student Signature:

Committee Chair Signature:

*This signed document should be submitted along with the electronic copy of the final thesis or research paper to the Graduate School. Please allow up to two weeks for the initial review.

**Required beginning January 1, 2011*