DISSERTATION SUBMISSION CHECKLIST

(To be completed and submitted to the Director of the Educational Leadership Doctoral Program along with the dissertation)

STUDENT NAME _____ **WKU ID** _____

For each statement below, check the box to the right if you have completed it.	☑ if "Yes"
1. I have used *Word's* "Spelling & Grammar" feature to review and correct all mechanical /grammatical errors in the text.*	☐
2. I have verified that all citations appearing in the *References* section appear in the text and all citations appearing in the text appear in the *References* section.	☐
3. I have conducted a final review of my paper to verify that the spelling of authors' names and citation years are consistent within the text and in the *References* section.	☐
4. I have reviewed the text to ensure all references with 3 or more authors include all names (or follow APA guidelines) for the first citation and include "et al." thereafter.	☐
5. I have reviewed the current *APA Publication Manual* and to the best of my ability completed each citation in the *References* section according to its guidelines.	☐
6. I have verified that all mandatory sections of the document (e.g., title page, signed signature page, table of contents, abstract, etc.) are present and appear in the correct order.	☐
7. I have verified that the document font is correct (Times New Roman, Arial, or Courier), margins meet guidelines, (Left, 1.5 in; Top, Bottom, Right, 1.0 in), and layout of standardized pages (e.g. title, abstract) is correct.	☐
8. I have verified that Roman and Arabic numerals appear on the appropriate pages and numerals appear at the bottom center of each appropriate page.	☐
9. I have verified that all page numbers listed on the *Table of Contents* and other "*List of …*"[†] pages are correct.	☐
10. I have verified that the Degree, Department, and Date of Graduation on the title page are correct.	☐
11. I have verified that all boilerplate language (e.g. title page, abstract headings) and section headings are spelled correctly.	☐
12. I have verified that the title appears on the title page, signature page, and abstract page in all CAPITALS and identically on each page.	☐
13. I have de-identified all subjects and/or data collection sites in compliance with the confidentiality requirements approved in my IRB application.	☐
14. I affirm that this paper is based on my own work /ideas and any ideas I have borrowed from others have been properly cited in the text and *References* section.	☐
15. I have submitted this paper to ***SafeAssign*** *(via WKU Blackboard – your last EDLD 799 enrollment).*[††]	☐
By my signature, I attest that I have completed each of the above items. Student Signature _____ Date _____	
To the best of my knowledge, the student has completed each of the above items. Chair Signature _____ Date _____	

Note: When using this feature, be sure that the "check grammar" box is activated.

[†]*List of Figures, List of Tables, List of Illustrations*

[††]*Note: The director will review the SafeAssign report and contact the student and chair if results are problematic.*