Checklist for ETD Style Editor:
Updated July, 2016

The ETD must conform to the standards of both the Dissertation Handbook and the chosen and approved style manual [APA, Chicago*, MLA].

*Chicago Style will require specification as to whether you are using Documentary-Note or Author-Date

Where there may be a disagreement between a chosen style and the Dissertation Handbook, the Dissertation Handbook always takes precedence.

The final ETD must be approved by the program’s style editor who is checking for the following points, conforming to the Handbook or Style manual, as indicated below:

**L & C Dissertation Handbook**
- **Abstract:**
  - Must include the sentence re. Ohiolink open access
  - 350 Words or less
  - One paragraph
  - Mention multimedia elements and/or datasets, if applicable
  - Mention Creative Commons Licensing, if applicable
- **Title Page: formatting**
- **Signature Page: formatting** [Please be sure to have the correct degrees for all committee members.]
- **Copyright Page:** If you are planning to use Creative Commons Licensing, please indicate that here as well.
- **Table of Contents: formatting and accurate pages, figures, tables, multimedia**
- **Tables, Figures, Multimedia Elements : Lists and Labels**
- **Order of Pages**
- **Pagination**
- **Proper permission and attribution of all copyrighted materials**
- **Fonts:**
  - must be subset embedded
  - consistent use of font throughout
- **Appendix page and naming of appendices, including Permissions section**

**Style Manual**
- **Citation Formatting**
- **Matching citations between the reference list and “works cited” list**
- **Ordering reference list**
- **Spacing of references**
- **Formatting entries in the Reference List [ or Works Cited List]**
- **Headings**
- **Spacing**
If you are including multi-media components:

Everyone submitting an ETD with multi-media components, including video abstract, should have a conversation with Deb Baldwin early in the process. Multimedia ETDS will be checked for these elements in the final style review:

- Acceptable formats
- Size, download time and compression
- Placement of the multimedia components: Linking, attaching, using portfolios
- Description of multimedia elements in Tables of Contents and Abstract

Please contact Deb Baldwin with all questions.