

Verification of Format and Proofreading Form

Student Name: _____

Please initial each item and sign at the bottom.

- _____ 1. I have read this final draft to assure the content is correct as approved by my committee.
- _____ 2. I have proofread every page to eliminate typing, spelling, and grammatical errors.
- _____ 3. I have examined every page to assure proper format has been followed throughout.

Dissertation Format Clearance Checklist

- _____ 1. Five signed title pages correct in format and content.
- _____ 2. Correct paper quality (acid-free bond, 20 lb.).
- _____ 3. Correct quality type and/or duplication.
- _____ 4. Correct margins (1.5" left, 1" top, right and bottom).
- _____ 5. Correct indentations (0.5" for paragraphs, 0.5" for set-off quotes).
- _____ 6. No errors in APA style, EDLR format, or English grammar.
- _____ 7. No more than two APA style or EDLR format errors of any type found in 10-page spot-check.
Page numbers of pages checked: _____
- _____ 8. I certify that the format of this dissertation is correct.

Student Signature

Date

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