THESIS DEPOSIT CHECKLIST

This list is designed to remind you of the required steps for depositing your thesis. For more help, please visit: www.grad.illinois.edu/thesis/process or contact the Graduate College Thesis Office.

Stage 1: Development

At this stage, you are researching your topic, processing your data, and compiling your results into prose. As you write, keep the Graduate College format requirements and deadlines in mind.

- ☐ Begin formatting your thesis according to departmental and Graduate College requirements found at: **www.grad.illinois.edu/thesis/format**
- ☐ Become familiar with the Graduate College deadlines found at: **www.grad.illinois.edu**

Stage 2: Department Approval

At this stage, you are preparing to defend your thesis. Make sure to check with your department regarding any committee appointment questions, as well as departmental format requirements.

- ☐ Email your title page to the Graduate College Thesis Office for review.
  We recommend sending this before your defense. Your title does not need to be final.
- ☐ Apply for graduation through Student Self-Service.
- ☐ Defend your thesis. (*Master's students: Check with your department regarding any policies and procedures.*)
- ☐ Have your Thesis/Dissertation Approval (TDA) form signed.
- ☐ Arrange for a review with your department.
- ☐ Learn about the release options at: **www.grad.illinois.edu/thesis/release-options**

Stage 3: Graduate College Approval and Deposit

At this stage, your committee has approved your document, you have made the final revisions, and your thesis is ready for Graduate College review. No changes are allowed once you deposit, so review carefully before you submit!

- ☐ Convert your document to a single PDF.
  Do not embed audio/video files or apply security settings.
- ☐ Submit your document at: **www.grad.illinois.edu/submit**
- ☐ Check your email and complete all corrections requested by the Thesis Office.
- ☐ Make sure you have the following items required for deposit:
  - ☐ A signed TDA
    (usually submitted electronically by your department)
  - ☐ Copyright permission letters
    (if applicable)
  - ☐ AIDE Survey (doctoral only)
  - ☐ SED Survey (doctoral only)
    Both surveys are accessible at: **www.grad.illinois.edu/forms**

The Thesis Office will notify you by email when your deposit is complete. All corrections and required documents must be approved by the Thesis Office by 5 pm on the deposit deadline day for your intended graduation term.

TOP 10 PROOFREADING TIPS

The Graduate College Thesis Office reviews the format of theses to ensure that each document looks the best that it can and communicates information as clearly as possible. But proofreading the content of your document—such as looking for typos and inaccuracies—is up to you! Your document must be proofread and in final form when it is submitted to the Graduate College. Below are a few tips to help you begin revising.

1 Know the Requirements
Check out the Graduate College formatting guidelines: **www.grad.illinois.edu/thesis/format**

2 Start Early and Take Your Time
Don't wait until the last minute to proofread! Space your proofreading sessions over days, instead of completing the task all at once. Set small goals to stay on track, and make sure to reward yourself when you complete a task!

3 Change How You Read
Read your document aloud, backwards, in a new place (such as a coffee shop or park), or change the font style. Changing the way that you look at your thesis can help you see typos and formatting errors.

4 Do Several Read-Throughs
Look through your document several times, and focus on something different each time (spelling, pagination, images/tables, etc.). This will help you identify any formatting and/or typographical inconsistencies.

5 Organize Your Document
Follow the order below to organize your document:

1. Title Page (unnumbered)
2. Abstract (page ii)
3. Acknowledgements/Dedication (optional)
4. Table of Contents
5. List of Tables/List of Figures (optional)
6. Main Text (page 1)
7. References
8. Appendices (optional)

6 Know Your Deadlines
Mark all important Graduate College and departmental deadlines on your calendar and create a timeline for accomplishing each task. We encourage you to submit your thesis to the Graduate College at least one week before the deposit deadline to allow time to finalize corrections (if any). Be sure to allow yourself plenty of time to complete your work.

7 Check Your Table of Contents
Print your table of contents to double-check all of the chapters/headings against the rest of your paper. Make sure to look at the wording, spelling, and pagination. You should also check the headings throughout your document for stylistic consistency. Follow the same steps for your Lists of Tables and Figures (if included).

8 Phone a Friend
Your abstract is highly visible, so ask a colleague to check it for typos.

9 Carefully Read CAPS
Most spell checkers do not recognize errors in words written in all capital letters, so read carefully!

10 Know When to Let Go
It is easy to get wrapped up in double-checking every last detail of your document. Don't let obsessive proofreading and fact-checking delay your deposit. Keep your goal in mind: to complete a polished document that best represents you and your work! Do the best that you can with the time that you have allotted yourself.