



While approved dissertations should be ready to be processed without the need for any changes, if the Dissertation Office audit reveals that the student has not met all the university requirements, staff will notify the student and the department by email to request revisions or additional material. Students who are unable to respond in time may need to defer graduation.

Instructions for the Department or School: Authors share their dissertation files with the graduate program administrators, who will assist with the departmental review process. Files uploaded on Knowledge@UChicago are identical to the files approved by the department.

CHECKLIST

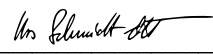
- | | |
|--|---|
| <ul style="list-style-type: none">☐ The PDF is in its final form, with editing and proofreading completed and no further changes expected from the author. Any supplemental files are also final.☐ For all instances where the dissertation includes previously copyrighted material beyond "fair use" written permission from the copyright holder is provided.☐ The layout and style of the title page follow exactly the model provided by the Dissertation Office.☐ Font is legible, not ornamental, and equivalent in scale to 10pt. Arial or 12pt. Times New Roman and smaller for text in table/figure captions and where otherwise appropriate. Special characters, including formulas, render properly.☐ The body of the dissertation is double-spaced.☐ All text, tables, figures, equations, URLs, and page numbers appear within the prescribed margins.☐ All pages are numbered consecutively, and no page is missing. The first text page is Arabic numeral 1. Preliminary pages are in lower case Roman numerals, with the title page counting as "i" although no page number appears on it. | <ul style="list-style-type: none">☐ Each page has a number on it except for the title, copyright, dedication, epigraph, and part-opening pages.☐ The Table of Contents entries include titles and page numbers for all major sections following the Table of Contents but not for the pages before it nor for the Table of Contents itself. Supplementary files are listed in the Table of Contents.☐ If there are tables and figures in the dissertation, a List of Tables and a List of Figures with accurate numbers, short titles, and page references follows the Table of Contents. Lists begin on separate pages.☐ Each table/figure has a unique number and a short title assigned to it. A caption includes the source where applicable. Continuations are labelled.☐ Chapter titles, subheadings, footnotes, in-text citations, and bibliography or references are consistently and appropriately formatted.☐ All digital media submitted complies with the specifications set by the Library and by the student's department.☐ The dissertation complies with the formatting guidelines in the University-Wide Requirements for the Ph.D. Dissertation. |
|--|---|

Title of Dissertation _____

Submitted by _____ for the _____ Quarter.
Doctoral Candidate *Year* *Summer / Autumn / Winter / Spring*

The dissertation submission is in its final form, meets the university-wide requirements for the dissertation, and has been accepted as satisfying the degree requirements of the:

Department or School: _____ Graduate Program Administrator: _____



Signature of the Chair of the Department or Dean of the School

Date