

## Preparing a Thesis or Dissertation Checklist

- ❑ **Download the TAD Template from [www.ohio.edu/etd](http://www.ohio.edu/etd).** Download the appropriate template (Word or LaTeX) to begin writing a proposal, thesis, or dissertation. The templates include the majority of the campus-wide format requirements. Also, use the TAD web site and TAD Word Training Manual at [www.ohio.edu/etd](http://www.ohio.edu/etd) to format a thesis or dissertation if needed.
- ❑ **Attend Thesis and Dissertation (TAD) Word Training.** Attend the optional Word training at any time to assist with preparing a manuscript (from the proposal stage to the final manuscript). Most students find it is in their best interest to take this training early in their writing process. The course can be repeated to improve Word skills and the formatting of the manuscript. Training is offered every quarter. For training dates, go to [www.ohio.edu/etd](http://www.ohio.edu/etd); to register, email [etd@ohio.edu](mailto:etd@ohio.edu).

**TAD Microsoft Word/PDF Course Description:** This workshop covers essential skills and short cuts for formatting manuscripts (in paper and electronic formats). Topics include: using the template documents designed for each college; setting global margins and headers; line spacing; page and section breaks; page numbering; automating the table of contents; formatting headings (styles); creating dot leaders for List of Tables/Figures; landscape pages; hanging indents; block quotations; widow and orphan control; troubleshooting Word formats, and more.

- ❑ **Attend a Thesis and Dissertation (TAD) Graduation Workshop.** Attend an optional TAD Workshop if you plan to file your final thesis or dissertation before graduating this quarter, next quarter, or if you are leaving town before you graduate. For training dates every quarter, go to [www.ohio.edu/etd](http://www.ohio.edu/etd); to register, email [etd@ohio.edu](mailto:etd@ohio.edu).

**TAD Graduation Workshop Description:** This workshop is recommended for any student filing a thesis or dissertation in the present quarter, following quarter, or if leaving town. Faculty and staff are also invited to attend. All required steps are covered for filing a thesis or dissertation (in paper or electronically). Information on template documents, required forms, processes, and document formats are provided. If a student is unable to attend a Graduation Workshop, is leaving town, or needs to file offsite, please contact TAD Director Angela McCutcheon at [mccutcha@ohio.edu](mailto:mccutcha@ohio.edu).