

## MANUSCRIPT REVIEW CHECKLIST



### 1. Student obtains a pre-oral defense document\* review:

- Student emails the pre-oral defense document\* in Word format to [tad@ohio.edu](mailto:tad@ohio.edu) for a format check (if document is larger than 17 MB, send the document through [www.yousendit.com](http://www.yousendit.com)).
- Engineering students email the pre-oral defense PDF file to [pettit@ohio.edu](mailto:pettit@ohio.edu) for a required plagiarism check.

\*Document can be emailed months before the oral defense or while the committee is reviewing the content of the document. TAD Services' role is to check the format of the document only. The student, advisor, and committee members are responsible for the content of the document.

### 2. TAD Services conducts a document review:

- Pre-oral defense document review: TAD Services checks the order of pages, front of the document, page numbers, and margins; references, tables, figures, and other general formats are also checked for consistency in format.
- TAD Services emails the student any formatting revisions needed in the document.
- The student modifies the document in Word and returns the final, post-defense Word file to [tad@ohio.edu](mailto:tad@ohio.edu) as soon as it is approved by the advisor.

### 3. Student orally defends:

- Student orally defends two weeks (or earlier) before deadline for the quarter (except in unusual circumstances).

### 4. Student submits final Word file to TAD Services:

- Submit the final, post-defense document: After the defense, the student makes all revisions, obtains the advisor's approval, and submits the final document to [tad@ohio.edu](mailto:tad@ohio.edu) for a final format review\*.
- Engineering students also email [pettit@ohio.edu](mailto:pettit@ohio.edu) the final PDF file for a final plagiarism check no later than two days before the deadline for the quarter.
- TAD Services completes a final document review, including checking the list of contents against the document. Format changes are emailed to the student; student modifies the document and returns the document *immediately* as needed until the format of the final document is accepted.  
(Next: TAD Services emails the student using the subject: "Document Format Accepted" and includes instructions to upload to OhioLINK or print to paper.)

\*The College of Health and Human Services Students: Your document must be sent to Jennifer Horner at [hornerj@ohio.edu](mailto:hornerj@ohio.edu) one week before the deadline for a document review and edits. For this reason, we recommend scheduling your oral defense one week earlier.