

Final Details

The items listed below will be checked by department, college, and Graduate Studies reviewers. Save yourself last minute anxiety and ensure you have all the following items correct in your preliminary pages before you submit for review and take your ADV8d to Graduate Studies:

- ADV8d contains all signatures on one page (even if you have some electronic signatures)
- Committee member names on ADV8d match what is listed on your progress report AND on the title page
- ADV8d release status (immediate, delay, or secure) is the same as what you have selected in the ETD submission page
- Year of Dean's signature on ADV8d is also the Copyright year on your title page
- Your name is spelled exactly the same in both places on the title page
- The title of your work is the same in the ETD Metadata online screen and the actual title page and abstract
- Committee member names are listed without titles (no Dr. or PhD)
- The word 'Chair' appears after your committee chair name (use a comma)
- Capitalization is correct on the title and abstract pages
- Spelling is correct
- Punctuation is correct
- Spacing is correct (use the Templates provided by Graduate Studies: [ADV Form 11 b or d template](#))
- No bold font and no running headers in preliminary pages
- Title is in inverted pyramid format
- All fonts are embedded in the PDF (view tutorials [HERE](#))
- Bookmarks exist for all headings (select Bookmarks panel and page as initial view)
- Doctoral students complete the Proquest submission (https://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/forms/adv_form_13.pdf)
- Doctoral students complete the SED survey (https://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/forms/adv_form_14.pdf)

View instructions on Getting Electronic Signatures and a PPT on Common Thesis Mistakes to Avoid [here](#)