

## 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 ADV Form 8d to Graduate Studies:

- ADV Form 8d contains all signatures on one page (even if you have some electronic signatures). View instructions on electronic signatures [here](#).
- Committee member names on ADV Form 8d match the committee members listed on your progress report AND on the title page.
- ADV Form 8d release status (immediate, delay, or secure) is the same as what you have selected on the ETD submission page.
- Year of Dean's signature on ADV Form 8d is also the Copyright year on your title page.
- Your name on the title page (2 places) and abstract (1 place) match your name as recorded in the BYU AIM system.
- The title of your work is the same on the ETD submission page 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's name separated by a comma.
- Capitalization, spelling, and punctuation are correct in your title on the title and abstract pages. Here are some things to remember:
  - Prepositions that are 5 letters or more are capitalized
  - In hyphenated words the second word should be capitalized
- Spacing is correct (use the Templates provided by Graduate Studies: [ADV Form 11b or 11d template](#)). These pages are individually created for you and emailed to you prior to your defense.
- No bold fonts and no running headers are included in your preliminary pages.
- Title is in inverted pyramid format on title page (double spaced) and abstract (single spaced). If your title is more than one line, the break(s) should be the same on both the title page and abstract.
- 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. For instructions [click here](#).
- Doctoral students complete the SED survey. For instructions [click here](#).