**Appendix D**

STUDENT, SUPERVISOR & 2ND READER THESIS CHECKLIST FORM

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm the following:

 (Student Name) (ID number)

The style reference used is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**St Su 2nd** St=Student, Su=Supervisor, 2nd=2nd Reader. All are required to check boxes to confirm requirements are met.

[ ]  [ ]  [ ]  **Margins**: 1" (2.5cm) are consistent through thesis including appendices.

[ ]  [ ]  [ ]  **Preliminary pages**: Conform to examples in the regulations. No page numbers on the title page, subsequent preliminary pages with numbers in lower case roman numerals at the bottom centre of the page. Body of thesis begins with page 1. **Each new chapter/section starts on the right-hand side with an odd numbered page.**

☐ ☐ ☐ **Table of Contents** corresponds to page numbering.

☐ ☐ ☐ The thesis is **double-sided** with numbering at the centre bottom of each page following the preliminary pages.

[ ]  [ ]  [ ]  Honours Committee Chair name (**Dr. Matthew McSweeney**) is typed under last signature line on page iii.

☐ ☐ ☐ **Text is double-spaced** except for long Figure captions and long Table titles, or where disciplines require that long citations be single-spaced.

☐ ☐ ☐ **All changes required by the supervisor(s) have been made**.

☐ ☐ ☐ **All changes required by the second reader have been made.**

[ ]  [ ]  [ ]  The thesis has been **thoroughly proofread and spell-checked;** font is consistent throughout the thesis.

[ ]  **Student uploads the unsigned FINAL Thesis** to the Library via ACORN, using their Acadia student email account. To upload, go to <https://library.acadiau.ca/about/help/faq/thesis-submission.html>**.**

[ ]  [ ]  **Student electronically shares the same final version of the Thesis with their supervisor**, and with the Home Department or School, if required. For 2022, a hardcopy of the Thesis for the Special Collections Theses Collection will be printed by Library staff.

**For 2022, the uploading of the final thesis has been extended to Thursday April 28th. If a further extension is required, send a completed Extension Request form (attached) to the Associate Vice-President Research and Dean of Graduate Studies, at****anna.redden@acadiau.ca****.**

This completed and signed checklist form is to be emailed to Donna Dillman, donna.dillman@acadiau.ca, at Research and Graduate Studies, preferably on the day that the thesis is uploaded to the Library.

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Student (Print) Student Signature Date

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Supervisor (Print) Supervisor Signature Date

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Second reader (Print) Second Reader Signature Date