Items to be checked by the NSM reader during the review of a thesis/dissertation

• Check all formatting; this includes:
  o Margins
  o Fonts
  o Line spacing
  o Page numbers
  o Page order
  o Formatting of the title page, and front matter (abstract, table of contents, list of figures, etc.)
  o Position of the figures and tables

• Check for consistency in style and format of the thesis/dissertation (numbered sections)

• Check for consistency in the references and bibliography

• Check for accuracy in the bibliography: authors, title, journal, pages, year

• Check for English grammar: this includes:
  o Spelling
  o Punctuation (Oxford commas not required)
  o Noun-verb agreement
  o Use of articles
  o Proper use of tense
  o Capitalization
  o Ensuring that the sentences are understandable as written

• Check for spaces between numbers and units

• Check all figures and tables
  o All figures and tables have a number and a title; numbering must be consistent
  o Figures are large enough to be readable (including the axis labels and other text)
  o Symbols and colors must have a legend
  o Graphs should have axis labels and units (if a variable is without units or if there are any deviations from a standard graph, an explanation should be stated in the legend)
  o Maps should have coordinates (if maps are purposely without coordinates, an explanation should be stated in the legend.)
  o Completeness of figure legends
  o Figures and legends must have the same orientation, and if possible be on the same page
  o Tables should not be split between 2 pages, unless they are longer than one page