Manuscript Review Checklist

Approval Page (See sample or The Guide pp.15-16)
- Typographical & Spelling Accuracy
- Needs Signatures
- Incorrect Date
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Alignment

Title Page (See The Guide pp.17-18)
- Typographical & Spelling Accuracy
- Incorrect Date
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Alignment

Abstract (See The Guide pp.19-20)
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

Dedication (See The Guide pp. 21-22)
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

Acknowledgements (See The Guide pp. 23-24)
- Incorrect Margins
- Incorrect Spacing
- Incorrect Headings
- Incorrect Pagination

General
- Incorrect Margins
- Other

NOTES:

Overall Review

- Signed. Make copies on specified paper and deliver to Cooper Library Binding.

- Signed with revisions required. Make noted changes, make copies on specified paper and deliver to Cooper Library Binding.

- Resubmission required. Make noted changes and re-submit new copy, along with this form, for additional review.

Student Information

Please note: we cannot sign your manuscript until it is signed by all of your committee members. Please obtain those signatures before submitting your manuscript for review.

Name: ________________________________
Date: ________________________________
Phone: ________________________________
E-mail: ________________________________

Office Use

Reviewer’s Name: ________________________________
Student has been contacted by: email phone
Date student was contacted: ________________________

Sample Approval Page

The most common mistake is incorrect formatting of the approval page. Please note the following: the date should be aligned on the left with the signature line of your advisor. The date should be the last day to submit your copies to Cooper Library Binding (May 6, 2005 for a May 2005 graduation, or August 5, 2005 for an August 2005 graduation, for example).

For best results, download the template from www.grad.clemson.edu/e_manuscript.html.

Notice that the date, advisor’s signature block and Graduate School signature block are all aligned and begin at the center point between the margins.

Capitalize the first and last word in the title. Capitalize all other words except for a, an, the, and conjunctions and prepositions of four or fewer letters. Italicize any genus or species names; follow standard scientific nomenclature.

Overall Review

- Signed. Make copies on specified paper and deliver to Cooper Library Binding.

- Signed with revisions required. Make noted changes, make copies on specified paper and deliver to Cooper Library Binding.

- Resubmission required. Make noted changes and re-submit new copy, along with this form, for additional review.

Cooper Library Binding (Cooper Library, 3rd floor): Phyllis Gleaton, 656-2887, pgshrdll@clemson.edu
Manuscript Review Office (E-208 Martin Hall): Jill Bunch Barnett, 656-5338, jillbb@clemson.edu

January 25, 2005

Manuscript Review Office

www.grad.clemson.edu

February 2005