

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

- Check all formatting; this includes:
 - Margins
 - Fonts
 - Line spacing
 - Page numbers
 - Page order
 - Formatting of the title page, and front matter (abstract, table of contents, list of figures, etc.)
 - 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:
 - Spelling
 - Punctuation (Oxford commas not required)
 - Noun-verb agreement
 - Use of articles
 - Proper use of tense
 - Capitalization
 - Ensuring that the sentences are understandable as written
- Check for spaces between numbers and units
- Check all figures and tables
 - All figures and tables have a number and a title; numbering must be consistent
 - Figures are large enough to be readable (including the axis labels and other text)
 - Symbols and colors must have a legend
 - 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)
 - Maps should have coordinates (if maps are purposely without coordinates, an explanation should be stated in the legend.)
 - Completeness of figure legends
 - Figures and legends must have the same orientation, and if possible be on the same page
 - Tables should not be split between 2 pages, unless they are longer than one page