BMEN 491: Research and Professional Practice II  
Fall 2003: Individual Project Thesis Checklist

If you are able to put a checkmark in all of the blank spaces indicated on the list below, you have a complete thesis ready to turn in (this list be used by the instructor to evaluate your thesis). You are strongly advised to give a copy of this checklist to your advisor!

1) ADMINISTRATIVE
   ___ advisor's / honors thesis committee's signature(s)
   ___ student's signature
   ___ on time: December 11, 2003 @ 2:00 PM

2) BOILERPLATE
   ___ appropriate binding
   ___ standard style cover sheet (two covers: one for abstract, one for thesis)
   ___ acknowledgement page
   ___ table of contents
   ___ list of figures & list of tables
   ___ references (consistent accepted format)
   ___ biography

3) FORMAT & STYLE
   ___ laser printed, 12 pt. font
   ___ text appearance professional (double spaced, no “orphans”)
   ___ correct margins
   ___ table of contents locating all section.subsection.subsection headers only
   ___ alignment dots and page heading in table of contents, list of figures & tables
   ___ chapter headings centered (all caps, at top of new page)
   ___ sub-heading hierarchy appropriate (section.subsection.subsection numbering)
   ___ scanned figures do not break-up text
   ___ professional figures
   ___ figures and tables labeled by number, included in caption or title
   ___ organized, stand-alone tables (table title above, caps, units, decimals aligned)
   ___ explanatory figure captions (below figures, single spaced, labels clear, units)
   ___ equations made with “math text” editor (referenced by (number) in text)
   ___ equipment manufactures noted (model, manufacture, city)
   ___ text reference citation format consistent (include in figure captions)
   ___ figures and tables cited in text prior to appearance
   ___ correct page numbering style (lower case roman boilerplate, Arabic for body)
   ___ reference punctuation correct (single spaced)

4) ABSTRACT
   ___ one page (target)
   ___ introductory justification statement (one paragraph)
   ___ explicit statement of purpose (last sentence of first paragraph)
   ___ summary of methods (one paragraph, as complete as possible)
   ___ summary of results (one paragraph, as complete as possible)
   ___ summary of discussion (one paragraph, as complete as possible)
   ___ conclusions (factual statements)
   ___ spelling & grammar

5) INTRODUCTION
   ___ style conversational, accessible to “casual” reader
   ___ establish the significance of the project
   ___ text organization flows toward purpose statement
   ___ explicit statement of purpose (last sentence of introduction)
   ___ spelling & grammar
6) BACKGROUND
   ___ style technical, accessible to “prepared” reader
   ___ adequate review of pertinent literature
   ___ establish relevance of main points of reviewed literature
   ___ text organization flows toward complete preparation
   ___ figures and tables used to enhance preparation
   ___ spelling & grammar

7) MATERIALS & METHODS
   ___ style technical, accessible to “verifying” reader
   ___ procedures described in detail (adequate to repeat study exactly)
   ___ unfamiliar equipment explained (adequate to repeat study exactly)
   ___ text organization as “stand-alone” blocks
   ___ figures and tables used to clarify detail and explanation
   ___ spelling & grammar

8) RESULTS
   ___ style technical, accessible to “expert” reader
   ___ data presentation clear
   ___ data explanation complete and objective (no inferences or discussion)
   ___ text organization as “stand-alone” blocks
   ___ figures and tables used to maximize clarity of data
   ___ spelling & grammar

9) DISCUSSION
   ___ style technical and conversational, accessible to all who have read thesis
   ___ discussion demonstrates that the author understands project completely
   ___ results assimilated with existing knowledge
   ___ interpretation of results logical and supportable (no personal opinions)
   ___ no new information (no new study citations, materials, methods, or results)
   ___ text organization flows toward complete understanding
   ___ spelling & grammar

10) CONCLUSION
    ___ style technical and conversational, accessible to all who have read thesis
    ___ in the form of warranted, factual statements (no discussion)
    ___ spelling & grammar

11) APPENDICES
    ___ style technical, accessible to author and advisor
    ___ clear format and explanations, but at author’s discretion
    ___ all raw data, computer programs, computer runs, etc (no discussion)
    ___ text organization as “stand-alone” blocks
    ___ spelling & grammar