Thesis and Dissertation Checklist

For the degrees of M.A., Ph.D., and D.M.A.

Please review each item below to ensure that your thesis or dissertation meets all formatting guidelines. This checklist is intended to serve as a resource throughout the dissertation writing process. Using this checklist early in the writing process will help ensure that your graduation plans stay on track and that your document meets all the requirements of the Toulouse Graduate School and College of Music.

College of Music Guidelines:

☐ IRB approval/exemption (if required).

☐ Editor's name is mentioned in the "Acknowledgements" section of the dissertation (if applicable).

☐ Abstract should not be part of the document.

☐ If any type of Artificial Intelligence was used in writing the document, its use was specifically approved in advance by the committee, and the source of AI was cited. Note that some forms of generative AI are not permitted and could be a violation of UNT's Academic Integrity policy.

☐ All visual examples (musical excerpts, illustrations, and photographs) in the document cited with publication information. Documents should include only the examples necessary and relevant to the research, and the advisory committee should discuss this with the student. Copyrighted materials without appropriate permission may be removed at the discretion of the DGS and/or the TGR if deemed excessive or in violation of copyright. Examples must fall under one of the following categories, and be cited in a footnote and/or caption:

   a) Public domain (published more than 95 years ago). Note: the IMSLP website is not a suitable measure to determine whether a work is in the public domain.
   b) Under creative commons licensing (include the license) About CC Licenses – Creative Commons.
   c) Used with permission from the copyright owner (include a statement about permission in the dissertation) or created by the student.
   d) Used with "fair use" criteria (see Fair Use - Copyright Quick Reference Guide – Guides at University of North Texas (unt.edu).

☐ Document body meets the minimum requirements. Excluding front matter, footnotes, bibliography, and appendices.
   DMA Requirements:
   - Lecture recital: 6,250 words
   - Lecture with critical essay: 10,000 words
   - Thesis: 25,000 words with a maximum of 60,000 words
      o Documents over 60,000 words require approval of the GPDC.
   MA and PhD students should consult their degree handbooks and advisory committee for word count requirements.

☐   Correctly formatted title page, including the student's name and earned degrees, all defense committee names, the DGS, CoM Dean, the TGS Dean, the month and year the student will graduate, and whenever possible, dates for composers and/or compositions should be included for context in the document title.

☐   Appropriate use of both citation and quotation marks. Dissertations may utilize Chicago/Turabian or APA formatting for citation (Chicago is preferred for DMA documents). In either case, quotation marks must be used when unique word-for-word phrases or sentences are included in the document. Citation is not a substitute for quotation marks or block quotes. Review the iThenticate report for areas which are highlighted.

☐   If using Chicago style, footnotes must be placed outside any terminal punctuation and footnote indentation must match the document. Each footnote should be separated with a blank line.

☐   First mention of historical figures should include birth/death dates.

Use the Following Format Checklist below with the DMA Style Guide:

Format Item	DMA Style Guide Section
Margins	3.1
Spacing	3.1
Page Numbering	3.1
Formatting of Headings and Subheadings	3.2
Bibliography	3.2
Fonts	3.3
Title Page (see CoM template as well)	5.2
Copyright Notice Page	5.2
Chapters	5.3
Musical Examples, Figures, and Graphs	5.3
Formatting Quotes – All Types	5.3
Footnotes	5.3
Appendices	5.4
APA Documents	7.3