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## Scholars Crossing Submission Checklist for Committee Chairs

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Student: \_\_\_\_\_

Project: \_\_\_\_\_

Date: \_\_\_\_\_

## **Scholars Crossing Submission Checklist for Theses, Dissertations, and Scholarly Projects**

**Formatting adheres to school/department requirements.**

Students sometimes deviate from specific school or department requirements, particularly in the title page, signatures page, table of contents, and other front matter.

**Formatting is consistent throughout the project.**

Students frequently overlook formatting inconsistencies throughout their project. For instance, a student may begin with first-level headings that are centered and bold and then switch to first-level headings that are left-aligned and bold.

**Table of Contents, List of Figures, and/or List of Tables are correct.**

The Table of Contents, List of Tables, and/or List of Figures match what is shown in the body of the paper. Students frequently overlook updating these when they make changes that affect heading titles and/or page numbers.

**Contact information that should not be published online is blocked out.**

Since projects will be published online, students should be aware that they may need to block out contact information (and any other information that needs to be kept private) in the version of their project that they submit to the library. This includes email addresses, phone numbers, street addresses, and other personal information. Students should especially be cautious when their project includes information that is not their own.

**Third-party copyrighted material is removed or blocked out, or the student has obtained permission to publish the material online.**

Since projects will be published online in Scholars Crossing, the student needs to have permission to publish copyrighted material included in their document. This includes photographs, illustrations, charts, graphs, testing instruments, full-text articles, and other items that were not created by the student.

Students frequently confuse permission to use and permission to publish. In order to include third-party copyrighted material in Scholars Crossing, the student must obtain permission to publish the material online. Students may also choose to block out copyrighted material in the event that they cannot obtain permission or do not wish to seek permission.

**The student has been directed to submit their work at**

**<https://www.liberty.edu/ETDsubmission>.**

Students should be made aware that they should submit their work only after final approval has been given by the committee and no further changes are required. Students may also submit their work to ProQuest after submitting their work to Liberty University's ETD submission site (linked above).