

Florida Atlantic University – College of Education

Doctoral Dissertation Submission Checklist

Name: _____

Semester/Year: _____

Committee Chair: _____

Department: _____

Step	Requirement	Student Initials	Date
Pre-Defense Requirements			
1.	Plan of Study: Approved and on file with the Graduate College.		
2.	Enrollment: Registered for at least one credit during the semester of graduation.		
3.	Application for Degree: Submitted through FAU’s Academic Calendar deadlines.		
4.	Formatting Review: Submitted to Graduate College at least two weeks prior to defense.		
5.	Signature Page Approval: Format approved by Graduate College before obtaining signatures.		
6.	Dissertation Announcement Shared: Two weeks prior to the defense.		
Defense & Post-Defense Requirements			
7.	Dissertation Defense: Successfully defended with full committee participation.		
8.	Revisions Completed: All committee-recommended changes made.		
9.	Final Committee Approval: All members have approved the final dissertation.		
Dissertation Submission to the College of Education Dean's Office			
10.	Final Dissertation Proofreading: Carefully reviewed for grammar, formatting, and citation accuracy.		
11.	Reference List Verification: Ensured all citations in the dissertation have corresponding entries in the reference section.		
12.	APA Formatting Compliance: Checked all references for proper APA formatting, punctuation, and consistency.		
13.	Reference Cross-Checking: Confirmed that all sources cited in the reference list appear in the body of the dissertation and vice versa.		
14.	Manuscript Submission to CoE Dean’s Office: Submitted for review and approval before Graduate College submission. <ul style="list-style-type: none"> • Provide a complete Word version of the dissertation for review. • Share a PDF copy of your manuscript and PDF of your reference list with highlighted citations and references to document you have verified you have completed the cross-checking. 		

Step	Requirement	Student Initials	Date
15.	Revise Manuscript Based on CoE Dean's Feedback: Address any requested revisions from the CoE Dean's Office and obtain final approval.		
Dissertation Submission to the Graduate College			
16.	Final Manuscript Submission: Submitted to Graduate College by deadline with committee-approved corrections.		
17.	Transmittal Memo: Completed and signed by student and advisor.		
18.	Electronic Submission: Dissertation uploaded in PDF format to FAU Electronic Library (Upload Here).		
19.	ProQuest Submission: Dissertation uploaded to ProQuest (Submit Here).		
20.	Publishing Selection: Chose either Traditional (Free) or Open Access (\$95) publishing.		
21.	Copyright Registration (Optional): Completed through ProQuest (\$75 fee).		
22.	Survey of Earned Doctorates: Completed (Survey Link).		
Final Approval & Graduation Requirements			
23.	Graduate College Approval: Final format approved by the Graduate College Dean.		
24.	Final Manuscript Package Submitted: All required documents and fees submitted.		
25.	Personal Copies (Optional): Ordered bound copies if desired.		

Important Notes:

- **Proofreading is essential** for APA 7th Edition or later to ensure all in-text citations, the references list, and formatting throughout the manuscript meet the FAU, College, and Department requirements.
- **No revisions** may be made after final approval except for Graduate College corrections.
- Contact the Graduate College Degree Completion Office at GraduateWriting@fau.edu or (561) 297-2817.

Software Tools for Cross-Checking References and Citations and APA Formatting

1. Reference Management Software (For Citation & Reference Consistency)

These tools help manage citations and automatically generate reference lists in APA format:

- [Zotero](#) (Free & Open Source) – Integrates with Microsoft Word and allows automatic citation/reference checking.
- [Mendeley](#) (Free & Paid) – Helps manage citations and check for missing references.
- [EndNote](#) (Paid) – A robust reference manager that can cross-check citations in Word documents.
- [RefWorks](#) (Institutional Access) – Allows easy tracking of citations and reference formatting.

2. Microsoft Word Plugins & Features

- **Find & Replace (Manual Check)**
 - In Word, use **Ctrl + F (Find)** → **Type an in-text citation (e.g., “Smith, 2020”)** and verify it appears in the reference list.
 - Similarly, check references to ensure each one is cited in the text.
- **Grammarly Premium** (Paid) – Offers an advanced **plagiarism checker** and **APA formatting** suggestions.

3. APA Compliance & Formatting Tools

- [PERRLA](#) (Paid) – Integrates with Word for automated APA citation checking and formatting.
- [Grammarly Premium](#) (Paid) – Checks grammar and APA citation consistency.

4. Online Tools for Cross-Checking References

- [Citation Machine](#) – Helps verify if references are formatted correctly in APA.
- [Reciteworks](#) – Automatically scans Word documents for citation-reference consistency.
- [QuillBot APA Checker](#) – Ensures APA-style references are correctly formatted.

5. Python Script for Automated Reference Cross-Checking (For Advanced Users)

- If you are comfortable with coding, Python scripts using **NLTK** and **pandas** can automate reference-citation matching.

Step-by-Step Guide to Using ReciteWorks

Step 1: Visit ReciteWorks

1. Open your web browser and go to [ReciteWorks](#).
2. Click "**Start Now**" (You may need to create a free account). Paid accounts are also available for short-term (3 days), monthly, and annual rates.

Step 2: Prepare Your Document for Checking

- ◇ **Before uploading your dissertation**, ensure the reference list is formatted correctly. Use the sorting feature in Word to set your list in alphabetical order and remove unintended breaks or spaces between. The software will suggest corrections to any errors in your list.
- ◇ Consider making all necessary corrections to your reference list before checking the dissertation.
- ◇ Save your document as a **Word (.docx) or PDF file**.

Step 3: Upload Your Dissertation

1. Click "**Upload Document**" and select your dissertation (**.docx or .pdf format**).
2. Choose **APA (7th Edition)** as the citation style.
3. Click "**Check My References**" to start the analysis.

Step 4: Review ReciteWorks Results

ReciteWorks will scan your dissertation and provide:

1. **Missing Citations:** References in the list that are not cited in the document.
2. **Uncited References:** Citations in the text that do not appear in the reference list.
3. **Formatting Errors:** APA style issues such as incorrect punctuation, capitalization, or italics.

Step 5: Fix Errors

1. **If a reference is missing a citation**, add it to the text.
2. **If an in-text citation is missing from the reference list**, add it properly formatted.
3. **Correct formatting errors** following APA guidelines.

Step 6: Proofread and Re-Run ReciteWorks

1. **Make corrections in Word** and save the document.
2. **Re-upload the revised file** to ReciteWorks.
3. **Ensure all citations and references match** before submission.

Step 7: Final Cross-Checking Tip: Highlighting Citations & References (Manual)

1. In Word, use **Find (Ctrl + F)** on a PC or **Find (Command + F)** on a Mac and search for **each author's last name** from the reference list.
2. **Manually highlight** each citation and its corresponding reference.
3. Save **PDF copies** of the highlighted citations and references to submit to the College of Education Dean's Office.

Step-by-Step Guide to Cross-Checking References & Citations in a Word Document Using Zotero for PC and Mac Users

Zotero is a free reference management tool that integrates with Microsoft Word on PCs and Macs. It helps ensure that all in-text citations are included in the reference list. You can use the software to gather and store your literature from the beginning of your study or create your reference list before cross-checking.

Step 1: Install Zotero & the Word Plugin

- ◇ PC users:
 1. Download [Zotero](#) (Free) and install it.
 2. Open **Microsoft Word** and ensure the **Zotero plugin** is installed (it will appear as a tab in Word).
 3. Import or create your reference list in Zotero.

- ◇ Mac users:
 1. Download **Zotero for Mac** and install it.
 2. Open **Microsoft Word** and ensure the **Zotero plugin** is installed.
 - In Word, you should see a **Zotero tab** in the toolbar.
 - If not, go to **Zotero** → **Preferences** → **Cite** → **Word Processors** and reinstall the plugin.
 3. Import or create your reference list in Zotero.

Step 2: Cross-Check Citations in Word

1. Open your dissertation in **Microsoft Word**.
2. Click on the **Zotero tab** → **Refresh** to ensure citations are updated.
3. Use **Ctrl + F (Find)** and type an **author's name from the reference list**.
 - If a reference appears in the list but is **not cited** in the document, remove it or cite it.
 - If a citation appears in the text but is **not in the reference list**, add it using **Zotero** → **Add/Edit Citation**.
4. Run **Zotero's bibliography generator** to format your references in APA 7th edition.

✂ Step 3: Final Cross-Checking Tip: Highlighting Citations & References (Manual) on PC

4. In Word, use **Find (Ctrl + F)** on a PC or **Find (Command + F)** on a Mac and search for **each author's last name** from the reference list.
5. **Manually highlight** each citation and its corresponding reference.
6. Save **PDF copies** of the highlighted citations and references to submit to the College of Education Dean's Office.

Step-by-Step Guide to Cross-Checking References & Citations in a Word Document Using Grammarly for PC and Mac Users

Grammarly is useful for checking APA formatting, punctuation, and citation consistency. You can use it while writing your dissertation or to cross-check your references, citations, and APA formatting. The software has free and paid versions.

Step 1: Install Grammarly

- ◇ PC users:
 1. Go to [Grammarly](#) and create a free account.
 2. Install the **Grammarly Plugin for Microsoft Word** (or use the web version).
- ◇ Mac users:
 1. Download **Grammarly for Mac**.
 2. Open **Microsoft Word for Mac** and install the Grammarly plugin.
 - If the plugin does not appear, restart Word or use Grammarly's **Web Editor** instead.
 3. Sign in to Grammarly and **set the writing style to Academic (APA 7th Edition)**.

Step 2: Upload Your Dissertation

1. Open Grammarly in Word or upload your document to **Grammarly Web**. Please note that there is a file size limit. You can avoid reaching the file limit by uploading your document in chapters.
2. Set the writing style to **Academic (APA 7th Edition)**.
3. Grammarly will highlight:
 - **Missing citations** (citations that don't match the reference list).
 - **Incorrect punctuation** in citations (e.g., missing periods or commas).
 - **Inconsistent formatting** (e.g., inconsistent capitalization in reference titles).

Step 3: Manually Verify Citations

1. Use **Ctrl + F (Find)** to search for citations in the document.
2. **Compare highlighted errors** with your reference list.

- ◇ Grammarly Premium will also suggest **rewording in-text citations** for clarity.

🔗 Step 4: Final Cross-Checking Tip: Highlighting Citations & References (Manual) on PC

7. In Word, use **Find (Ctrl + F)** on a PC or **Find (Command + F)** on a Mac and search for **each author's last name** from the reference list.
8. **Manually highlight** each citation and its corresponding reference.
9. Save **PDF copies** of the highlighted citations and references to submit to the College of Education Dean's Office.