The Approval form is oftentimes not filled out completely and correctly:

- A fillable PDF of the approval form is available at: https://grad.msu.edu/sites/default/files/content/etd/Approval%20Form%20April%20%202017.pdf
- ALL fields must be filled out. If human or animal subjects were used the Approved IRB# (not the application number) must be listed and/or the AUF application# must be listed.
- Actual or electronic signatures must be on the form for the student and major professor. Typing the name in a cursive font does not suffice.
- The IRB or IACUC (AUF) letter
  - Letters on letterhead from the IRB office or Animal use office are required.
  - If the student name is not on the IRB letter then documentation is needed to prove that the student is an approved researcher on the project.
- Numbering of the Preliminary pages
  - Count, but do not number: title page, abstract page(s), copyright page (if applicable).
  - Count and number the remainder of the preliminary pages with lower case roman numerals: Dedication, Acknowledgments, Preface (if applicable), Table of Contents, List of Tables, List of Figures, Key to Symbols or Abbreviations.
  - Page numbers are to be centered, ½ inch from the bottom of the page regardless of page orientation.
- Numbering of the Body of the document
  - The body of the document (whether an Introductory chapter OR Chapter 1) is to begin on page 1 using Arabic numbers.
  - Page numbers are to be centered, ½ inch from the bottom of the page regardless of page orientation.
- Formatting the preliminary pages
  - Each of the preliminary pages is to be formatted in a particular way. There are margin and spacing requirements on ALL of these pages.
  - Spacing errors are common. One double space is the amount of space between lines of text in the body of your document. ALL double spaces in the entire document are to be the same size.
  - Sample pages may be found at: https://grad.msu.edu/etd/sample-pages.
- Headings and sub-headings in the body of the document and the Table of Contents
  - All headings and sub-headings in the body of the document (NOT those found in appendices) must be included in the Table of Contents as well.
  - All headings and sub-headings must match in the document and the Table of Contents with regards to wording, capitalization and punctuation.
- Table and figure names and captions
  - Table and figure names and captions must match exactly in the document and in the List of Tables and List of Figures with regards to wording, capitalization and punctuation.