SBE EDITORIAL SUPPORT
A ROAD MAP
Today’s menu

- Preparing for the format check
- What the editor does
- How the student follows up
- What happens at the hard copy stage
Before the defense:

TITLE AND FORMAT CHECK
ON THE APPROVAL PAGE
Before doing anything:

READ & UNDERSTAND THE GUIDELINES DOCUMENTS

WITH THE INTENTION OF APPLYING THEM
Preparing for a format and/or language check
What the EDITOR does

1. Confirm receipt
2. Flick test for format
3. Spell-check control
4. If NOT OK, reject
5. If OK, proceed
6. Report on issues
What the STUDENT must do

1. Make all corr ex
2. Adjust & check pagination
3. Convert to PDF
4. Check all pages
5. Produce hard copy
Before you turn in the hard copy . . .

1. Download + sign required forms
2. Prepare + label 2 CDs
3. PDF match hard copy?
4. Give thesis + forms + CDs to SBE
The HARD COPY format check: What happens?
Editor surveys front + back matter

Editor checks hard copy against format issues list

Editor reports results of format check to Executive Council

Executive Council examines the hard copy & docs

Graduation decision:

Pass

OR

Conditional Pass