



# California Institute of Integral Studies

## TECHNICAL REVIEW CHECK LIST

Before submitting a thesis or dissertation for technical review, students should complete the following check list of CIIS publication requirements.

Close adherence to this check list will result in faster technical review turnaround times. This list is not comprehensive, but rather notes several of the most important elements checked by CIIS technical editors.

All review requirements are described in detail in the CIIS Handbook for Technical Review and Publication, available for APA, MLA, and Chicago styles. The Handbook is located on the Center for Writing & Scholarship's MyCIIS page.

- All sources cited in the dissertation are included in the Reference List
- All sources included in the Reference List are cited in the dissertation
- All quotes and close paraphrases include page (or paragraph) citations
- All statistics cited in the dissertation include page (or paragraph) citations
- All layout requirements listed in the Handbook have been applied
- All tables and figures are labeled, numbered, and listed in the front matter
- All non-original images and media include copyright permissions
- All titles, headings, and subheadings are included in the Table of Contents
- All front matter pages listed in the Handbook are included
- All material has been proofed for spelling, grammar, and punctuation

For more information concerning application of the above requirements, please review the Handbook for your style. Additional questions may be directed to the Center for Writing & Scholarship ([cws@ciis.edu](mailto:cws@ciis.edu)).

You may also wish to consult with one of the CIIS-approved technical editors before submitting your dissertation for review. Contact information for technical editors is available in the Handbook.