

●Ph.D. Dissertation Pre-submission Checklist (Print this and check the boxes by hand.)

[General Matters]

- Did you use the designated format without changes? Have you checked that there are no blank parts or unnecessary spaces?
- Did you prepare the documents (Curriculum Vitae, Research Results, Inventory of Articles) according to the samples?
- Is the dissertation title identical in all the documents? (Be careful to eliminate even small differences, such as full-width/half-width, upper/lower case, dash/hyphen. etc.)
- If the dissertation title is in a language other than Japanese, have you included a Japanese translation?

[Application for Dissertation Examination or Request for Degree Form]

- Are the names of graduate school(s) and major(s) indicated? (This applies only to those applying for the degree by completing the degree program.)
- Have you affixed your seal? (If you are a non-Japanese citizen and do not have a seal, please sign in black ink.)
- Have you checked if you are applying for the correct degree title?

[Inventory of Articles]

- Have you made sure that you have not included among your publications any unpublished article(s), for which the publisher and publication date are still undecided?
- Did you accurately indicate the page numbers of your articles?
- Are the details accurate for the article title, journal title and the like for each previously published article?

[Curriculum Vitae]

- Did you write your name by hand?
- Have you affixed your seal? (If you are a non-Japanese citizen and do not have a seal, please sign in black ink.)
- Did you write your name in katakana where necessary?
- Did you list your educational history in chronological order, beginning with admission to senior high school?
- Are all your records of graduation, completion and withdrawal indicated?
- If you have taken a leave of absence from school, is the period of absence accurately indicated?
- Have you checked that you did not include any qualification unrelated to the dissertation degree examination?
- Did you list all the master's or higher degrees that you have obtained? Are the degree titles accurate?

[List of Accomplishments]

- Are the items listed beginning with the master's thesis?
- Are the items listed by category and in chronological order?
- If page numbers for an article, chapter (etc.) are indicated with "p," have you used "p" in the case of a single page and "pp." in the case of multiple pages?
- Did you use 『 』 for books and magazine titles and 「 」 for article titles written in Japanese, or use italics for books and magazine titles and quotation marks for article titles if written in Western text?**
- Are all the parentheses and double quotations used correctly in pairs?
- Have you checked that all texts are clearly and correctly printed?

[Dissertation Abstract]

- Have you proofread for any grammatical errors or misspellings?
- Is the abstract written within 4,000 characters (if in Japanese) or 1,300 words (if in English)?