FINAL COPY CHECK LIST

Congratulations on completing your major paper! Here is a check list to make sure you have done everything you need to receive your final grade:

___ Completed all edits with approval by 1st, 2nd and 3rd readers

___ Completed format check with Ellen Morais in the grad nursing office and received approval to print final copies

___ Printed 2 copies (library and dept. copies) of your paper on 24 lb paper, single sided, NO STAPLES

___ Printed additional personal copies (if desired) and included payment

___ Obtained 3rd Reader’s signature on ALL copies

___ Placed each copy in its own clasp envelope with your name on the outside

___ Completed one copy each of: Bindery Form and the Digital Commons Deposit and Access Agreement Form and attached to the top envelope

___ Emailed electronic copy of your paper (with changes accepted – NO TRACK CHANGES!) to Dr. Misto at: kmisto@ric.edu

___ Dropped off all paper copies, forms and payment (if personal copies are desired) to Ellen Morais, RINEC 100A

___ Celebrate, you’re done! 😊