



# 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:

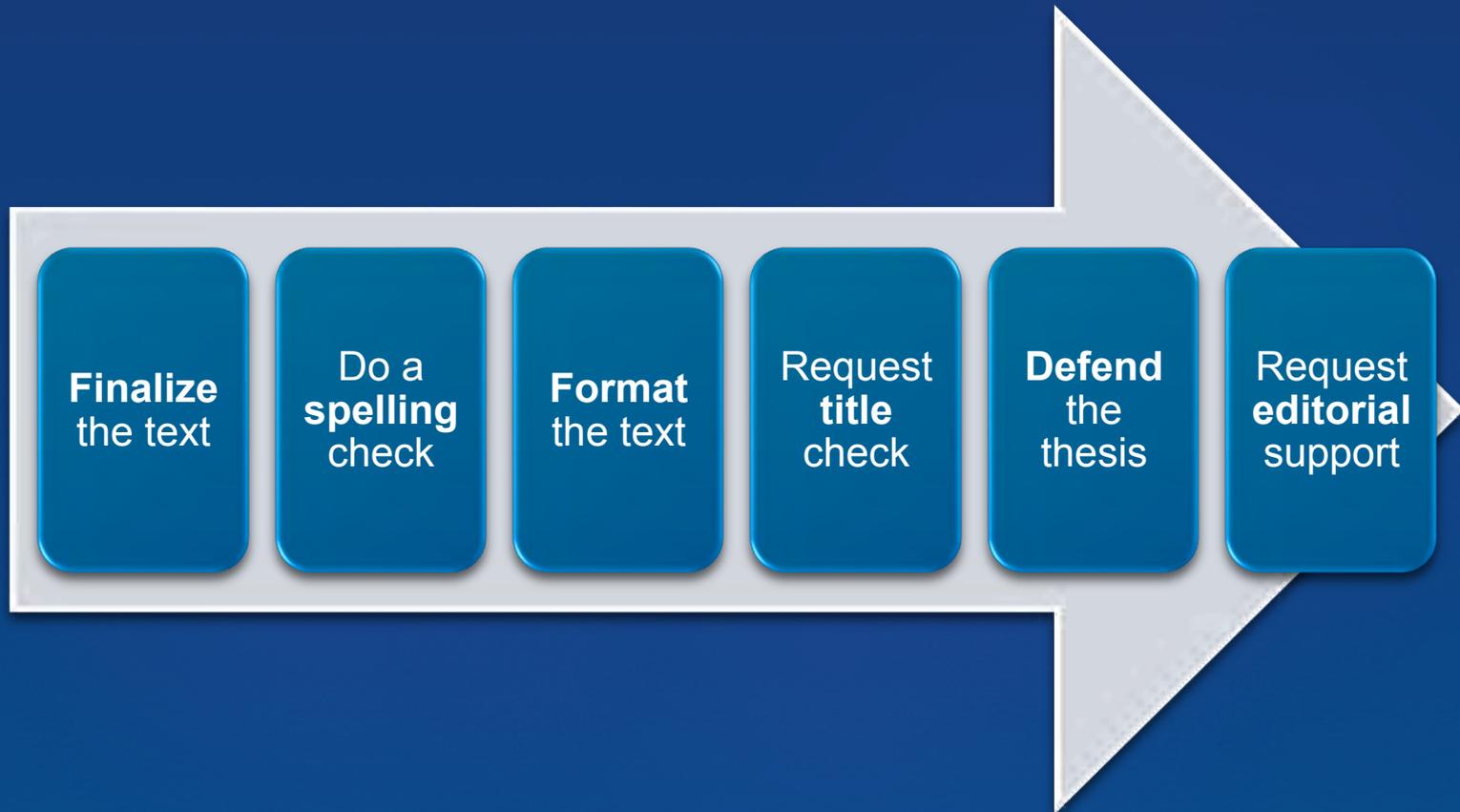
**TITLE AND FORMAT CHECK  
ON THE  
APPROVAL PAGE**



*Before doing anything:*

**READ & UNDERSTAND  
THE GUIDELINES DOCUMENTS**

*WITH THE INTENTION  
OF APPLYING THEM*



Preparing for a format  
and/or language check

Confirm  
receipt

Flick  
test for  
format

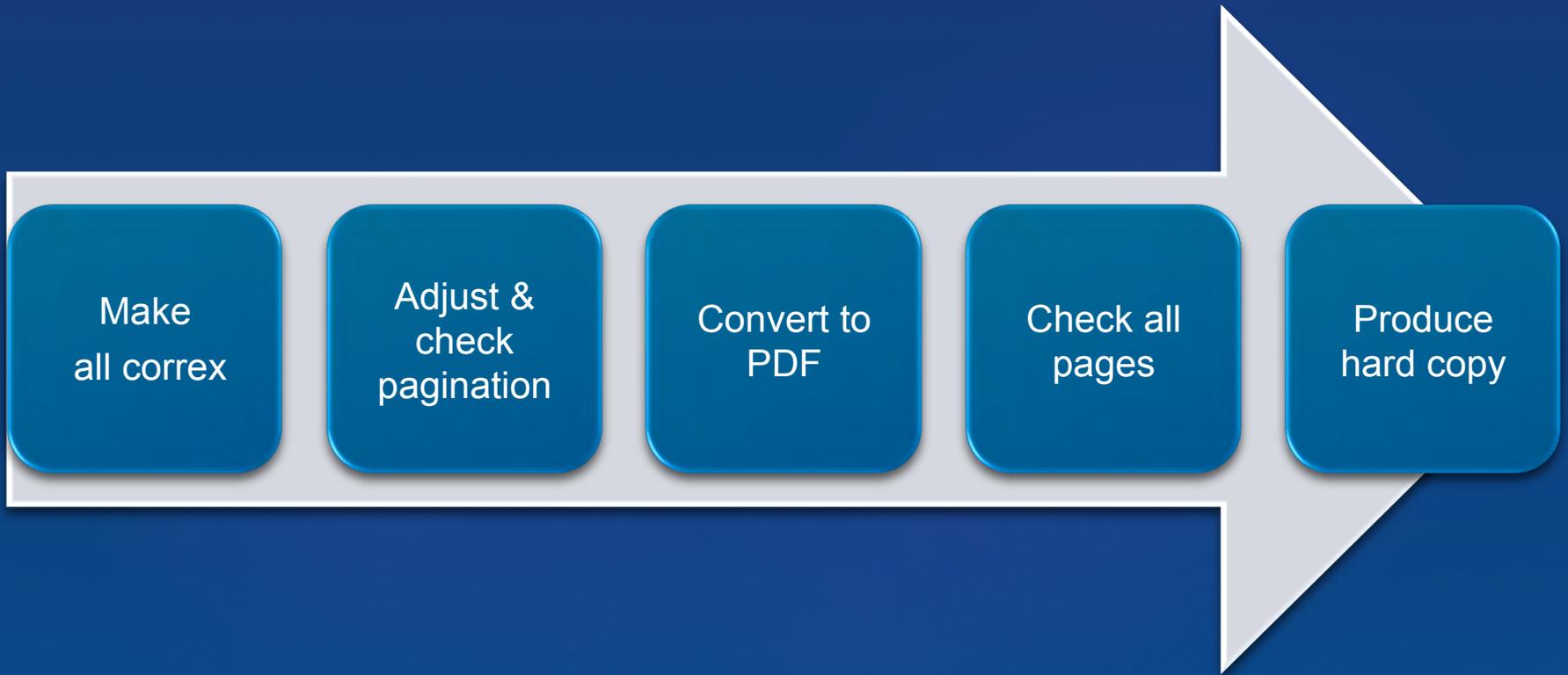
Spell-  
check  
control

If  
NOT OK,  
reject  
X

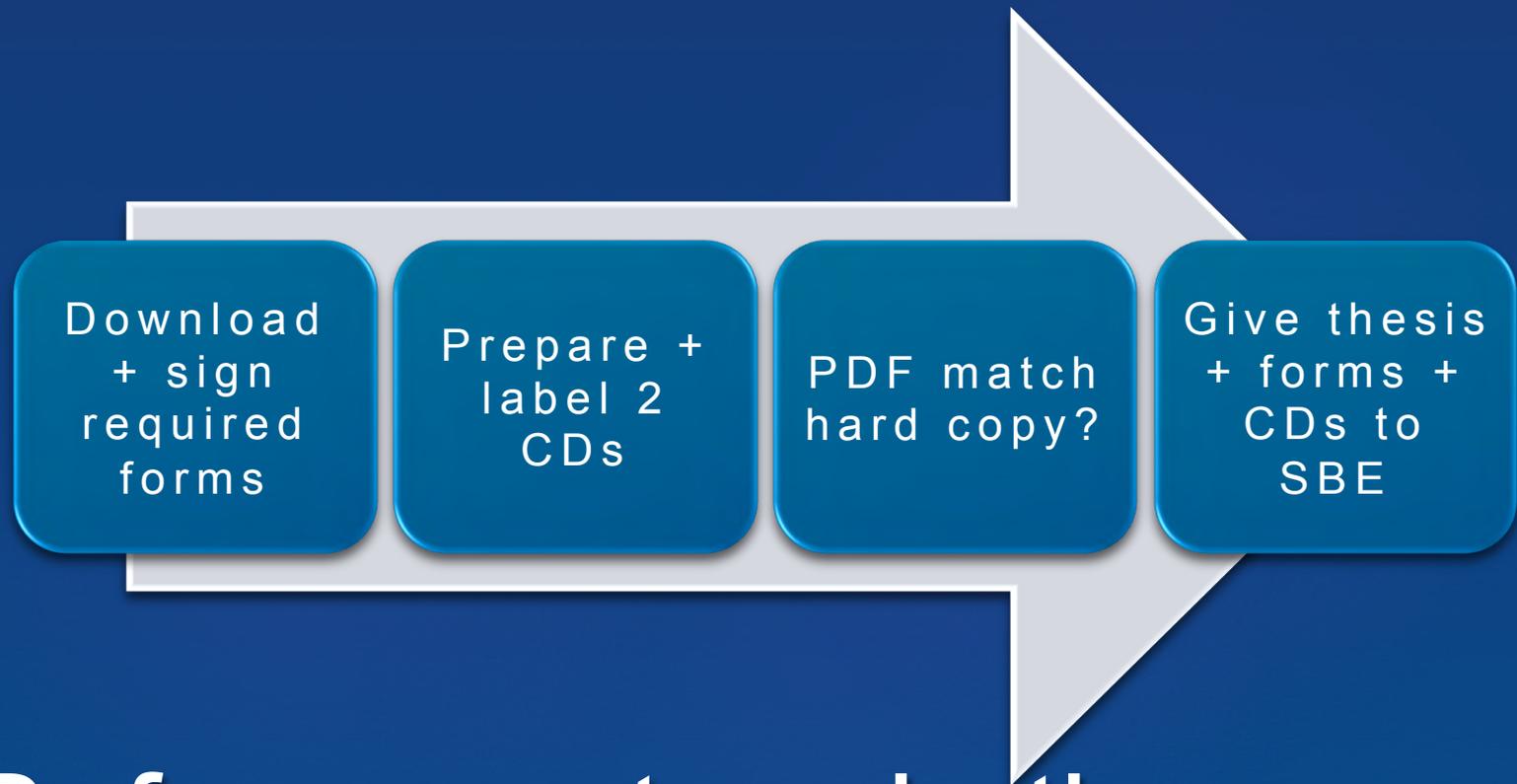
If  
OK,  
proceed  
✓

Report  
on  
issues

# What the EDITOR does



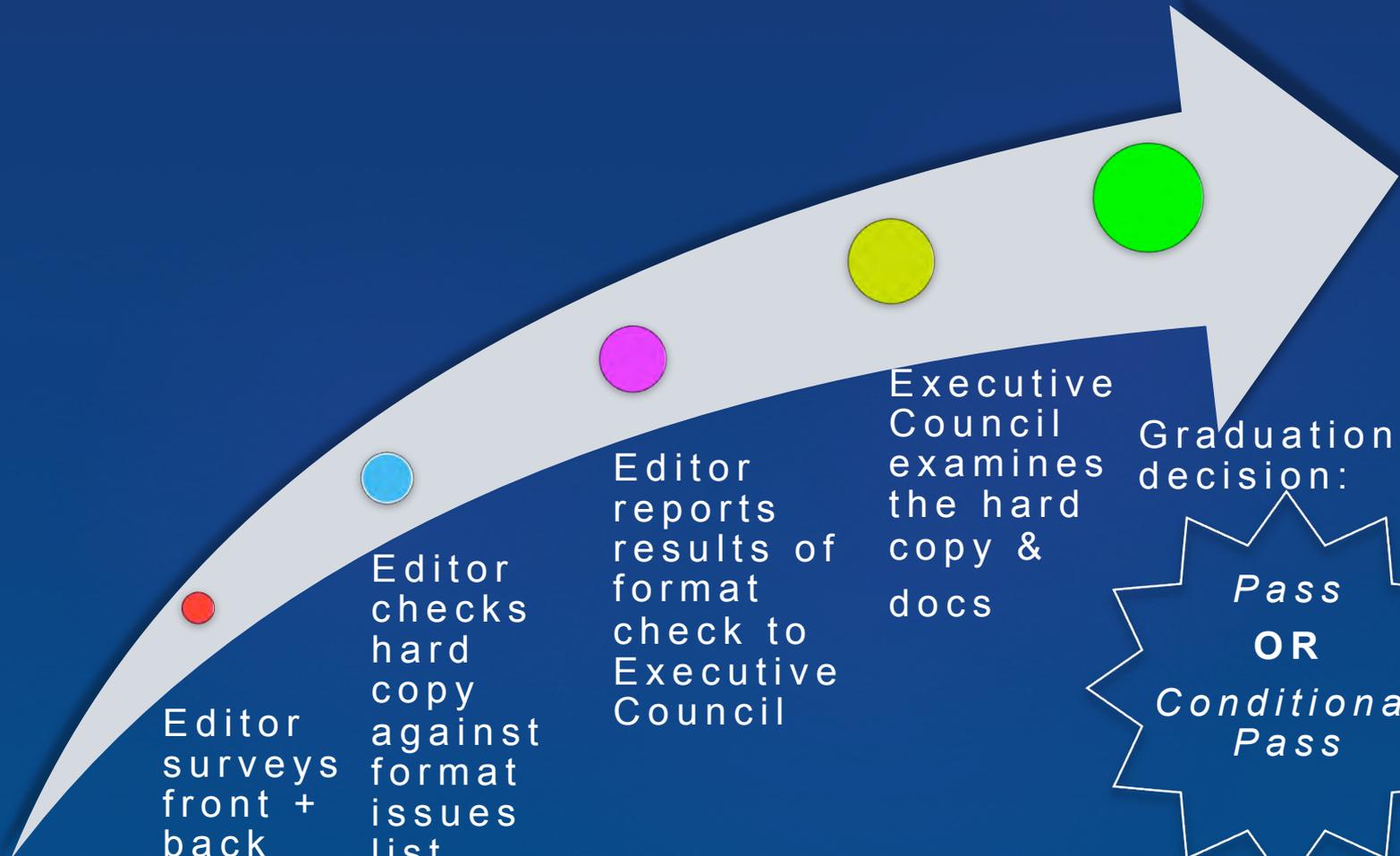
What the **STUDENT** must do



Before you turn in the hard copy . . .

The HARD COPY format check:

What happens?



Editor surveys front + back matter

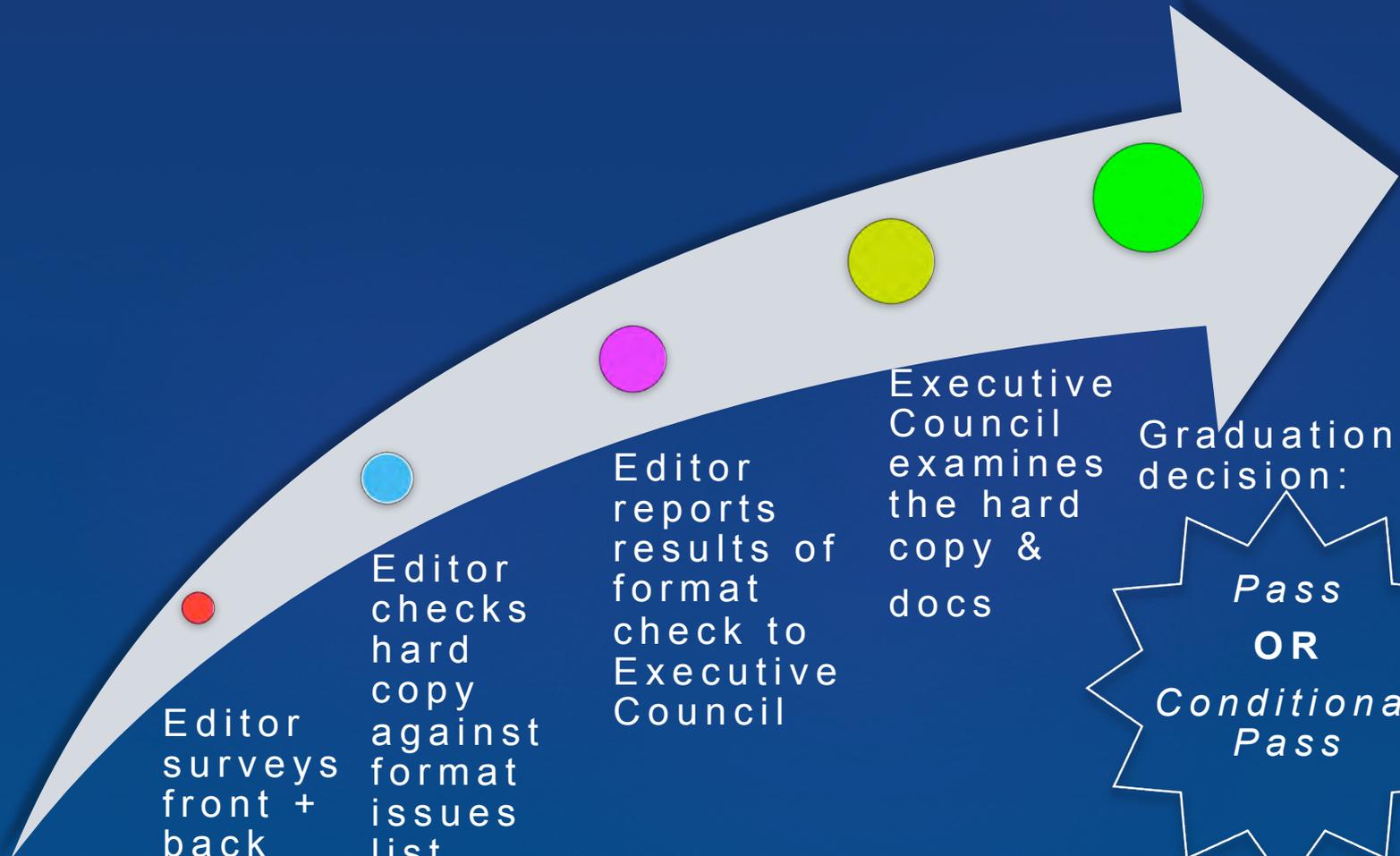
Editor checks hard copy against format issues list

Editor reports results of format check to Executive Council

Executive Council examines the hard copy & docs

Graduation decision:

*Pass*  
**OR**  
*Conditional Pass*



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*

