

### Checklist of Common Errors

(Compare to your manuscript draft)

1. Table of Contents.

- ALL subheadings are included, and they appear **verbatim** inside the document's text.
- Follow the selected citation style closely regarding margins and the different levels of headings.

2. Text.

- No **BOLD** type is used except for headings, or when required as part of a formula.
- No "1-liners" (also known as widows or orphans) appear at the **top** of pages.
- No sub-heading is left hanging by itself at the end of a page.

3. Tables, Figures, & Other Illustrations.

- All terms "Table" or "Figure" are consistently in either all capital letters or upper & lowercase.
- Tables that are continued on subsequent pages must include table column headings at the top of each page.
- Tables/figures that are continued on subsequent pages must include the title and (continued) at the top of each page. For example:

Table X (Continued)

4. References.

- Materials actually used are your REFERENCES. Background material goes in a BIBLIOGRAPHY.
- You have followed your chosen citation style exactly.
- There are no "split" citations from one page to the next.
- You replace all underlined materials with italics.

5. Appendices.

- If you only have one appendix, it is still labeled "Appendix 1 (or I)" or "Appendix A".
- Subsequent pages of multi-paged appendices are titled: Appendix A (Continued).
- Appendix documents meet margin requirements.
- Use a 1-inch margin at top of page for each new appendix.
- Appendix pages with tables or figures have table or figure titles as well as appendix headings.

6. Images.

- Images/charts are clear and legible. The reader should be able to read/see it clearly.

7. Signature Page.

- Make sure to watch auto-capitalization. Word always tries to capitalize 'by' and 'of' when they come at the beginning of a new line.
- Don't forget the period after D. in Advisor Name, Ph.D., Committee Chair.

8. Pagination.

- Pagination begins on the Table of Contents page and follows your chosen citation style.