CHECKLIST OF COMMON ERRORS
(Compare to your manuscript draft.)

1. Table of Contents. Be sure that:
   - ALL subheadings are included, and they appear verbatim inside the document’s text.
   - Different levels of headings are indented by ½ inch to show hierarchy.
   - Page #s are lined up at the 1” right margin across from the last line of multi-line headings.

2. Abstract. Be sure that:
   - The Abstract text is limited to 250 words.

3. Text. Be sure that:
   - 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.

4. Tables, Figures & Other Illustrations. Be sure that:
   - 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 at the top of each page.

   Table X (Continued)

5. References. Be sure that:
   - 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.

6. Appendices. Be sure that:
   - 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.

7. Images. Be sure that:
   - Images/charts are clear and legible. The reader should be able to read/see it clearly.

8. 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