

# 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.
  - The Abstract page should follow UT Tyler formatting and include title, author name, etc. Please refer to sample paper for proper formatting.
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.
  - Center figure titles below the figures.
  - 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)

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.
  - You remove hyperlinks from URLs.
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
9. Pagination:
  - Pagination begins on the Table of Contents page with lowercase Roman numerals. It begins again with the first page of Chapter One, using standard Arabic numerals.