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.
   • Follow the selected citation style closely regarding margins and the different levels of headings.

2. 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.

3. 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 the title and (continued) at the top of each page. For example:
     
     Table X (Continued)

4. 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.

5. 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.

6. Images. Be sure that:
   • 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.