

Checklist

Before submitting any report for editing, please make sure the following checklist is complete:

- All parts of the Technical Standard page are filled in (including the correct number of pages of the report).
- Page numbers are italicized in Times New Roman font and are properly assigned (pp. 9-10).
- Line spacing of the report is 1.25 in.; all body text is left-justified (p. 9)
- References are at the end of sentences, in separate brackets, and italicized (p. 29).
- Equations are indented and equation numbers are flush right surrounded by a parenthesis; equations are correctly referenced in text (p. 13).
- Headings are set up correctly (pp. 10-12).
- Tables and figures (including captions and headings) are centered with text (pp. 18-22), table and figure numbers and headings are on separate lines, and references to tables and figures in text are capitalized.
- Table of Contents/List of Tables/List of Figures correspond with the correct page numbers.