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.

EXECUTIVE SUMMARY

COMMON ERRORS

Agreement

Capitalization

Colons

Commas

That versus Which

Dashes

Data

Italics

Effect versus Affect

E.g. versus i.e.

It’s versus Its

Lists

Numbers

Proofread

Semicolons

Spell check

Quotation Marks and Punctuation

CHECKLIST