General places to look out for Improvements in Writing Sample

1. Follow style as followed by institutions like American Economic Association or the like. Refer Individual style guides for different journals.

2. Spacing between lines increased for ease in readability.

3. Removal of uneven spacing.

4. Same font used across the whole essay.

5. Text aligned both from left and right (both body and footnotes and maybe figures and tables too)

6. Figure names placed below the figure (instead of above).

7. Removal of figure boundaries.

8. Footnotes 'superscripts' placed at end of sentence (after the full stop). Earlier it was in between sentences.

9. References to footnotes in between paragraphs rendered as the following example: see pg. 1, footnote no. 2).

10. Shorten long sentences

11. Add References if needed.

12. Quotation marks significantly reduced.

13. Exhaustively look for one last time for standardized notations in journals once you finalize the writing sample.

14. Completely Read the final version before submitting.

15. Check details like (Page 1 of ?), where ‘?’ is the total number of pages in the final version.

16. Print test page to see if some header/footer/figure/text is not ‘cut off’ due to margin issues.

17. All footnotes should be in the right pages.

18. In general, in between text refer stuff in simple brackets’()’ e.g. (Figure 1)

19. The space between the starting of the page and first word should be same across all pages.

20. The space between ending of the page and last word should be same across all pages.

21. Same font type across the whole document (not a hard and fast rule).

22. Page numbers in mid bottom of the page (Not a hard and fast rule)

23. Paragraph size for each paragraph across the whole essay should be at most 13 lines and at least 3 lines. (rough idea)

24. If want to write sub points within a paragraph, use: (a), (b) OR (i), (ii).

25. Put your name and date on top (some kind of identification that tells that the document is yours is important)

26. Put in footer, your name, e-mail, post if necessary.