



## Checklist before Submitting Your Manuscript

This is for your use only; do not turn it in with your manuscript. By ensuring that your manuscript conforms to the items below, you'll greatly increase the odds that your submission will require only one review.

If you would like more information on manuscript formatting, please refer to the formatting instructions which begin at [www.grad.clemson.edu/manuscript.php](http://www.grad.clemson.edu/manuscript.php).

### General

\_\_\_\_\_ All pages are US Letter Standard size (8.5" x 11").

### Title Page (required – the most common formatting errors are mistakes on the title page):

\_\_\_\_\_ My title page is formatted to match the Sample Title Page at [www.grad.clemson.edu/Manuscript/documents/example\\_front.pdf](http://www.grad.clemson.edu/Manuscript/documents/example_front.pdf).

\_\_\_\_\_ There is *no* visible page number on my title page.

\_\_\_\_\_ All page margins are set to 1.25 inches.

\_\_\_\_\_ The text is centered horizontally and vertically on the page.

\_\_\_\_\_ My title is in all caps (standard scientific nomenclature is observed for the names of organisms).

\_\_\_\_\_ My name and my committee members' names are spelled correctly.

\_\_\_\_\_ The month and year on the page are the same as the month and year of my graduation (even if I'm not attending the ceremony).

\_\_\_\_\_ The words "of," "the" and "by" are lowercase (except where they appear in the title).

\_\_\_\_\_ Each section of text is single-spaced, with a double space separated by a horizontal rule between sections.

\_\_\_\_\_ The spacing between each block of text and around the horizontal section-divider rules is consistent.

### Abstract (required):

\_\_\_\_\_ All margins are set to 1.25 inches.

\_\_\_\_\_ There is a lowercase Roman numeral page number "ii" centered at the bottom of this page.

\_\_\_\_\_ The heading "Abstract" is formatted to stand out in some way. Whatever formatting I chose, I used the same formatting for all first-level headings (section or chapter titles).

\_\_\_\_\_ The text is double-spaced.

### Dedication/Acknowledgments (optional):

\_\_\_\_\_ All margins are set to 1.25 inches.

\_\_\_\_\_ There is a lowercase Roman numeral page number centered at the bottom of each page.

- \_\_\_\_\_ I formatted the heading(s) “Dedication” and/or “Acknowledgments” the same way as my “Abstract” heading.
- \_\_\_\_\_ The text is double-spaced.
- \_\_\_\_\_ I did not include extravagant praise, insincere thanks, or references to animals or inanimate objects.

**Table of Contents (required – second most-common formatting problems are errors in content pages):**

- \_\_\_\_\_ All margins are set to 1.25 inches.
- \_\_\_\_\_ There is a lowercase Roman numeral page number centered at the bottom of each page.
- \_\_\_\_\_ I formatted the heading “Table of Contents” the same way as my “Abstract” heading.
- \_\_\_\_\_ The heading “Page” (no quotation marks in the actual heading) is centered over the column of page numbers, and I double spaced after it.
- \_\_\_\_\_ My list of page numbers is flush against the right hand margin.
- \_\_\_\_\_ I used properly made ellipses (leader dots) between each entry title and the corresponding page number – I consulted the Ellipses Instructions at [www.grad.clemson.edu/Manuscript/documents/Ellipses%20Instructions\\_final.pdf](http://www.grad.clemson.edu/Manuscript/documents/Ellipses%20Instructions_final.pdf).
- \_\_\_\_\_ All entries have page numbers.
- \_\_\_\_\_ I double-checked my page numbers in contents entries against the manuscript *after* I completed all text editing.
- \_\_\_\_\_ The alignment and spacing of entries is consistent within the Table of Contents and consistent with all lists in the manuscript.
- \_\_\_\_\_ All main headings (section/chapter titles and first-level subheadings) are included in my Table of Contents.
- \_\_\_\_\_ I did not list “Table of Contents” within my Table of Contents.
- \_\_\_\_\_ If Table of Contents runs longer than one page, I’ve added the heading “Table of Contents (Continued)” at the top left of each subsequent page, and repeated the “Page” column head over the column of page numbers (*note: this is not applicable if you are using a LaTeX template*).

**Lists of Tables/Figures/Maps/Nomenclature/etc.**

- \_\_\_\_\_ All margins are set to 1.25 inches.
- \_\_\_\_\_ There is a lowercase Roman numeral page number centered at the bottom of each page.
- \_\_\_\_\_ I formatted the heading “List of Tables” (etc.) the same way as my “Abstract” heading.
- \_\_\_\_\_ The heading “Table,” “Figure,” “Map,” etc. is flush against the left-hand margin, aligned vertically with the entry numbers (1.1, 1.2, 1.3...). On the same line, the heading, “Page” is centered above the column of page number. I double spaced after it.
- \_\_\_\_\_ My list of page numbers is flush against the right hand margin.

- \_\_\_\_\_ If lists run longer than one page, I've added the appropriate heading "List of Tables [etc.] (Continued)" at the top left of each subsequent page, and repeated the "Page" column head over the column of page numbers (*note: this is not applicable if you are using a LaTeX template*).
- \_\_\_\_\_ I used ellipses (leader dots) between each entry title and the corresponding page number.
- \_\_\_\_\_ All entries have page numbers.
- \_\_\_\_\_ The alignment and spacing of entries is consistent with the Table of Contents and all lists in the manuscript.
- \_\_\_\_\_ All tables, figures, maps, etc. are included on the appropriate list.

### **Body Text:**

- \_\_\_\_\_ All margins are set to 1.25 inches.
- \_\_\_\_\_ The first page of the first chapter begins on page 1, and all pages have visible page numbers.
- \_\_\_\_\_ The text is double spaced.
- \_\_\_\_\_ I was consistent in labeling my tables, figures, maps and mathematical equations.
- \_\_\_\_\_ Whenever I had to change the orientation of a page from portrait to landscape, I kept the page number in the same place as all other pages.
- \_\_\_\_\_ If I have a figure or table on a page, I have at least four lines of text on the page or none at all.
- \_\_\_\_\_ All content (including tables, figures, maps, etc.) fits within the page margins.

### **Appendix or Appendices:**

- \_\_\_\_\_ All margins are set to 1.25 inches.
- \_\_\_\_\_ I included page numbers on these pages that continue from the body text of my manuscript.
- \_\_\_\_\_ I named my appendices and included them in the Table of Contents.
- \_\_\_\_\_ If I have more than one appendix, I included a *divider page* with the word "Appendices" centered on it (in the same text style as my main headings) and a page number. This page also appears as an entry in the Table of Contents.
- \_\_\_\_\_ I consistently labeled each appendix.

### **Bibliography, Literature/Works Cited, References:**

- \_\_\_\_\_ All margins are set to 1.25 inches.
- \_\_\_\_\_ I formatted all heading(s) the same way as my "Abstract" heading.
- \_\_\_\_\_ I single-spaced *within* entries and double-spaced *between* entries.
- \_\_\_\_\_ I did not split any of my entries between pages.
- \_\_\_\_\_ All website and email addresses are colored black without underlines.
- \_\_\_\_\_ I consistently followed a discipline-approved format (MLA, APA, Chicago Style, etc...).