

### Final Submission Paper Checklist (to be completed 2-3 hrs before submitting)

- ☐ Are all figure axes labeled?
- ☐ Are all numbers in figures legible? I.e., is font big enough?
- ☐ Are all table abbreviations clearly explained?
- ☐ Have you referred to your proposed method consistently in text and figure legends?
- ☐ Have you used hyphenation consistently? Compound adjectives should be hyphenated.
- ☐ Check that proper nouns are capitalized *e.g.*, "Bayes"
- ☐ Check punctuation: *i.e.*, ("in other words") *e.g.*, ("for example") *et al.* ("and others")
- ☐ Check all notation. Have you defined **all** terms? Have you used boldface consistently?
- ☐ Check that all Latin is italicized.
- ☐ Do you consistently use the same verb tense throughout the paper?
- ☐ Do you adequately cite prior work? Are there any citations missing?
- ☐ Check that references have rendered properly. Don't rely on Bibtex to get it right. To enforce capitalization of certain words in titles use curly braces {B}ayes
- ☐ Have you referred to all figure and tables in the text?
- ☐ Do all of your figures/tables have informative captions?
- ☐ When referred to in text "**Figure X**," "**Table Y**," and "**Equation Z**" are capitalized and boldface.
- ☐ Copy document into word and run final spell check. This will catch mistakes like "the the."
- ☐ Check positioning of all floats.
- ☐ If the paper is supposed to be blind, is it?
- ☐ Do a final scan of the document to ensure that no section is broken up such that one word or one line appears in separate column or page.