

## Checklist Before Submitting Your Manuscript

This is for your use only; do not turn it in with your manuscript. By ensuring that you've conformed to the items below, you'll greatly increase the odds that your manuscript 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).

### Title Page:

- \_\_\_\_\_ There is no page number on my title page.
- \_\_\_\_\_ All 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 for where they appear in the title).
- \_\_\_\_\_ The spacing between each block of text is consistent.
- \_\_\_\_\_ Each section of text is single spaced with a double space between sections.

### Abstract:

- \_\_\_\_\_ All margins are set to 1.25 inches.
- \_\_\_\_\_ There is a lowercase Roman numeral page number centered at the bottom on this page.
- \_\_\_\_\_ I formatted the heading "Abstract" to stand out in some way; whichever formatting I chose, used the same formatting for all first-level headings.
- \_\_\_\_\_ The text is double spaced.

### Dedication:

- \_\_\_\_\_ All margins are set to 1.25 inches.
- \_\_\_\_\_ There is a lowercase Roman numeral page number centered at the bottom on this page.

- \_\_\_\_\_ I formatted the heading “Dedication” 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:**

- \_\_\_\_\_ All margins are set to 1.25 inches.
- \_\_\_\_\_ There is a lowercase Roman numeral page number centered at the bottom on this 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 ellipses between each entry title and the corresponding page number.
- \_\_\_\_\_ All entries have page numbers.
- \_\_\_\_\_ The alignment and spacing of entries is consistent within the Table of Contents and consistent with all lists in the manuscript.
- \_\_\_\_\_ All main headings (first level headings) are included on my Table of Contents.
- \_\_\_\_\_ I did not list “Table of Contents” within my Table of Contents

**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 on this page.
- \_\_\_\_\_ I formatted the heading “List of Tables” 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.

- \_\_\_\_\_ I used ellipses 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 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.
- \_\_\_\_\_ I consistently labeled each appendix.

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

- \_\_\_\_\_ All margins are set to 1.25 inches.
- \_\_\_\_\_ I single spaced *within* entries and double spaced *between* entries.

\_\_\_\_\_ I did not split any of my entries between pages.

\_\_\_\_\_ I did not underline any website addresses.

\_\_\_\_\_ I consistently followed a discipline-approved format (MLA, APA, Chicago Style, etc...).