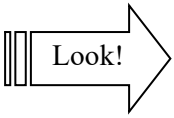


COMMON ERRORS: WE MARK—*YOU FIX*



“Too Many Cooks”: The file your thesis processor has reviewed is your master file. Only you and your thesis processor should update your master file. There are several folders on SharePoint for you to post e-copies of your master file for Advisor-Chair Review. You may then incorporate their edits/revisions into your master file in the Thesis Processing Office folder. Remember: never work online; doing so will result in a corrupted template.

Table of Contents

- Right-click and select Update Field > Update Entire Table to refresh the Table of Contents; verify headings and sequence of numbering/lettering. Note: First ensure Track Changes is turned off.
- Check that there are at least two levels under each heading type.

Lists of Figures/Tables

- Right-click and select Update Field > Update Entire Table to refresh List of Figures or List of Tables. Note: First ensure Track Changes is turned off.
- Verify that figures/tables are numbered in sequence.
- Check that no actual figure/table images appear in the list; for any that do, scroll to that page, click on graphic itself and apply Image style (figures) or Normal style (tables); return to list and use Update Field again; check that figure or table image has been removed from list.

Punctuation

- Make sure commas and periods are INSIDE quotation marks.
- Check for commas in dates (comma after year and day as in May 10, 2009, but **not** in May 2009 or 10 May 2009 date formats).
- Place commas after (**i.e.**,) and (**e.g.**,).
- Et al.—no comma before/after et al.; no period after **et**; always period after **al.** (Smith et al.).
- Use apostrophes for possessive case (exception: the personal pronoun “**its**”).
- Avoid contractions; spell out words (e.g., use “do not” for “**don’t**,” “it is” for “**it’s**”).
- For decades, as in the 1990s, do not use an apostrophe and include the first two digits of the year (not 90s).

General

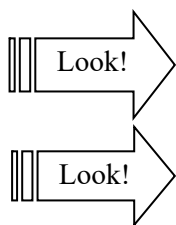
- ***Accept or reject all Track Changes and address balloon comments before each processor review.***
- When typing a date, do not use “st” or “th,” as in December1st or 5th.
- Spell out numbers one through nine; use numerals for 10 and greater.
- Capitalize C in Chapter, S in Section, F in Figure, T in Table, E in Equation, and A in Appendix when referring to specific chapters, sections, figures, tables, equations, or appendices of your thesis in the text; use roman numerals for chapters: Chapter IV.
- Footnote numbers go *outside* the punctuation, with no space: Like this.²⁰
- When equations occur within sentences, use proper punctuation before and after, and the very next line of paragraph text should not be indented.
- Be consistent with spelling out or abbreviating states and dates.
- If you have quoted material five or more lines in length, apply Block Quote style. Remove quotation marks around these block quotations; use ellipses marks only when words are omitted mid-sentence, not at the start or end of the quote; use brackets to indicate added text. For numbered and bulleted block quotes, apply Block Quote for Bulleted List and Block Quote for Numbered List style, respectively.



- Make sure paragraphs are styled with the All Paragraph style, not Normal text. They should be either justified or flush left consistently.
- Make sure the font is Times New Roman throughout.

Figures and Tables

- Set figure and table layout as “In Line with Text”: right click on image, select the Wrap Text arrow, and choose In Line with Text (this will keep paragraphs from splitting around images and content from hiding beneath images).
- Insert figures and tables *between* paragraph text, *after* they are mentioned in the text.
- When citing a table or figure in text, use its number: Table 1, Figure 12; do not say “the following table/figure” or include the words “above” or “below.”
- Make sure images fit within the margins of the document; reduce as needed, or change page to landscape orientation for larger, horizontal images (your processor can help with this).
- Place table titles above tables and table notes directly below tables. If figure titles are below figures (preferred), insert any figure captions directly below figures but *above figure titles* (in between).
- If your graphic or table is borrowed, add a citation to end of title: use “Source:” before the citation if the graphic/table was copied exactly from the source; use “Adapted from” (no colon) if you made any changes or used data from the source to build the graphic/table yourself.
 - For IEEE, use a bracketed citation number after “Source:” or “Adapted from”.
 - For Chicago Notes and Bibliography, add a footnote to the end of the figure/table title and include the reference (using “Source:” or “Adapted from” at the start) in the footnote text at the bottom of the page.



Footnotes

- Spell out months, or at least be consistent with date formats throughout.
- Make all URLs live hyperlinks (blue) or not live (black)—do not mix.
- Footnotes should not split across pages (look for extended separator line).

References

- If a reference begins with “The,” alphabetize that reference using the next word in the company/group name (i.e., The RAND Corporation would be alphabetized by “R”).
- Put a period at the end of each reference (EXCEPTION: references ending with a URL *if* using APA or IEEE styles).

