**CHECKLIST OF MOST COMMON ERRORS TO AVOID**

**General**

1. [ ]  Font: Times New Roman; 12 points.
2. [ ]  Content start at top of the page i.e. 1-inch margin.
3. [ ]  ALL the content within the 1-inch margin.
4. [ ]  One-tab (5 spaces) indentation for all new paragraphs.
5. [ ]  No extra spacing between the paragraphs.
6. [ ]  ALL Titles, Figures, Tables & Page No. should match with the TOC, LOF, LOT.

**Preliminary Pages**

1. [ ]  Title format for all preliminary pages.
	1. [ ]  Boldface page headings (ABSTRACT, ACKNOWLEDGMENTS, etc.)
	2. [ ]  Start at top of the page i.e. 1-inch margin.
	3. [ ]  Dissertation/Thesis title in ALL CAPS for title page, signature page.
	4. [ ]  Dissertation/Thesis title on Abstract page Title Case Format.
2. [ ]  No page numbers for title page, signature page, copyright page (*If any*). Abstract start

 from page iii.

1. [ ]  Proper spacing in title page and Abstract page. (Refer to template)
2. [ ]  Word “Page” as page number column title in each page of TOC, LOF, LOT.

**Narrative Text**

1. [ ]  Line spacing of 2.0 throughout the manuscript.
2. [ ]  Sub-headings.

5.1 [ ]  Level-1: Title case format. Left justified.

5.2 [ ]  Level-2: Sentence case format. Left justified.

5.3 [ ]  Level-3: Sentence case format. Italicized. One tab (5 spaces) indented.

1. [ ]  Figures/Tables placed after first reference in the text.
2. [ ]  Add column titles for Table(s) continuing to next page. (*If any*)
3. [ ]  Add “Table # Continued” for Table(s) continuing to next page. (*If any*)
4. [ ]  Full spelling of acronyms when first used in text.

**Supplementary Pages**

1. [ ]  References – Double-spaced; double check if all references are cited correctly.
2. [ ]  Appendices - Optional.
3. [ ]  VITA - Last page of the manuscript.