

FORMATTING CHECKLIST

Use this checklist to update your document before a submission. Feel free to add your own items and make additional suggestions for me to add to the list: info@odilemackett.com

Check for any underlined errors in Word

Add correctly specified terms/words/names to Dictionary

All tables & figures grey scale (in case of printout)

Pages are numbered

No page number on the title page

Update the Table of Contents

Update the List of Figures

Update the List of Tables

Update word

No headings at the bottom of a page

Convert to PDF

Scroll through document to check for link errors