

## Office of Graduate Studies Editing Checklist for ACS 3<sup>rd</sup> Edition

Your manuscript has been reviewed according to the standards listed below. These standards cover the most common errors made, but they are not exhaustive of ACS style. “Yes” indicates that you meet the standard, while “No” indicates that you have made an error in regard to that item. If “No” is checked, you can see the page number where that error occurred in the “Page(s)” column. An ellipsis (...) in the “Page(s)” column means that the error may have occurred in places other than the pages listed, and the reviewer did not mark every place of error.

Additional comments may be included in the margins of your paper. The reviewer marked the first few instances where a revision is needed. **However, you will have to edit your paper line-for-line to find every instance where that error occurred; we did not mark every error, nor did we edit your manuscript line-for-line.**

Student: \_\_\_\_\_

Title: \_\_\_\_\_

| Yes | No | N/A | <b>Graduate School Formatting according to Thesis Template</b><br><a href="http://www.tamuc.edu/academics/graduateSchool/documents/thesistemplate1.doc">http://www.tamuc.edu/academics/graduateSchool/documents/thesistemplate1.doc</a>  | Page(s) |
|-----|----|-----|--|---------|
|     |    |     | The preliminary pages are formatted correctly (i.e. title page, signature page, abstract, etc.) in regard to spacing, font, and margins.   |         |
|     |    |     | The Table of Contents is formatted correctly. Leader dots end at the same place on every line, leaving space before the page number, and the text is double spaced. This goes for the List of Tables and List of Figures as well, if applicable.   |         |
|     |    |     | Margins are 1-inch on all sides throughout manuscript. The only exception to this is the Abstract, which has a 2 ½-inch margin from the top of the page.   |         |
|     |    |     | The manuscript is double-spaced throughout, even between paragraphs, chapter headings, subsection headings, references, etc. The only exceptions to this is the text at the bottom of the title page (single-spaced), abstract title (single-spaced), and the captions for figures and tables (single-spaced). |         |
|     |    |     | There are no widows/orphans.   |         |
|     |    |     | An introduction is provided for numbered lists, and they are indented.   |         |
|     |    |     | Chapter titles display the correct formatting and font.  |         |
|     |    |     | Page numbers are numbered and positioned correctly.  |         |
|     |    |     | For the Definition of Terms, a source is cited for each term. Seldom can a term be defined independently without consulting an outside source.   |         |
|     |    |     | Definition of Terms is formatted correctly.  |         |
|     |    |     | When displaying numbers in a table, numbers are aligned according to place value; for example, if decimals are used, the decimals align.   |         |
|     |    |     | Tables and figures are not split between pages wherever possible.  |         |
|     |    |     | Every source cited in text is listed in references.  |         |
|     |    |     | Appendices are formatted according to dissertation template; division pages are in place, and the titles on division pages have the correct formatting and font.   |         |
|     |    |     | Vita is in paragraph style.  |         |
|     |    |     | There is no copyright infringement (i.e. the inclusion of a copyrighted figure, text, survey, etc. without written permission to reprint).   |         |
|     |    |     | Proper punctuation and syntax are used throughout; there are no comma splices or fragments, apostrophes are used correctly, subject and verb agree, etc.   |         |
|     |    |     | Data are treated as plural.  |         |
|     |    |     | Text is adjusted to the left margin only.  |         |

| Yes | No | N/A | ACS Style—3 <sup>rd</sup> Edition   | Page(s) |
|-----|----|-----|---|---------|
|     |    |     | Commas (pp. 113-114) are used correctly.  |         |
|     |    |     | Semicolons (pp. 119-120) are used correctly.  |         |
|     |    |     | Colons (pp. 120-121) are used correctly.  |         |
|     |    |     | Dash (pp. 124-126) is used and formatted correctly—a hyphen is not used in place of a dash.   |         |
|     |    |     | Single & double quotations (pp. 121-122) are used correctly.  |         |
|     |    |     | Parentheses & brackets (pp. 123-124) are used correctly.  |         |
|     |    |     | Hyphenation (pp. 135-143) is used and formatted correctly.  |         |
|     |    |     | Capitalization (pp. 143-148) is used correctly.   |         |
|     |    |     | Italics (pp. 153-155) are used correctly.   |         |
|     |    |     | Numbers are correctly expressed as numerals or words (pp. 203-210).   |         |
|     |    |     | In-text citations are formatted correctly when multiple sources are cited in one citation (p. 289); alphabetically if using author-date system, otherwise numbers in ascending order with superscripts or parentheses (p. 289). |         |
|     |    |     | Citations of multiple authors are documented correctly (p. 289; 3 or more is et al.).   |         |
|     |    |     | In-text citations are either superscript number, italic numbers in parentheses, or author name and year of publication (p. 30, p. 287).   |         |
|     |    |     | The correct form and punctuation of <i>et al</i> is used (e.g. Jones et al.).   |         |
|     |    |     | Direct quotations of 50 words or more are set off in block quotations and formatted correctly (p.122).  |         |
|     |    |     | Items such as Chapter 1, Research Question 2, and Figure 4 are correctly capitalized when referred to in text (pp. 143-144).  |         |
|     |    |     | Tables are formatted correctly, including font and spacing (pp. 369-374).   |         |
|     |    |     | Figures are formatted correctly, including font and spacing (pp. 343-367)   |         |
|     |    |     | References are listed in alphabetical order and formatted correctly (pp. 290-326)   |         |

Check marks in the margins of your paper indicate that the reviewer matched citations to references.

If you have any questions or need clarification about any of the above comments, please contact Holly Sienty at the Office of Thesis & Dissertation Services, 903-886-5967 or [Holly.Sienty@tamuc.edu](mailto:Holly.Sienty@tamuc.edu). We are here to help!

Revise & Resubmit \_\_\_\_\_

Revise & Send to PDF \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_