

Office of Graduate Studies Editing Checklist for ASHS

Your manuscript has been reviewed according to the standards listed below. These standards cover the most common errors made in regard to Graduate School formatting and the ASHS style manual. “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	Graduate School Formatting according to Thesis Template (http://www.tamuc.edu/academics/graduateSchool/documents/thesistemplate1.doc)	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	<p style="text-align: center;">ASHS Style Guide (http://ashs.org/downloads/style_manual.pdf)</p>	Page(s)
			Commas are used correctly, ASHS page 42.	
			Colons are used correctly, ASHS page 42.	
			Dash is used and formatted correctly, ASHS page 43.	
			Single & double quotations are used correctly, ASHS page 46	
			Parentheses & brackets are used correctly, ASHS pages 41 & 45.	
			Hyphenation is used and formatted correctly, ASHS pages 43 & 44.	
			Capitalization is used correctly, ASHS page 41	
			Italics are used correctly, ASHS page 45.	
			Numbers are correctly expressed as numerals or words, ASHS pages 38 & 39.	
			In-text citations are alphabetized when multiple sources are cited in one parenthetical citation, ASHS page 12.	
			Tables are formatted correctly, ASHS pages 6 & 18.	
			Figures are formatted correctly, ASHS pages 6 & 18.	
			References are listed in alphabetical order and formatted correctly, ASHS pages 11-15.	
			Abbreviations/acronyms are used correctly, ASHS pages 16 & 27 to 33.	