Checklist Before Submitting Your Manuscript

This is for your use only; do not turn it in with your manuscript. These are some of the most common errors that require revision and a second review for manuscripts. By ensuring that you’ve conformed to the items below, you’ll greatly increase the odds that your manuscript will require only one review.

If you would like more information on manuscript formatting, please refer to The Guide located at http://www.grad.clemson.edu/guide.

Title page:

___ There is no page number on my title page.
___ The left and top margins are 1.5.” Right margin is 1”. Bottom margin is at least 1”.
___ The text is centered horizontally on the page.
___ My title is in all caps (standard scientific nomenclature is observed for the names of organisms).
___ My name and my advisor’s name are spelled correctly.
___ The month and year on the page are the same as the month and year of my graduation (even if I’m not attending the ceremony).
___ The words “of,” “the,” and “by” are lowercase.
___ The spacing between each block of text is consistent.

Abstract:

___ There is no page number on the first page of my abstract, but there are on subsequent pages of the abstract.
___ The left margin is 1.5” on all pages.
___ The top margin is 1.5” on the first page and 1.0” on subsequent pages of the abstract.
___ I double-spaced or triple-spaced after the heading (ABSTRACT); whichever spacing I chose, used the same spacing after all first-level headings.
___ The text is double spaced.

Dedication:

___ There is no page number on my dedication page.
___ The left and top margins are 1.5.”
I double-spaced or triple-spaced after the heading (DEDICATION); whichever spacing I chose, I maintained that for all after-heading spacing.

The text is double spaced and not centered or italicized.

Acknowledgements:

There is no page number on the first page of my acknowledgements, but there are on subsequent pages of the acknowledgements.

The left margin is 1.5” on all pages.

The top margin is 1.5” on the first page and 1.0” on subsequent pages of the acknowledgements.

I double-spaced or triple-spaced after the heading (ACKNOWLEDGEMENTS); whichever spacing I chose, I maintained that for all after-heading spacing.

The text is double spaced and not centered or italicized.

Table of Contents

There is no page number on the first page of my table of contents, but there are on subsequent pages of the table of contents.

The left margin is 1.5” on all pages.

The top margin is 1.5” on the first page and 1.0” on subsequent pages of the table of contents.

I double-spaced or triple-spaced after the heading (TABLE OF CONTENTS); whichever spacing I chose, I maintained that for all after-heading spacing.

The heading “Page” (no quotation marks in the actual heading) is centered over the column of page numbers, and I double spaced after it.

My list of page numbers is flush against the right-hand margin.

I used ellipses between each entry title and the corresponding page number.

My ellipses are vertically aligned so that each row of ellipses ends at exactly the same horizontal position on the page.

If an entry title was longer than one line of text, I indented subsequent lines 2-3 spaces.

I double spaced before and after all first-level headings, and single spaced between second- and third-level headings.

I did not list “Table of Contents” within my table of contents.

List of Tables, Figures, Selected Spectra, and/or Maps:
____ There is no page number on the first page of my list of tables/figures/maps, but there are on subsequent pages of the lists.

____ The left margin is 1.5" on all pages.
____ The top margin is 1.5" on the first page and 1.0" on subsequent pages of the lists.
____ I triple spaced after the heading, “List of Tables,” “List of Figures,” and/or “List of Maps.”
____ The heading, “Table”, “Figure”, or “Map” (no quotation marks in actual heading) is flush against the left-hand margin, aligned with the entry numbers (1.1, 1.2, 1.3…).
____ The heading, “Page” (no quotation marks in actual heading) is centered over the column of page numbers, and I double spaced after it.
____ My list of page numbers is flush against the right-hand margin.
____ I used ellipses between each entry title and the corresponding page number.
____ My ellipses are vertically aligned so that each row of ellipses ends at exactly the same horizontal position on the page.
____ I double spaced between entries.
____ If an entry title was longer than one line of text, I indented subsequent lines 2-3 spaces.

Body Text:

____ There is no page number on the first page of each chapter (or any page with a first-level heading), but there are on subsequent pages of each chapter.

____ The top margin is 1.5” on the first page of each chapter (or any page with a first-level heading) and 1.0” on subsequent pages.
____ The left margin is 1.5” on all pages.
____ The text is double spaced.
____ I was consistent in labeling my tables, figures, maps, and mathematical equations.
____ Whenever I had to change the orientation of a page from portrait to landscape, I kept the page number in the same place as all other pages.
____ Any figures, images, or other data presentations are of the highest visual quality possible.
____ If I have a figure or table on a page, I have at least 4 lines of text on the page or none at all.

Appendix or Appendices:
There is no page number on the divider page of my appendix, but there are on subsequent pages of the appendix.

The left margin is 1.5” on all pages.

The top margin is 1.5” on the divider page and 1.0” on subsequent pages of the appendix.

I named my appendices and included them in my table of contents.

Bibliography and/or Literature Cited:

There is no page number on the first page of the bibliography/literature cited, but there are on subsequent pages of the bibliography/literature cited.

The left margin is 1.5” on all pages.

The top margin is 1.0” on all pages.

I double spaced after the heading, “Bibliography” or “Literature Cited.”

I single spaced within entries

I double spaced between entries.

I did not split any of my entries between pages.

I did not underline any web site addresses.

I consistently followed a discipline-approved format (MLA, APA, Chicago Style, etc…).