Culminating Project Formatting Checklist

Use this resource when proofreading/editing your paper. Verify all elements are addressed before submitting your paper to the Repository.

_____ Review Graduate Studies' specific formatting requirements (click on "Electronic Document Formatting" using url below) and ensure all elements are followed: https://www.stcloudstate.edu/graduatestudies/culminating-projects/completion-and-submission-directions.aspx

_____ Title page is not missing any information
- Title in bold, your name, proposal section, date of expected graduation, and your committee section (only section that is single spaced is the committee section)
- See templates in Culminating Project D2l Page to ensure proper formatting.

_____ Visible page numbers start on the second page (often the abstract page) and that page should be numbered as 2.

_____ Page margins are 1" (one-inch) on all sides—top, bottom, and sides
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_____The abstract has a bolded title and the body of the abstract is single-spaced and not indented

_____The Table of Contents (TOC) is properly formatted
- Section title (Table of Contents) is bolded
- The TOC should be double spaced with no additional spacing in between headings/lines
- If you have tables/figures in your paper, include a line for the "List of Tables" and "List of Figures" and their respective page numbers in the TOC
- The headings "Chapter" and "Page" are placed above their respective sections of the table of contents and continue over onto each page of the TOC
- The dot leaders go all the way to the page numbers, which are flush right
- All chapter titles as well as level 1 and level 2 headings must be included in the Table of Contents. Level 3 headings and beyond are optional in the TOC

_____ List of Tables and List of Figures are properly formatted
- The formatting rules are the same as the table of contents
- All figures/tables should be accounted for
- Titles in the list of figures/tables should match the titles in the paper.

_____ Your project must follow the requirements of one style guide (APA, MLA, etc.) **throughout** your paper

_____ Check that chapter titles are formatted correctly and matching the chapter titles in the table of contents.
- Each chapter should begin on its own, separate page.

_____ Spacing in between paragraphs follows the style guide used by the author.

_____ Ensure headings and subheadings are formatted correctly and in the correct position on the page based on style guide requirements.

_____ Citations must be formatted correctly based on the style guide selected and must match their corresponding reference perfectly.
- **Every** single in-text citation must have a corresponding reference in the References/Bibliography page. Use the search or Control F feature to search through in-text citations.
- There must be correct year, correct spelling of the author's name, correct authors, correct use of et al., etc.

_____ Tables and figures are formatted correctly according to the style guide used.
- Correct location of figure/table number and title.
- Figure/table in correct position on the page (centered or to the left).
- Figures should be cited if they were taken from another source

_____ References/Works Cited are formatted correctly and should **all** have matching citations
- **Every** single reference must have a corresponding in-text citation in the paper. Use the search or Control F feature to search through every reference.
- References/bibliography page **must** be correctly formatted based on style guide requirements for each type of source.

_____ Appendices, if included, are formatted correctly.
- If you do have appendices, they should also be listed at the end of your table of contents
- Format appendix titles based on style guide requirements or as Appendix A: Title of Appendix (title is centered and bold)
- IRB approval should be included if required for the project.