

Writing Checklist

Before Turning in ProDoc Proposals and Reports

Title Page:

- Does the title page follow the format as laid out on the online sample?
- Is the title formatted in 14-point and bold?
- Is the student name formatted in bold?
- Are this page's and all margins set to one inch, with the left margin set to 1-1/2 inches?
These margins accommodate binding in the end.
- Did you place a *Section Break (Next Page)* at the bottom of the page? This action helps establish proper pagination here and in other places. Go to the *Home* tab and click on the ¶ to view section breaks and other nonprinting symbols.
- For proposals, does the date at the bottom of the page reflect the month and year of committee approval—with no comma between the month and year? For reports, does this date reflect the month and year of graduation?
- Is this page and all that follow set to *Align Left* rather than *Justify* text?
- Have you double checked your *Layout* spacing to make sure that *Before* and *After* spacing are set to 0 point? Make sure you follow this spacing throughout the document.
Avoid using any preset formatting/styles.

Contents Page:

- Does the contents page(s) reflect the sample contents page's formatting?

- Did you format the page numbers on the right to align properly by formatting tabs? See *How to Properly Align Page Numbers on the Contents Page* for more. Leader dots are optional.
- Did you get someone to double check your page references to ensure accuracy?
- Is this page/Are these pages numbered in the bottom-center, in roman numerals—ii, iii, ...?
- Are these page numbers formatted in Times New Roman – 12-point, to match your text? (Be advised that Word often formats these in a different font.)
- Did you place a *Section Break (Next Page)* at the end of this section?

Abstract:

- Does your abstract page reflect the sample abstract page’s formatting?
- Is a roman numeral (iv, v, for example) page number visible in the bottom-center of the footer—formatted in Times New Roman, 12-point to match the text?
- Is your text concise, clear, and limited to one page?
- Do the goals reflected on this page match the wording of goals referred to in the main text?
- Did you place a *Section Break (Next Page)* at the end of this page?

Chapters/Appendixes:

- Is the chapter number/appendix letter and title formatted in bold and 14-point? See *Chapter Sample*. Most of this information applies to the appendixes as well.

- Did you double check your subheads to make sure they are formatted correctly? First-level: bold, centered, headline-style; second-level: regular text (not bold), centered, headline-style; etc. See Turabian 8 – A.2.2.4 for more.
- Did you leave extra space before each new subhead?
- Does your text contain any widows/orphans? These are lines (or subheads) at the beginning or end of a paragraph separated from the paragraph of origin on another page. You can correct these by placing a page break at the end of the previous section of text. Do not use paragraph returns to accomplish this, especially if that page contains footnotes.
- Did you place a *Section Break (Next Page)* at the end of the chapter/appendix? This is important for proper pagination and footnote numbering.
- Did you use a block quote when referencing five or more lines of text? Block quotes are equal with the indent that establishes the first line of a paragraph in Turabian 8. Make sure your block quote is single spaced.
- Does the arabic page number (1, 2, etc.) on the first page of the chapter/appendix appear in the bottom center, with subsequent page numbers appearing in the top-right corner? Avoid placing a section break at the bottom of the first page to accomplish this; section breaks only occur at the end of a section/chapter/appendix. See *Chapter Sample* for more on formatting page numbers. If your first page number is off, check to ensure you placed a *Section Break (Next Page)* at the end of the preceding section/chapter/appendix.

Footnotes:

- Do you properly cite all sources referenced in the text?

- Are all footnotes formatted in Times New Roman? Word often defaults to a different font. You may use 10-point or 12-point for your footnotes per Turabian 8 as long as you choose one size and use it consistently throughout both the proposal and the report.
- Are your footnotes formatted to fall **under the text** rather than at the bottom of the page? When you format this, apply this action to *Whole Document* and save.
- Are your footnotes formatted to **renumber to one in each new section/chapter**? This is why a *Section Break (Next Page)* is important at the end of each section/chapter/appendix. When you format this, apply this action to *Whole Document* and save.
- Did you leave extra paragraph returns at the bottom of the page—resulting in extra space between the text and the footnote(s)? Go to the *Home* tab and turn on the ¶ to identify these easily. Instead, if needed, place a *page break* at the end of the text to send the text to the next page without the extra space.
- Do footnotes fall on the same page on which they are referenced in the text?
- If a continuous separator line (one that stretches across the page) appears at the bottom of a page, see if you placed an extra return at the end of the previous page's footnotes. Double click on the footer to activate this section. Then delete any extra paragraph returns at the end of the last footnote.
- Are all footnotes separated by a line space? No extra space is required below the separator line and the first footnote.
- If a footnote reference in the text falls at the bottom of that page's text, and Word forces the footnote to the next page—with a continuous separator line—you often can fix this by

placing a **page break** at the end of the second-to-the-last line of text. **Note that a page break is not the same thing as a section break.**

- Do all footnotes end with a period?
- Are all footnotes indented like a paragraph, with additional lines of text left-aligned?
- Are footnote numbers at the bottom of the page formatted as regular-sized numbers followed by a period and a space? If not, highlight the number in the footer and unselect the Superscript option. This is a change from Turabian 6. Footnote references in the text, of course, remain as superscript numbers.
- Did you place a period after each *ibid.*? *Ibid.* is an abbreviation for *ibidem*, so a period is required—even if you follow this abbreviation with a comma, a page number, and a period.
- Avoid placing an *ibid.* at the top of a new page's footnotes, according to Turabian 8. Instead, reestablish the reference for the reader by placing a shortened form of the footnote if used before, continuing *ibid.* if needed again below this one.
- Do you include the two-letter state postal code—TX, LA, MI, for example—after all publication cities? See *Place of Publication* for more.

Bibliography:

- Are the first lines of bibliography entries aligned to the left margin, with subsequent lines indented over a half inch?
- Do you include the two-letter state postal code—TX, LA, MI, for example—after all publication cities? See *Place of Publication* for more.

See next page.

One Last Time:

- Did you ask a friend to double check your contents page references to ensure accuracy?
- Did you ask a friend to double check your page numbers to ensure accuracy?
- Did you save your final copy by date in a way that is significant to you moving forward?