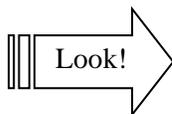


COMMON ERRORS: WE MARK—YOU FIX



“Too Many Cooks”: The file your thesis processor has reviewed is your master file. Only you and your thesis processor should update your master file. Separate folders on SharePoint allow you to post e-copies of your master file for advisor and chair review. You may then incorporate their edits/revisions into your master file in the “For Thesis Processing Office” folder. If your advisor/second reader/chair/AA chooses to use SharePoint to edit your thesis, make sure to walk him/her through the Template Setup instructions first. *This will minimize the risk of corruption to your thesis formatting.*

Table of Contents

- Right-click and select Update Field to refresh Table of Contents; verify headings and sequence of numbering/lettering. Note: First ensure Track Changes is turned off
- Check that all chapters and appendices start on odd-numbered pages; insert or delete blank pages as needed

Lists of Figures/Tables

- Right-click and select Update Field to refresh List of Figures or List of Tables. Note: First ensure Track Changes is turned off
- Verify that figures/tables are numbered in sequence
- Check that no actual figure/table images appear in the list; for any that do, scroll to that page, click on graphic itself and apply the IMAGE style (figures) or Normal style (tables); return to list and use Update Field again; check that figure or table image has been removed from list

Punctuation

- Make sure commas and periods are INSIDE quotation marks
- Check for commas in dates (comma after year and day as in May 10, 2009, but **not** in May 2009 or 10 May 2009 date formats)
- Place commas after (*i.e.*,) and (*e.g.*,) always; put these in parentheses
- Et al.—no comma before et al., no period after **et**; always period after **al**.
- Use apostrophes for possessive case (exception: the personal pronoun “**its**”)
- Avoid contractions; spell out words (e.g., use “do not” for “**don’t**”; “it is” for “**it’s**”)
- When referring to plural years, as in the 1990s, do not use an apostrophe.

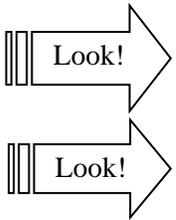
General

- ***Eliminate all “Track Changes” and comments before each processor review***
- The words *master’s* has an apostrophe, *thesis* is lowercase, and *Postgraduate* is one word.
- Avoid starting a sentence with “however,” “and,” or “because”
- When typing a date, do not use “st” or “th,” as in December1st or 5th.
- Spell out numbers one through nine. Use numerals for 10 and greater
- Capitalize C in Chapter, S in Section, F in Figure, T in Table, E in Equation, and A in Appendix when referring to specific chapters, sections, figures, tables, equations or appendices of your thesis in the text; use roman numerals for chapters: Chapter IV
- Footnote numbers go *outside* the punctuation, with no space: Like this.²⁰
- When equations occur within sentences, use proper punctuation before and after, and the very next line of paragraph text should not be indented.
- Be consistent with spelling out or abbreviating states and dates; do not mix styles
- Use DoD (lowercase O), not DOD; U.S. (periods after each), not US, DoN, not DON

- If you have quoted material five or more lines in length, put into block quotation using Block Quote style. Remove quotation marks around these block quotations; use ellipsis marks only when words are skipped in mid-sentence, not at the start or end of the block quotation
- If you are using ranges of numbers (or dates), use EN dash to separate (not hyphen) and no spaces around EN dashes: 1990–2010, January–April.
- Make sure paragraphs are styled with the All Paragraph Style, not Normal text. They should be either justified or flush left consistently, and have 1.5 line spacing (not double-spaced)
- Make sure the font is consistent throughout

Figure and Table Errors to Avoid

- Set figure and table layout as “In Line with Text”: right click on image, select the Wrap Text arrow, and choose, In Line with Text (This will keep paragraphs from splitting around images and content from hiding beneath images.)
- Insert figures and tables *between* paragraphs, *after* they are cited in the text
- When citing a table or figure in text, use its number: Table 1, Figure 12; do not say “the following table/figure” or include the words “above” or “below.”
- Center figures and tables between margins (check for and remove paragraph indents by sliding margin-set triangles to left margin of the ruler)
- Make sure images fit within the margins of the document; reduce as needed, or change page to landscape orientation for larger, horizontal images
- Place table titles above tables, and table notes directly below tables
If figure titles are below figures (preferred), insert any figure captions directly below figures but *above figure titles* (in between).
- If your graphic or table is borrowed, add a parenthetical citation to end of title: use “Source:” before the citation if the graphic/table was copied exactly from the source; use “Adapted from” (no colon) if you made any changes or used data from the source to build the graphic/table yourself.
 - For IEEE, use a bracketed citation number after “Source:” or “Adapted from.”
 - For Chicago Notes and Bibliography, add a footnote to the end of the figure/table title and include the reference (using “Source:” or “Adapted from” at the start) in the footnote text at the bottom of the page.



Footnotes

- Spell out months, or at least be consistent with date formats throughout
- Make all URLs live hyperlinks (blue) or not live (black)—do not mix
- Make sure hyperlinks in footnotes are 10 point and font matches thesis
- Footnotes should not split across pages (look for any footnote separator lines that span the entire page).
- “Ibid.” has a capital I and is **NOT** in italics; there is always a period after Ibid.
- Put comma and space between Ibid. and page number and period after: Ibid., 10.

References

- If a reference begins with “The,” alphabetize that reference using the next word in the company/group name (i.e., The Rand Group would be alphabetized by “R”).
- If a reference begins with quotation marks (i.e., with a title rather than an author) alphabetize by the first letter after the opening quotation marks.
- Put a period at the end of each reference (EXCEPTION: references ending with a URL *if* using APA or IEEE styles)