

COMMON ERRORS: WE MARK—YOU FIX

“Too Many Cooks”: Your file on SharePoint is your Master file. Only you and your thesis processor should update your Master file. We highly recommend giving your advisor/second reader a separate e-copy (or hard copy) for review, then incorporating their edits/revisions into your Master file. If your advisor/second reader chooses to use SharePoint to edit your thesis, make sure to walk him/her through the Template Setup instructions before starting work; *this will minimize the risk of corrupting your formatting.*

Cover Page

- Titles or ranks for advisors or ranks for military are not used on this page
- For distribution statements with restrictions, include separate parentheses around reason and date; select your reason(s) from the DTIC list on our website
- Make certain advisor and second reader information matches Title page (p. iii)

Documentation Page

- Ensure your title exactly matches the titles on Cover and Title pages
- Ensure abstract is identical to the Abstract page in the thesis
- Insert appropriate IRB designation in block 11. Use IRB protocol number (begins with **DD-Y**) if human-subject research (HSR) was done, IRB determination number (begins with **DD-N**) if content was deemed not HSR, or “**N/A**” if no IRB review was necessary

Table of Contents

- Right-click and select Update Field to refresh Table of Contents; verify headings and sequence of numbering/lettering
- Check that all chapters start on odd-numbered pages. Insert or delete blank pages as needed

Lists of Figures/Tables

- 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 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**.
- Check that apostrophe is used for possessive case (exception: **it’s** means “**it is**”)
- Do not use contractions
- 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**
- *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 in general use. 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
- Use the tab key (not the space bar) for headings: B.[TAB]SCOPE OF WORK
- Be consistent with spelling out or abbreviating states and dates; do not mix
- Use DoD (lowercase the o); U.S. (periods after each), not US
- If you have quoted material five or more lines in length, put into block quotation using 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 all either justified or flush left, and 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 Format Picture, Layout, 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 “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 a larger image
- Place table titles above tables, and table notes directly below tables
If figure titles are below figures (preferred), insert any secondary captions directly below the figures but *above* the figure titles (in between)
- If your graphic is borrowed, add parenthetical citation to end of title: use “Source:” if the graphic was copied exactly; use “Adapted from” if you made any changes



Look!

Footnotes

- Spell out the month, 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 extended separator line)
- “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 quote mark
- Put a period at the end of each reference (EXCEPTION: references ending with a URL *if* using APA or IEEE styles)