

Doctoral Support Center

Editing Checklist

Please be advised that the manuscript will be subject to a formal and more thorough review by the Graduate School's Editorial Staff. Additional errors may be found. The Graduate School has the *final* word over all required edits (including the ones on this checklist) and it, alone, can verify that all corrections are complete and in compliance with university Guidelines. Students are responsible for familiarizing themselves with the Guidelines at <http://www.usc.edu/dept/GRADSCHL/format.html>.

Student name: _____

1. Title Page

- Margin requirements met
- Title ALL CAPS
- Do not capitalize "B" in by
- Graduation date is either May or August 2008
- Copyright line must be included (regardless of whether formal copyright is requested)
- One font size throughout
- No bold permitted
- "Presentation" paragraph correct:
 - Ph.D. – Presented to The Graduate School
 - Ed.D. – Presented to the Faculty of the Rossier School of Education
- Spacing requirements followed
- Degree is in Education (not Education Psychology etc.)
- Major is in all CAPS (and parenthesis for Ph.D. students only)
- Advisors name should not be on title page

Comments: _____

2. Margins (due to printer differences please, print a few pages and check with a ruler)

- Top: 1.1 recommended
- Bottom: 1.1 recommended
- Right: 1.1 recommended
- Left: 1.7 recommended

Comments: _____

3. Page Numbers

- Must fit within the margin requirements (adjust header or footer to 1.1)
- All pages numbers (from preliminary pages to the end) must be placed in *either* the top right or bottom right corner (including pages with landscaped tables).
- Double space must separate page numbers from any text

Comments: _____

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4. Headings

- All headings (preliminary pages to the appendices) must be consistently placed and similar in style to the previous headings in terms of capitalization, font style, and typeface

Comments: _____

5. Preliminary Pages - Begin on page ii

- Dedication (optional)
- Acknowledgements (optional)
- Table of Contents (required)
- List of Tables (required if there is more than one table)
- List of Figures (required if there is more than one figure)
- Abstract (required)

Comments: _____

6. Table of Contents/List of Tables/List of Figures

- Page numbers must be aligned in a straight column, to a common tab. Text cannot enter the column of page numbers
- Single space each list entry; double space between list entries
- Page numbers must match pages in body of text.
- Do not include a title for chapter and page number (i.e., ChapterPage Number)
- Only need 2-3 levels of chapter headings in table of contents.

Comments: _____

7. Body

- Choose one font size and font type and use throughout body
- Remove running header/footer
- No Widows or Orphans
 - Widow – last line of paragraph is on the top of next page (enter page break so that 2-3 lines are at top of next page).
 - Orphan – Chapter title or first line of a paragraph at the bottom of page. Press return to start it at top of next page.

Comments: _____

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8. Tables and Figures

- All table and figure headings & descriptions must be consistent throughout the manuscript in terms of location (top or bottom of table/figure) and presentation in terms of capitalization, font style, and typeface.
- Table/figures must fit within the margin requirements
- On pages where there is a landscaped table, landscaped pages ARE NOT permitted – page numbers must be on the same bottom right or top right corner as the portrait pages.

Comments: _____

9. Bibliography

- Single space each bibliography entry; double space between entries
- Each bibliography entry must be complete on one page; do not allow an entry to split over pages

Comments: _____

10. Appendix

- Text, tables, and figures must fit the margin requirements
- Page numbers must continue from body of document

Comments: _____

When you are ready to submit your manuscript to the Graduate School, please bring it in a stationary box.