

Evaluation of citation/format draft by Karen Faster

Professor: _____

Student contact: _____ Report/Client: _____

Ask Karen F. if you have questions about any of this. If you don't know how to do something in Word, call me or come see me. 263-7657, kfaster@lafollette.wisc.edu, La Follette 216. Client preferences supersede these guidelines but be sure to write Karen F. a note outlining differences.

Yes	No	Question
_____	_____	Did Karen Faster receive electronic and single-sided hard copies on time?
_____	_____	Did Karen Faster receive on time the title of report, name of client, team contact info, number of reports to print, details on presentation?
_____	_____	Are fewer than five citations missing from the reference list?
_____	_____	Are fewer than five references missing citations in the body of paper?
_____	_____	Are fewer than five citations punctuated inconsistently, inconsistent in style, or incomplete?
_____	_____	Are fewer than five references punctuated or arranged inconsistently?
_____	_____	Are fewer than five references incomplete? Include publication date (not date web page was updated) and, if appropriate, URL, publishers and city of publication.
_____	_____	Do more than four citation-reference pairs correlate? (For each parenthetical citation, the first letter must correlate to the first letter of entry in reference list.)
_____	_____	Do fewer than five pairs of citations-references have inconsistent information (author spelled two ways, for example)?
_____	_____	Does the body of the paper refer to each appendix? Are these references in the same order in which the appendices appear in the paper? (Appendix A is the first the report mentions, etc.)
_____	_____	Is body copy 12-point, aligned left (not justified). Although a serif font like Times New Roman is best for reading on paper, Calibri is for on-screen reading.
_____	_____	Are the page numbers centered throughout the report?
_____	_____	Are the left and right margins 1.5 inches throughout the report?
_____	_____	Are the top and bottom margins 1 inch? Note: On landscaped pages, the top and bottom margins MUST be 1.5 inches.
_____	_____	Do the sides of the tables and figures fit inside the margins? Note that Word's default places left side of tables outside the left margin, so centering table on page is easiest.
_____	_____	Does the body of the report refer to all the tables as Table 1, Table 2, etc.? Are the tables and references in order? Are appendix tables lettered <i>and</i> numbered?
_____	_____	Does each table and figure have a source and a title in the word-processing file?
_____	_____	Does the body of the report refer to all the figures as Figure 1, Figure 2, etc.? Are the figures and references in order? Are appendix figures lettered <i>and</i> numbered?
_____	_____	Does every axis in every figure have a label?