

**Evaluation of final draft by Karen Faster**

Professor: \_\_\_\_\_

Student contact: \_\_\_\_\_ Report: \_\_\_\_\_

Ask Karen Faster 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. Home is 244-2324, after 9 a.m. and before 8 p.m. Client preferences supersede these guidelines but be sure to write KF a note.

<b>Yes</b>	<b>No</b>	<b>Question</b>
_____	_____	Did Karen Faster receive electronic and hard copies on time?
_____	_____	Did Karen Faster receive the presentation slides in a timely fashion?
_____	_____	Did Karen Faster receive separate Excel files on time?
_____	_____	Did Karen Faster receive three-to-four sentence paragraph summary of report (preceded with title, authors and client) for La Follette School web site on time?
_____	_____	Did Karen Faster receive acknowledgments and executive summary on time?
_____	_____	Does Karen Faster have the correct title, authors and client names, presentation date, and number of reports to print?
_____	_____	Are the page numbers centered throughout the report?
_____	_____	Are Arabic numbers (1, 2,3) used for endnotes and footnotes?
_____	_____	Are the left and right margins 1.5 inches throughout the report?
_____	_____	Are the top and bottom margins 1 inch throughout the report? Note: On landscaped (horizontal) pages, the top and bottom margins MUST be 1.5 inches. Left and right can then be 1 inch.
_____	_____	Do the sides of the tables and figures fit inside the margins? Word's default places left side of tables outside the left margin, so centering recommended.
_____	_____	Is body copy 12-point, aligned left (not justified)?
_____	_____	Did Karen Faster get to keep the reference list because it was so very complete, consistent and lovely?
_____	_____	Do the headings' type styles convey the report's organization?
_____	_____	Is there at least one sentence of text between each heading?
_____	_____	If the report includes an abbreviation lists, does it contain more than 10 abbreviations and is each of those used more than five times?

**Continued: Evaluation of final draft by Karen FASTER**

<b>Yes</b>	<b>No</b>	<b>Question</b>
_____	_____	Have the authors tightened the prose as suggested in editing checklist and other handouts?
_____	_____	Are fewer than five references missing citations in the body of the paper?
_____	_____	Are fewer than five references home to poor or inconsistent punctuation or capitalization?
_____	_____	Are fewer than five references incomplete? For web and print sources, include publication date (not date web page was updated) and, if available, publishers and city of publication.
_____	_____	Are fewer than five citations punctuated inconsistently or incomplete? Do fewer than five citations use type styles (capitalization, italics) inconsistently?
_____	_____	Are fewer than five citations in the body of the paper missing references?
_____	_____	Do fewer than five citation-reference pairs not correlate? (For each citation, the first letter must correlate to the first letter of its entry in the reference list.)
_____	_____	Do fewer than five pairs of citations-references have inconsistent information (author spelled two ways, for example)?
_____	_____	Are fewer than five URLs inaccurate or dead? (If document has been moved, use new URL. If it cannot be located, include access date and original URL.)
_____	_____	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.)
_____	_____	Does the body of the report refer to all the tables as Table 1, Table 2, Table 3, etc.? Are the tables and references in order? Are appendix tables lettered and numbered accordingly? (Table A1, Table C2, etc.?)
_____	_____	Does every figure and table have a source and a title that are typed into the Word document?
_____	_____	Does every axis in every figure have a label?
_____	_____	Does the body of the report refer to all the figures as Figure 1, Figure 2, Figure 3, etc.? Are the figures and references in order? Are appendix figures lettered and numbered accordingly? (Figure B5, Figure D3, etc.?)