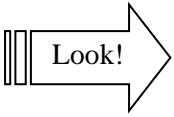# COMMON ERRORS: WE MARK─*YOU FIX*

Look!

"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 sections on your SharePoint site allow you to post copies of your master file for Advisor-Chair Review. You may then incorporate their edits/revisions into your master file in the Thesis Processing Office section. 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 there are at least two levels under each heading type.

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.,**)
- Et al.—no comma before/after 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 plural years, as in the 1990s, do not use an apostrophe.

General

- ***Eliminate all Track Changes and comments before each processor review***
- The word *master's* has an apostrophe, *thesis* is lowercase, and *Postgraduate* is one word
- When typing a date, do not use "st" or "th," as in December 1st 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
- 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

- If you are using ranges of numbers (or dates), use an EN dash to separate (not a 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 Times New Roman throughout

Figures and Tables

- 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* paragraph text, *after* they are mentioned 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 secondary figure captions directly below figures but *above the 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

Look!

Look!
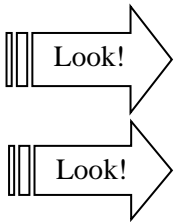
Footnotes

- 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 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 Corporation 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)