

## Master's Paper Check List

### First Draft

- Abstract first, then title page
- Title on title page and abstract are the same
- Name on title page and abstract are the same
- Page number on abstract page is **total** pages
- Date on citation and title page match and is the same month as when the paper is completed
- Abstract top margin is 1 inch
- Abstract citation is single spaced
- Abstract paragraph is single spaced
- Abstract title "Headings" is not bold
- Nothing on the title page or abstract is highlighted in blue
- Title page has a 2 inch margin on top and 1.5 inch margin on the left
- Title page and abstract match templates
- 1<sup>st</sup> page after title page starts with page numbers (starting with 1) in the upper right hand corner in Arabic numbers
- All pages of the paper have 1 inch margin on top and 1.5 inch margin on the side, except first page of text, chapters (if any), and TOC
- Paper does not have any weird spacing, nothing looks as though it will interfere with binding (i.e., tables)
- Bibliography has a 2 inch margin on the 1<sup>st</sup> page only
- Any questions on style or citations, refer to advisor
- Quotations are single-spaced and indented from the left
- Check graphs

### Final Draft

- 5 copies of Abstract
- 2 copies of paper on good paper
- In folder
- 2 copies of Distribution Agreement
- Signed copy of "Report of Approved Substitute for a Master's Thesis" – green sheet (your advisor will have this)
- Registered for INLS 992
- PDF is submitted to Lara for final review
- Final PDF is uploaded to ContentDM