

Student's Name:		Term:	ID#:
Numbers in parenthesis refer to DTM section numbers. For specific location of errors, see comments in your file.			
PRELIMINARY PAGES		TEXT	
TITLE PAGE (5.1.1)		MARGINS (4.4)	
Title - Capitalization Error	Top (should be 1")	Not identified by number in preceding text (4.10.1)	
Title - Doesn't match signature page	Left (should be 1.25")	Incorrect numbering or sequence (4.10.1)	
Title - position	Bottom (should be 1")	Incorrect order (4.10.1)	
Degree name/format	Right (should be 1")	Incorrect placement within text (4.10.1 & 2, Figure 4.4)	
Name doesn't match university records	Header (should be 0.63")	Incorrect spacing before/after w/text - 12 pts. (4.10.1)	
Term	Excessive bottom margin on text pg	Incorrect placement - should not be between paragraphs	
SIGNATURE PAGE (5.1.2)		SPACING (4.5)	
Name doesn't match university records	Oversized material exceeds margin limits (4.4.2)	Too large to be with text	
Title - Capitalization Error	Line spacing not consistent	Should be on page with text	
Approval date missing	Extra spaces between paragraphs	Font too small for legibility (4.10.2.1)	
Page layout	Indentation missing/incorrect	Excessive bottom margin on pages w/text (4.10.1 & 2)	
Order / format of signatures		Two or more tables/figures w/same title/caption (4.10.3 & 4)	
Department name missing / wrong	Style not appropriate	Copyright infringement - must show full source citation	
PAGINATION (4.3)		FONT (4.2)	
Missing	Too small/large	Incorrect use of style numbering (C/S or T)	
Placement	Not consistent	Landscape page - top must be at left, binding edge (4.1)	
Format (text should restart at 1)		Landscape page - page # placement (4.1)	
Font size - must be consistent		Formatting Style (4.6.1-3)	
Format - Prelims	Style not allowed in department	Tables (4.10.3)	
Format - Appendices	Style used incorrectly	Title placement	
Sequence not consecutive (1 - end)	Style does not match TOC	Title format	
PRELIMINARY PAGES (Ch 5)		LISTS (4.9.5)	
Order of	Enumerators incorrectly formatted	Missing top / bottom delineating line	
Line spacing (must match text)	Incorrect spacing of lists	Missing title	
Margins		Figures (4.10.4)	
		Caption placement	
		Caption format	
		Caption margin	
		Missing caption	
		END MATTER	
		SOURCE DOCUMENTATION IN TEXT (5.2.1 & Table 2.3)	
		Incorrect dept format - doesn't match dept requirements	
		Incorrect use of "et al." - should use / should not use	
		Incorrect punctuation	
		Incorrect order/format of multiple sources in single citation	
		Footnote/Endnote format (5.2.1.3)	
		URL's - remove link	
		Use of italics vs underlining (5.2.1.3)	
		Citations missing/don't match reference list	
		REFERENCE LIST (5.2.1, 5.2.1.1 & 2 & Table 2.3)	
		Title placement or format (5.2.1.1)	
		Spacing after title (5.2.1.1)	
		Spacing of entries (5.2.1.1)	
		Spacing between entries (5.2.1.1)	
		Must use hanging indent (5.2.1.1 & Figure 5.14)	
		Should be left justified	
		Use of italics vs underlining (5.2.1.3)	
		URL's - remove link	
		Incorrect Internet ref - need access date (5.2.1.2)	
		Incorrect Internet ref - needs working URL (5.2.1.2)	
		Order of entries	
		Format of multiple works by single author	
		Incorrect use of "a" & "b" with duplicate publication years	
		Incorrect punctuation	
		Incorrect capitalization of titles	
		Incomplete documentation	
		Reference not cited in text	
		APPENDICES (5.2.2)	
		Not identified in text	
		Incorrect labeling sequence	
		Missing page numbers	
		Exceed(s) oversized material margin limits	
		Poor quality copy: unclear or dirty	
		Cover sheet: Missing	
		Cover sheet: Title missing	
		Cover sheet: Incorrect format	
		LIBRARY ABSTRACT (5.1.6.2)	
		Missing	
		Incorrect format	
		Missing name	
		Missing degree name	
		Includes citations	
		Includes page number	