General Format Problems

_____ Top and bottom margins
_____ Left and right margins
_____ Parts of paper in wrong order
_____ Double space throughout paper
_____ Page numbers and/or headers
_____ Major (centered) headings
_____ Other:

Word breaks at end of line
Do not submit report in folder
Paragraph indents
Page breaks
Type body of report on continuous pages
Two spaces after end punctuation

Style Problems by Section

<table>
<thead>
<tr>
<th></th>
<th>Abst.</th>
<th>Intro.</th>
<th>Method</th>
<th>Results</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abrupt transitions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Awkward sentences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choppy, telegraphic sentences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractions not allowed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grammar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jargon</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over paragraphing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Punctuation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference citations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tense shifting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transitions between paragraphs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transitions within paragraphs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Typos or spelling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unclear or confusing sentences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under paragraphing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vague sentences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wordy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wrong tense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Abstract Format and Style Problems

_____ Sentence started with numeral
_____ Too long (more than 250 words)
_____ Too brief or incomplete
_____ Other:

Do not use statistics in abstract
Do not indent first line of abstract
Keywords: Statement Missing
### Method Format and Style Problems

- Margin headings
- Paragraph headings
- Sentence started with numeral
- Subsection or paragraph missing
- Other:

- Describe procedure from participants’ point of view
- Past tense/3rd person style only
- Italicize rating scale anchors

### Results Format and Style Problems

- Spacing of statistics
- Margin headings
- Other:

- Statistical symbols
- Refer to table or figure
- Effect size issue/problem

### Discussion Format and Style Problems

- Comparison of results to hypotheses
- Explanation of results
- Implications of results
- Use narrative, not outline style

- Description of results
- Relate results to past findings
- Future research ideas
- Other:

### Other Format and Style Problems

**Cover Page:**
- Centering lines
- Title content
- Title length
- Running head
- Affiliation
- Middle Initial
- Page number
- Font style
- Font size

**Tables:** (if applicable)
- Title and/or number
- Spacing
- Footnotes
- Variable labels
- Variable levels
- Missing data
- Symbols
- Too many/few decimal places
- Lines
- Other:

**Reference List:**
- Wrong order
- Spacing of names, etc.
- Incorrect reference type
- Hanging indent
- Italicize journal name
- Italicize book title
- Page numbers
- Article title
- Italicize Volume Number
- Other format errors

**Figure Captions & Figures:** (if applicable)
- Figure caption content
- Figure number identifier
- Figure variable labels
- Figure variable levels
- Caption below figure
- Font issue
- Size issue
- Other:
<table>
<thead>
<tr>
<th>Section Grades</th>
<th>Section Points</th>
<th>Points Earned</th>
<th>Percent of Section Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>6</td>
<td>________</td>
<td></td>
</tr>
<tr>
<td>Introduction</td>
<td>20</td>
<td>________</td>
<td></td>
</tr>
<tr>
<td>Method</td>
<td>16</td>
<td>________</td>
<td></td>
</tr>
<tr>
<td>Results</td>
<td>16</td>
<td>________</td>
<td></td>
</tr>
<tr>
<td>Discussion</td>
<td>20</td>
<td>________</td>
<td></td>
</tr>
<tr>
<td>Tables / Figures</td>
<td>6</td>
<td>________</td>
<td></td>
</tr>
<tr>
<td>Format and Style</td>
<td>16</td>
<td>________</td>
<td>(- .25 for each item checked)</td>
</tr>
<tr>
<td>Total Points</td>
<td>100</td>
<td>________</td>
<td></td>
</tr>
<tr>
<td>Penalty</td>
<td></td>
<td>________</td>
<td></td>
</tr>
</tbody>
</table>

**Final Score** = ________