

Manuscript Checklist

Candidate Name: _____

- _____ Title Page Completed
 - _____ Full title of project
 - _____ Candidate's Name
 - _____ Shawnee State University, Dept. of Teacher Education
 - _____ Advisor's Name
 - _____ Date
 - _____ Degree Statement

- _____ Abstract completed (page 2)
- _____ Table of Contents Completed (page 3)
- _____ List of Tables (If Applicable)
- _____ List of Figures (If Applicable)

BODY

- _____ Chapter 1, introduction, overview, research question
- _____ Chapter 2, Literature Review
- _____ Chapter 3, Methodology/Research Design
- _____ Chapter 4, Data Analysis and Interpretation
- _____ Chapter 5, Summary/Discussion/Application
- _____ Bibliography in APA Format (This should be completed using one of the software programs available, i.e. APA Stylewriter)
- _____ Chapters numbered with the words spelled out
- _____ Literature Review organized
 - _____ By topic or finding

- ____ Chapter Three clearly explains the methods used in conducting the research
 - ____ Research Design clearly explained
 - ____ Population & Sample
 - ____ Instrumentation
 - ____ Data Collection & Analysis
 - ____ Time Schedule of research

- ____ Document well written showing clarity of language
- ____ Flowery Language avoided
- ____ Contractions only used in direct quotes
- ____ Language that implies bias is avoided (APA recommends you only use language that shows respect both for the study participants and the readers)
- ____ Consistent use of tense
- ____ Use active voice
- ____ Avoid the use of first person EXCEPT in the qualitative research tradition where the use of these pronouns is preferred
- ____ References properly cited using inter-textual parenthetical notes
- ____ Document printed on 8 ½ by 11 inch paper
- ____ Document printed on only one side
- ____ Paper copies clean, clear and uniform with high contrast
- ____ Electronic copy completed in Microsoft Word
- ____ Font size is 12 characters per horizontal inch
- ____ All straight texts are double spaced
- ____ Paragraph indentation should be seven spaces
- ____ Each page has a 1.5" left hand margin and at least a 1" margin on the top, bottom and right side
- ____ Page numbers at the bottom of every page
- ____ Correct use of APA five level headings
- ____ Final copy to advisor by Tuesday, March 22, after Spring Break, advisor signature required
- ____ Published paper due May 3