

Formatting Rubric

Requirements	Meets requirements	Minor Issues (1-10)	Major or Multiple Issues (11+)
Title page	Title page has correct text and layout	Includes correct text but, <ul style="list-style-type: none"> <input type="checkbox"/> Line spacing is not correct <input type="checkbox"/> Page number showing 	<ul style="list-style-type: none"> <input type="checkbox"/> The title page is missing text <input type="checkbox"/> Line spacing is not correct <input type="checkbox"/> Page number showing <input type="checkbox"/> The degree is not correct <input type="checkbox"/> The committee is not listed
Preliminary pages	Preliminary pages are in the correct order. Preliminary pages are numbered with lower case Roman numerals place bottom-center; the first page of the abstract is “ii”.	Preliminary pages are in the correct order, but <ul style="list-style-type: none"> <input type="checkbox"/> Did not use lower case Roman numerals <input type="checkbox"/> Incorrect page number placement <input type="checkbox"/> Extra page numbers 	<ul style="list-style-type: none"> <input type="checkbox"/> Preliminary pages are out of order <input type="checkbox"/> Did not use lower case Roman numerals <input type="checkbox"/> Incorrect page number placement <input type="checkbox"/> Extra page numbers
Abstract page	The abstract page layout is correct.	The abstract page layout is correct but, the page number is incorrect	<ul style="list-style-type: none"> <input type="checkbox"/> The title is missing or does not match the one on the title page <input type="checkbox"/> The author’s name is missing <input type="checkbox"/> The page number is incorrect
Table of Contents	Table of Contents lists heading levels 1 and 2 (minimum). The page numbers listed for each heading match their location in the document.	Page numbers are incorrect or Lists primary headings only	Page numbers are incorrect and Lists primary headings only (2)
Lists of figures, tables and/or appendices	Lists of figures, tables and appendices are included, if applicable. The page numbers listed for each table, figure or appendix match their location in the document.	Lists of figures, tables and appendices are included, if applicable, but page numbers are incorrect.	Missing appropriate list of figures, tables or appendices (2)
Page Margins	The page margins are bottom and top = 1.3”; left = 1.5” and right = 1” for all pages. All figures and tables are positioned inside the page margins.	Page margins are correct but, some figures and tables are outside the page margins	<ul style="list-style-type: none"> <input type="checkbox"/> Page margins do not meet requirements <input type="checkbox"/> Figures and tables are outside the page margins
Figures	Figures are sequentially numbered and include captions Figures have alternative image descriptions (alt-text) [accessibility]	Figures are sequentially numbered and include captions, but do not have alternative image descriptions (alt-text) [accessibility]	Figures are not labeled and/or do not have captions (2) Figures do not have alt-text [accessibility]
Tables	Tables are sequentially numbered and include captions	Tables are sequentially numbered and include captions, but: do not have	Tables are not labeled and or do not have captions (2)

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	<p>Tables have column headings [accessibility]</p> <p>The top row of each table is identified as a header row [accessibility]</p> <p>Tables must not have merged or split cells [accessibility]</p>	<p>column headings and/or header row is not identified</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No column headings <input type="checkbox"/> Merged or split cells <input type="checkbox"/> Header row is not identified <input type="checkbox"/> Table used for page layout <input type="checkbox"/> The table is a “copy & paste” figure [accessibility]
Text	<p>The text font (including page numbers) is consistently Times New Roman or Times Roman</p> <p>The font size is 12 pt. (exception footnotes and text inside tables may be 10 pt.)</p> <p>Text is double-spaced (exception footnotes, captions, tables, block quotes, reference list)</p>	<p>Page numbers or headings are not Times New Roman or Times Roman</p> <p>Page numbers or headings are not 12 pt.</p> <p>Some text is not double-spaced (besides footnotes, captions, tables, block quotes, reference list)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Inconsistent use of Times New Roman or used a different font <input type="checkbox"/> Inconsistent use of 12 pt font size or used different size font for headings <input type="checkbox"/> Most text is not double-spaced (besides footnotes, captions, tables, block quotes, reference list)
Main Body Page numbering	<p>The first page of text (body of document) is numbered “1”.</p> <p>Page numbers are correctly placed throughout the main body of the document.</p>	<p>Page numbering begins with a number other than 1 or incorrect page number placement</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Page numbering begins with a number other than 1 <input type="checkbox"/> Incorrect page number placement <input type="checkbox"/> Page numbers are missing
Headings	<p>Built-in styles were used for headings [accessibility]</p> <p>Each level is distinct and consistent throughout the document</p> <p>Subheadings are used in order.</p> <p>Primary headings begin at the top margin of a new page.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Built-in styles were used for headings [accessibility] but not consistently applied <input type="checkbox"/> Primary headings do not begin on a new page. 	<ul style="list-style-type: none"> <input type="checkbox"/> Built-in styles were not used for headings [accessibility] (2) <input type="checkbox"/> Headings are used out of order, (2) <input type="checkbox"/> Heading levels are not distinct and /or consistent throughout the document (2) <input type="checkbox"/> Primary headings do not begin on a new page.
Attention to Detail	<p>The document is clear of comments, tracked changes and highlighting.</p> <p>No blank pages or inappropriate blank spaces.</p>	<p>Document has 1 of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> editorial comments <input type="checkbox"/> highlighted text <input type="checkbox"/> blank page(s) <input type="checkbox"/> inappropriate blank spaces 	<p>Document has 2 or more of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> editorial comments <input type="checkbox"/> highlighted text <input type="checkbox"/> blank page(s) <input type="checkbox"/> inappropriate blank spaces