

**\*\*Numbers in parenthesis refer to DTM section numbers. For specific location of errors, see comments in your file.**

## PRELIMINARY PAGES

### PRELIMINARY PAGES (4.6)

- Order of pages incorrect
- Line spacing error (must match text)
- Margins incorrect

### PAGINATION (4.2)

- Missing/Incorrect (prelims: Roman) (4.2.1)
- Placement error (4.2.2)

### TITLE PAGE (4.6.1)

- Title - capitalization/position/doesn't match sig page
- Degree name/format incorrect
- Name doesn't match university records
- Incorrect term

### SIGNATURE PAGE (4.6.2)

- Page layout error
- Name doesn't match university records
- Title - capitalization/position/doesn't match sig page
- Order/format of committee members incorrect
- Department name missing/incorrect

### COPYRIGHT (4.6.3)

- Missing symbol
- Name doesn't match university records
- Page layout error
- Incorrect year

### ABSTRACT (4.6.6)

- Title - capitalization/position/doesn't match sig page
- Incorrect year
- Degree name/format error
- Includes citations - shouldn't
- Name doesn't match university records
- Spacing error

### TABLE OF CONTENTS (TOC) (4.6.7)

- Spacing - does not match text
- Multiple line entry format incorrect
- Delete Dedication/Epigraph entry(s)
- Entries do not match text
- Page number errors
- Indent levels incorrect
- Text within page number column
- Heading levels (1 & 2) not included
- Number alignment incorrect
- Chapters numbers/appendix letters missing/incorrect
- Style does not match text (C/S/T)
- Appendix entry missing/incorrect
- Incorrect capitalization

### LIST OF TABLES (4.6.8)

- Number alignment incorrect
- Multiple line entry format incorrect
- Entries do not match text
- Page number errors
- Capitalization errors

### LIST OF FIGURES/ILLUSTRATIONS (4.6.9)

- Number alignment incorrect
- Multiple line entry format incorrect
- Entries do not match text
- Page number errors
- Capitalization errors

### ACKNOWLEDGEMENTS (4.6.11)

- Spacing error

### DEDICATION (4.6.4)

- Spacing error

### EPIGRAPH (4.6.5)

- Spacing error

## TEXT

### MARGINS (4.3)

- Top (must be 1")
- Left (must be 1.25")
- Bottom (must be 1")
- Right (must be 1")
- Header (must be 0.63")
- Excessive bottom margin on text page
- Oversized material exceeds margin limits (4.3.2)

### PAGINATION (4.2)

- Missing/Incorrect (text: Arabic) (4.2.1)
- Placement error (4.2.2)
- Format (text should restart at 1)
- Sequence not consecutive (1 - end)

### SPACING (4.4)

- Line spacing incorrect/not consistent
- Extra spaces between paragraphs
- Indentation missing/incorrect
- Justification incorrect

### FONT (4.1)

- Style not appropriate (4.1.1)
- Too small/large (4.1.2)
- Not consistent (4.1.3)

### FORMATTING STYLE (4.5)

- Style not allowed by department
- Style used incorrectly (C/S/T)
- Technical style numbering error (4.5.3)

### LISTS (4.9.5)

- Incorrect spacing of lists
- Enumerators incorrectly formatted

### QUOTATIONS (4.9.4)

- Incorrect use of run-in or block format (4.9.4.2)
- Block format - spacing incorrect (4.9.4.3)
- Indentation incorrect (4.9.4.3)
- Missing citation (4.9.4.1)
- Missing page number (4.9.4.1)

### CHAPTER/SECTION - TITLES/NUMBERS (4.7)

- Incorrect placement
- Incorrect capitalization
- Incorrect format w/multiple lines
- Incorrect spacing before/after
- Length limit exceeded; break into multiple lines
- Incorrect number format

### HEADINGS (4.8)

- Spacing before/after
- Rule 1 error - must have more than 1 subdivision
- Rule 2 error - must have text between headings
- Headings not in correct order (heading 1, then 2)
- Not bolded
- Includes citation
- Capitalization error
- Length limit exceeded; break into multiple lines
- Incorrect format for multiple line headings
- Heading 5: Font must be same as text
- Heading 5: Text must continue on same line
- Numbering error

### TEXT STYLE ERRORS (4.9)

- Incorrect page break (4.9.3)
- Incorrect end-of-line break (4.9.2)
- Incorrect use of underlining/bold/italics
- Widow/orphan line error

### TABLES & FIGURES (4.10)

- Incorrect/missing citation
- Incorrect numbering (4.10.1)
- Incorrect order (4.10.1)
- Incorrect placement within text (4.10.1 & 2)
- Incorrect spacing before/after with text (4.10.1)
- Too large to be with text
- Copyright violation: must show full source citation
- Font too small - illegible
- Incorrect use of style numbering (C/S/T)
- Format - landscape page(s) incorrect

### Tables (4.10.3)

- Title placement incorrect
- Title format incorrect
- Title alignment incorrect
- Missing top/bottom delineating line
- Missing title

### Figures (4.10.4)

- Caption placement incorrect
- Caption format incorrect
- Caption alignment incorrect
- Missing caption

### OTHER

- Remove extra pages

## END MATTER

### SOURCE CITATION IN TEXT (4.11 & Table 2.2)

- Incorrect dept style
- Incorrect use of "et al." - should/should not use
- Incorrect punctuation
- Incorrect order/format of multiple sources
- URL hyperlink not permitted (4.11.1.2)
- Citations missing/don't match reference list
- Numbered references not formatted correctly
- Underlining not permitted

### REFERENCE LIST (4.11.1 & Table 2.2)

- Title placement/format incorrect (4.11.1.1)
- Spacing after title incorrect (4.11.1.1)
- Spacing between entries/multi-line entries incorrect
- Must use hanging indent (4.11.1.1)
- Must be left justified
- URL hyperlink not permitted (4.11.1.2)
- Order of entries incorrect
- Incorrect format of multiple works by single author
- Incorrect format of multiple works with same author/year
- Incomplete documentation
- Reference not cited in text
- Incorrect format

### APPENDICES (4.11.2)

- Not identified in text/reference out of order
- Incorrect labeling sequence
- Missing/incorrect 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