

General Format Problems

- | | |
|-------------------------------------|---|
| _____ Top and bottom margins | _____ Word breaks at end of line |
| _____ Left and right margins | _____ Do not submit report in folder |
| _____ Parts of paper in wrong order | _____ Paragraph indents |
| _____ Double space throughout paper | _____ Page breaks |
| _____ Page numbers and/or headers | _____ Type body of report on continuous pages |
| _____ Major (centered) headings | |
| _____ Other: | |

Style Problems by Section

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

Abstract Format and Style Problems

- | | |
|--------------------------------------|--|
| _____ Sentence started with numeral | _____ Do not use statistics in abstract |
| _____ Too long (more than 120 words) | _____ Do not indent first line of abstract |
| _____ Too brief or incomplete | _____ Other |

Method Format and Style Problems

_____	Margin headings	_____	Describe procedure from
_____	Paragraph headings	_____	participants' point of view
_____	Sentence started with numeral	_____	Past tense/3rd person style
_____	Subsection or paragraph missing	_____	only
_____	Other:	_____	Italicize rating scale anchors

Results Format and Style Problems

_____	Spacing of statistics	_____	Statistical symbols
_____	Margin headings	_____	Refer to table or figure
_____	Other:		

Discussion Format and Style Problems

_____	Comparison of results to hypotheses	_____	Description of results
_____	Explanation of results	_____	Relate results to past
_____	Implications of results	_____	findings
_____	Use narrative, not outline style	_____	Future research ideas
_____	Other:		

Other Format and Style Problems

Cover Page:

_____	Centering lines
_____	Title content
_____	Title length
_____	Running head
_____	Affiliation
_____	Middle Initial

Reference List:

_____	Wrong order
_____	Spacing of names, etc.
_____	Incorrect reference type
_____	5-7 space indents
_____	Italicize journal name
_____	Italicize book title
_____	Page numbers
_____	Other format errors

Tables: (if applicable)

_____	Title and/or number
_____	Spacing
_____	Footnotes
_____	Page number and/or header
_____	Missing data
_____	Symbols
_____	Too many/few decimal places
_____	Lines:
_____	Other:

Figure Captions & Figures: (if applicable)

_____	Figure caption page missing
_____	Figure caption content
_____	Data graphed incorrectly
_____	Figure labels
_____	Do not type header/page #
_____	Caption on a separate page
_____	All captions on same page
_____	Other

Psychology 3600

<u>Section Grades</u>	<u>Section Points</u>	<u>Points Earned</u>	<u>Percent of Section Points</u>
Abstract	6	_____	_____
Introduction	20	_____	_____
Method	16	_____	_____
Results	16	_____	_____
Discussion	20	_____	_____
Tables / Figures	6	_____	_____
Format and Style	16	_____	(- .25 for each item checked)
Total Points	100	_____	
Penalty		_____	
	Final Score =	_____	