

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

### 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 findings |
| _____ | Implications of results             | _____ | Future research ideas           |
| _____ | Use narrative, not outline style    |       |                                 |
| _____ | 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: Paper 1

<u>Section Grades</u>	<u>Section Points</u>	<u>Points Earned</u>	<u>Percent of Section Points</u>
Abstract	(2)	_____	_____
Introduction	10	_____	_____
Method	10	_____	_____
Results	10	_____	_____
Discussion	10	_____	_____
Format and Style	10	_____	(- .25 for each item checked)
Total Points	50	_____	
Penalty		_____	
	<b>Final Score =</b>	_____	