

Best Practices:

- You have read and archived all documents that specify format, outline, content, and any other requirements.
- The format, outline, and content of the entire document follows what is required exactly.
- The document uses “Styles” everywhere and has a consistent and professional format.
- All references, figure captions, etc., are inserted as links that can be automatically updated.
- Writing is done in third-person (i.e. cannot use I, we, me, etc.).
- No contractions are used anywhere (i.e. don’t, can’t, wouldn’t, etc.).
- No proprietary information is disclosed.
- The document was written for a technical person that has never seen this work before.
- The writing is clear and succinct, but still complete.
- All wording, data, graphics, or anything borrowed from the literature or from other works is properly referenced and permissions obtained if needed.

Content:

- The document contains sufficient detail so that the results can be reproduced by somebody else.
- The writing is a narrative so it has an introduction, a body, and a conclusion that tell a complete story.
- The introduction: (1) states the purpose of the document, (2) outlines what new information the document contains, (3) discusses why the document is important.
- The conclusion: (1) Reiterates what the document contained, (2) lists the new and important results that were obtained and discussed, (3) summarizes all conclusions drawn from the results, (4) perhaps describes future work.
- Sufficient background is given to the reader to understand the document. Understand your reader. Usually, you should write to a technical person who is not aware of your project.

Formatting:

- No section headings are separated from their content.
- No content is awkwardly broken between different pages or different columns.
- Computer codes have the correct font size so no lines of code wrap around incorrectly to the next line.
- Use of capitalization is minimized and consistent throughout the document.

Numbers & Equations:

- All equations use correct fonts (Greek, Times, special symbols).
- Only variables are italicized, and nothing else.
- All inline equations use horizontal only formatting for fractions and avoid use of subscripts and superscripts when possible. (i.e. use $\exp(jkz)$ instead of e^{jkz}).
- There exists a space between a number and its unit (i.e. 2.4 mm instead of 2.4mm).
- Units are consistent throughout the document (i.e. don’t switch between inches and centimeters).

Diagrams:

- All tables/figures are meaningful and contribute to the document.
- You completely understand the figure and/or data presented.
- Tables and figures are inserted into the document in the same order they are referenced and discussed.
- All tables/figures in the document are labeled and with a consistent format and labelling convention.
- The figure resides within the same margins as the text.
- A reasonable amount of white space exists between the figure and the surrounding text, but not so large it is awkward. Typical spacing is 3.0 to 5.0 mm. The figure caption may be closer.
- The figure is given a caption that identifies and explains all parts of the figure.
- The written text must: (1) reference the figure, (2) identify the purpose of the figure, (3) describe all parts of the figure so the reader can fully understand it, (4) explain how all of the data was generated (if applicable), (5) all conclusions drawn from the figure are identified, discussed, and explained, and (6) all anomalies are explained.
- Diagrams do not contain any unnecessary elements or information.
- A graphics checklist was completed successfully for each figure after any resizing was performed.

Proofing:

- The entire document is spell checked and grammar checked including the main text, figure captions, table captions, footnotes, references, text in figures, etc.
- The document was reviewed by a third party.
- All editing marks and comments have been removed from the final document.

I have meticulously reviewed my document and I hereby certify that all of the above criteria are met or exceeded.

 Signature

 Date