

## GRADUATE SCHOOL - Research paper formatting essentials

**Double check your paper against this checklist to assure smooth sailing through the research paper approval process.**

Consult the Research Paper Template: <http://www.uwstout.edu/grad/research.html>

### Pagination

- Except for the title page, all are paginated
- Title page is counted, but no page number is typed on it
- Total number of pages (including appendices) is listed in the appropriate space on the abstract page
- Lower case Roman numerals are used for the preliminary pages

### Title page

- Spelling, grammar (particularly possessives, e.g. student's vs. students' or teacher's vs. teachers'; the use of "affect" vs. "effect") are correct
- Bold, italics, sentence case are used as indicated in the research paper template.
- The title of your degree is correct

### Abstract page

- Preliminary information for spacing, centering and underlining, use of bold, italics, sentence case for the title, adviser's credentials, etc. (follow the template)
- No misspellings
- 200-300 words in length

### Table of Contents

- Follows appropriate format (italics, spacing, etc.)
- No entry for Acknowledgements or Table of Contents
- Includes entry for List of Tables and/or List of Figures if they are used
- Fewer than 4 tables/figures? Incorporate Table #, Title and Page # directly into Table of Contents according to its page number
- A title should appear after each appendix, e.g. Appendix A: How I Survived Graduate School

### Citations (in-text)

- APA format
- Listed in reference section

### Tables and Figures

- List(s) of Tables and/or Figures is placed behind the Table of Contents and paginated accordingly
- List of Tables and/or Figures is used only if 3 or more tables are in the paper
- Format for listing tables (or figures) is as follows:  
Table (or Figure) #: Title of table.....pg #

### Body of the Work

- No use of the word "introduction" in sub-headings

### Reference List

- A-Z order
- Hanging indent format
- Spacing between references
- Use of italics according to APA ; period mark after publication year
- All web pages appear in black (not blue) type. Hint: (Web pages references should appear in black (not blue) type. Any web address that appears in blue is a "linked" address; once the link is removed the text will appear in black.)

### Appendices

- Titled and paginated