Report Review Checklist

1. **General**
   a. Ink is Black
   b. Margins Left & Top 1.5”; Right & Bottom 1”
   c. Page Numbers
      1. Arabic numerals upper right corner within body of paper
   d. Spacing: Double spaced throughout report.
   e. Typeface: Arial, Times New Roman, Helvetica. 10 to 12 point.

2. **Title Page: (page I; no page number)**
   a. Chair, Advisors and Readers
   b. “Submitted to the faculty” is spaced as in the sample page
   c. Degree Name
   d. Name of School
   e. Stevens information on bottom

3. **Copyright page, (Optional, Required for dissertation; page ii, no page number)**
   a. 201X, firstname lastname, All rights reserved.

4. **Abstract Page: (page iii if there is a copyright page, or page ii if no copyright page)**
   a. Title of Document on top
   b. Abstract
   c. 350 word abstract
   d. Author’s name
   e. Advisors name
   f. Date
   g. Department
   h. Degree

5. **Dedication Page: (Optional; page number)**

6. **Acknowledgments: (Optional; page number)**

7. **Table of Contents: (page number)**
   a. No listing for Table of Contents
   b. Abstract, acknowledgments, dedication, list of tables, list of figures

8. **List of Tables: (page number)**

9. **List of Figures: (page number)**

10. **List of Symbols: (page number)**

11. **Body of Document: (Arabic numbers)**
    a. Look for tables, figures, etc
    b. Appendices, references bibliography
    c. Consistency

12. **Vita**