

## 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
  2. Page Numbers: Lower case roman numerals for front matter.
- 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