

## Writing Checklist:

### Fill Out Before Turning in ProDoc Assignments, Proposals, and Reports

#### Title Page:

- Does the title page reflect the same format as the handbook title page sample?
- Is the title formatted in 14-point and bold? Does the same title appear consistently throughout the document(s)?
- Is the student name formatted in bold? Does the same name appear consistently throughout the document(s)?
- For proposals and reports, are this page's and all margins set to one inch, with the left margin set to 1-1/2 inches? These margins accommodate binding after graduation.
- Did you place a *Section Break (Next Page)* at the bottom of the title page? This section break is found under Layout/Breaks. A *Section Break (Next Page)* helps establish proper pagination here and in other places. Go to the *Home* tab and click on the ¶ to view section breaks and other nonprinting symbols.
- For proposals, does the date at the bottom of the page reflect the month and year of committee approval—with no comma between the month and year? For reports, does this date reflect the month and year of graduation?
- Is this page and all that follow set to *Align Left* rather than *Justify* text?
- Have you double checked your *Layout* spacing to make sure that *Before* and *After* spacing are set to 0 point? Make sure you follow this spacing throughout the document.

#### Contents Page:

- Does the contents page(s) reflect the sample contents page's formatting?
- Did you format the page numbers on the right to align properly by formatting tabs? See *How to Properly Align Page Numbers on the Contents Page* for more. Leader dots are optional but recommended.
- Did you get someone to double check your page references to ensure accuracy?
- Is this page/Are these pages numbered in the bottom-center, in roman numeral format—ii, iii, ...?

- Are these page numbers formatted in Times New Roman—12-point, to match your text? (Be advised that Word often defaults to a different font.)
- Did you place a *Section Break (Next Page)* at the end of this section?

### **Abstract:**

- Does your abstract page reflect the sample abstract page's formatting?
- Does the abstract title match the title page title?
- Is your text concise, clear, and limited to one page?
- Is your abstract text a minimum of one hundred words long?
- Do the goals reflected on this page match the wording of goals referred to in the main text?
- Did you place a *Section Break (Next Page)* at the end of this page?
- Is a roman numeral (iv, v, for example) page number visible in the bottom-center of the footer—formatted in Times New Roman, 12-point to match the text?

### **Chapters/Appendixes:**

- Is the chapter number/appendix letter and title formatted in bold and 14-point? See *Chapter Sample*. Most of this information applies to the appendixes as well.
- Did you double check your subheads to make sure they are formatted correctly? First-level: bold, centered, headline-style; second-level: regular text (not bold), centered, headline-style; etc. See Turabian 8—A.2.2.4 for more.
- Did you leave the equivalent of two lines of space before each new subhead? To accomplish this, place a paragraph return above the subhead, then reformat this double-spaced paragraph return to single-spaced.
- Does your text contain any widows/orphans? Widows/orphans are lines (or subheads) at the beginning or end of a paragraph separated from the paragraph of origin on another page. You can correct these by placing a **page break** at the end of the previous section of text. Do not use paragraph returns to accomplish this, especially if that page contains footnotes.

- Did you place a *Section Break (Next Page)* at the end of the chapter/appendix? This section break is imperative for proper pagination and footnote numbering.
- Did you place this *Section Break (Next Page)* at the end of the last line of text rather than below the last line? A section break placed on the line below the last line of text occupies one line. If any footnotes appear below this section break, unnecessary space occurs between the text and the footnote.
- Did you use a block quote when referencing five or more lines of text? Block quotes are equal with the indent that establishes the first line of a paragraph in Turabian 8. Make sure your block quote is single spaced. Do not use quotation marks at the beginnings and ends of block quotes, as you would quotes in the text.
- Does the arabic page number (1, 2, etc.) on the first page of the chapter/appendix appear in the bottom center, with subsequent page numbers appearing in the top-right corner? Avoid placing a section break at the bottom of the first page to accomplish this; section breaks only occur at the ends of chapters/appendixes. See *Chapter Sample* for more on formatting page numbers. If your first page number is off, check to ensure you placed a *Section Break (Next Page)* at the end of the preceding chapter/appendix.

### **Grammar/Style:**

- A paragraph must contain three or more sentences. Did you use a minimum of three sentences in all your paragraphs?
- Can your reader “grasp (the) first seven to eight words of each sentence easily?” In other words, are the subject and verb evident within the first seven or eight words of each sentence? See Turabian 8, 11.1 for excellent instructions on revising sentences.
- Is a sentence choppy? The sentence may contain too many prepositional phrases. If a sentence contains more than three prepositional phrases, you may need to revise it. The Chicago Manual of Style—the style guide upon which Turabian is based—recommends one prepositional phrase for every ten to fifteen words.
- Do not begin any sentences with “There is/are . . .” or “It is . . .”? Go to Edit/Find and search for these words, revising as necessary.
- Double check the use of the verb *be/been* in your writing, as this word is often indicative of passive voice. Go to Edit/Find and search for the word *be/been*, revising as necessary.
- Did you spell out numbers less than 101? Write out the number *ninety-nine*, for example, in the text.

- If you reference a percentage, did you use the numeral(s) followed by the word *percent*? For example, you would use *39 percent* in the text—numerals followed by the word *percent*. Go to Edit/Find and search for %, replacing with the word *percent* instead.
- Did you place one space and not two between sentences?
- If you referenced a possessive name ending in s, did you add an 's? For example, Aubrey Malphurs's book requires an 's after Malphurs since Malphurs is a singular surname.
- When you reference abbreviated names, did you place a space between the two initials? For example, D. L. Moody—note the space between the D. and the L.
- Do you incorporate quotations into the text? See Turabian 8, 7.5 and 25.2. In the text, a quotation may not appear as a stand-alone sentence.
- If you include a state name in the middle of your title or a sentence, did you place a comma after the state name? See Turabian 8, 21.2.4.
- Double check your capitalizations. *Bible* is capitalized, but *biblical* is not. *Sunday* is capitalized, but if you refer to *Sunday school*, the word *school* is not.
- Do you use traditional biblical abbreviations when referencing scripture by verse? Spell out biblical book names when referencing scripture by book or chapter. See Turabian 8, 24.6 for more.
- Have you checked your verb tenses throughout? Use past tense when referring to historical events; use literary present when referring to fictional events—including what a writer says. Writers will employ literary present in Chapter 6 of the final project proposal, “Ministry Resources.”

### Footnotes:

- Do you properly credit all sources referenced in the text? The seminary does not tolerate plagiarism. See Turabian 8, 4.2.3 and 7.9.
- Are all footnotes formatted in Times New Roman font? Word often defaults to a different font like Calibri. You may use 10-point or 12-point for your footnotes per Turabian 8 as long as you choose one size and use it consistently throughout both the proposal and the report.
- Are your footnotes formatted to fall **under the text** rather than at the bottom of the page? When you format this, apply this action to *Whole Document* and save.

- Are your footnotes formatted to **renumber to one in each new section/chapter**? This is why a *Section Break (Next Page)* is important at the end of each chapter/appendix. When you format this, apply this action to the *Whole Document* and save.
- Did you leave extra paragraph returns at the bottom of the page—resulting in extra space between the text and the footnote(s)? Go to the *Home* tab and turn on the ¶ to identify these paragraph returns easily. Place a *page break*—NOT paragraph returns—at the end of the text to send the text to the next page without the extra space.
- Does each footnote appear on the same page on which it is referenced in the text?
- If a continuous separator line (one that stretches across the page) appears at the bottom of a page, see if you placed an extra paragraph return at the end of the previous page's footnotes. Double click on the footer to activate this section. Then delete any extra paragraph returns at the end of the last footnote.
- Are all footnotes separated by a line space? No extra space is required below the separator line and the first footnote.
- If a footnote reference in the text falls at the bottom of that page's text, and Word forces the footnote to the next page—with a continuous separator line—you often can fix this by placing a **page break** at the end of the second-to-the-last line of text. **Note that a page break is not the same thing as a section break.**
- Do all footnotes end with a period?
- Are all footnotes indented as you would the first line of a paragraph, with additional lines of text left-aligned?
- Are footnote numbers at the bottom of the page formatted as regular-sized numbers followed by a period and a space? If not, highlight the number in the footer and unselect the Superscript option. This requirement is a change from Turabian 6. Footnote references in the text, of course, remain as superscript numbers.
- Did you place a period after each *ibid.*? *Ibid.* is an abbreviation for *ibidem*, so a period is required—even if you follow this abbreviation with a comma, a page number, and a period.
- Avoid placing an *ibid.* at the top of a new page's footnotes, according to Turabian 8, 16.4.2. Instead, reestablish the reference for the reader by placing a shortened form of the footnote if used before, continuing *ibid.* if needed again below this first shortened reference.
- Did you include the two-letter state postal code—TX, LA, MI, for example—after all publication cities? See *Place of Publication* for more.

**Bibliography:**

- Are the first lines of bibliography entries aligned to the left margin, with subsequent lines indented over a half inch?
- Do you include the two-letter state postal code—TX, LA, MI, for example—after all publication cities? See *Place of Publication* for more.

**Including the Final Project Proposal in the Report:**

- Remember that in the end, the proposal becomes a supplement of the project report—the final component of this final, bound document.
- Remember that when attached to the report, the proposal’s pagination remains unchanged from its original pagination—separate from the report pagination.
- The final project proposal appears on the report contents page—no page reference given.
- Reference the proposal in chapter 1 of the project report.

**One Last Time:**

- Did you ask a friend to double check your page numbers to ensure accuracy?
- Did you ask a friend to double check your contents page references to ensure accuracy?
- Did you save your final copy by date in a way that is significant to you moving forward?
- Did you share your final copy with a friend for safekeeping?