

Senior Design Final Report Format Check Sheet

Students: _____

Format grade _____

Project number: _____ Format checker: _____ Editor: _____

Writing grade _____

| | OK | Not OK | Remarks |
|---------------------------------|----|--------|---------|
| Pagination & margins | | | |
| Abstract | | | |
| TOC | | | |
| Format | | | |
| Agreement w/text | | | |
| Figures | | | |
| Placement | | | |
| Cited | | | |
| Captions/numbering | | | |
| Quality | | | |
| Tables | | | |
| Placement | | | |
| Cited | | | |
| Titles/numbering | | | |
| Quality | | | |
| Equations | | | |
| Numbering | | | |
| Use of () | | | |
| Appendices | | | |
| References | | | |
| Cited in text | | | |
| IEEE or other style | | | |

Writing and style

_____ Quantities expressed with number, space, and correct unit symbol

_____ Abbreviations defined at first use and used consistently afterward

_____ Writing is neutral in tone, formal in style, and consistent throughout the thesis

_____ Active voice used as much as possible

_____ Needless words omitted

_____ Every sentence clear and readable

Other comments: