

Physics Comps Paper Checklist

(to be attached to the second version of your paper)

Does the title page contain the following information:

title, with the first word capitalized?

your name?

an abstract?

Equations

Are all numbered equations on separate lines, consecutively numbered, with the equation number in parentheses flush with the right margin?

Are all symbols set in italic type to distinguish them from normal text?

Do all symbols used in the text match in both style and font those in the equations?

Are all symbols used in any equation defined immediately and only after their first use?

Figures

Are all figures placed either in the text following the paragraph in which they are referred to, or on a separate page immediately following the reference?

Are all figures taken from another source cited properly (preferably at the end of the caption)?

Do all figures have captions that are complete and intelligible without reference to the text?

Do all graphs have clearly labeled graph axes (including units)?

Do all graphs have all features explained or defined clearly, e.g. labels of symbols used?

Footnotes and References

Are all footnotes or references in the order in which they were cited in the text?

Are references to other works (book, articles, web pages) cited using the accepted format?

Are all citations made using Arabic numerals?

Have you avoided placing citations next to an equation, expression, or figure reference? (For example, the following are not acceptable: $E=mc^2.5$, See Figure 4.614.)

Appendices

Are all appendices numbered in sequence?

Do all appendices have an explicit reference in the text?

Is the text comprehensible without reading the appendices?

Bibliography

Do all the bibliographic items conform to the accepted standard format?

Is the bibliography annotated?

Miscellany

Are all the pages numbered sequentially, including the title page, figure pages, and the appendices?

Are the margins and figures at least 1" ?

Are all paragraphs indented?

Writing

Does your paper have an introduction?

Does your paper have a clearly stated thesis or point?

Does your paper have a paragraph in which you outline the rest of the paper?

Does your paper have a conclusion?

Have you avoided the passive voice?

Have you used non-sexist language?

Have thoroughly checked the entire document for spelling and grammar errors?

Word Count: _____ (must be less than 7500)

Length of appendices: _____ (must be less than 5)

Your signature: _____

Date: _____