

Item Proofread:

Date:

	Done Y/N	Comment
<b>HEADINGS</b>		
Headings using Word Styles feature		
Heading styles adjusted		
Heading wording adjusted to <i>capitalise significant words or initial capital and lower case</i>		
<b>WORD STYLES</b>		
Quote style applied		
Quote style adjusted		
(add others as necessary)		
<b>TABLES AND FIGURES</b>		
Figure captions inserted		
List of Figures inserted		
Table captions inserted		
List of Tables inserted		
Captions cross-referenced (updates cross-references automatically if table or figure numbers change)		
<b>SPACING</b>		
Line spacing		
Paragraph spacing		
<b>OTHER</b>		
Table of Contents inserted		
Page numbering		