Empathy

1. I have defined the target audience for this document.
2. I have tried to empathize with my reader. I have thought about what my reader already knows and what they don't know. I have tried to make reading my document as easy as possible for my reader.

Structure

3. I have thought deeply about the structure of my document. (How many sections it should have; how many sections; the order of chapters and sections.)
4. The document flows together, so that paragraphs follow naturally from one to the other, as do sections, and chapters.

Document setup

5. Margins, font and line spacing are set through the styles rather than applied paragraph by paragraph.
6. My section headings use Word's heading styles, so the Navigation Pane shows the structure of the document.

Formatting

7. I have used multiple tools to check spelling and grammar.
8. I have used section breaks. Sections are of appropriate length.
9. My paragraphs are of appropriate length. In general, my paragraphs are no longer than five sentences.
10. My sentences are of appropriate length. In general, my sentences do not span more than two full lines.
11. All my pages are numbered.

Grammar

12. I have used the active voice (recommended).
13. I have avoided use of gerunds. For example, instead of writing "farmers are using …", I write "farmers use…".
14. I have avoided using the word "so".
15. I have used "which" and "that" in their proper context.

Tables and figures

16. My tables and figures are adequately captioned and can be understood independently of the text.

17. My econometric results are presented in tables with publication-ready row names and column names (i.e., not the variable names that are used in coding).
18. My tables and figures are all generated from the same software package and follow a consistent, coherent format. For example, the background shading on all graphs is the same.
19. My tables and figures are referenced in the document. When referring to a specific table or figure, I use proper capitalization (Table 1 or Figure 93).
20. My figures and tables are not treated as part of a sentence.
21. My figures are all generated from the same software program. They are visually cohesive, sharing the similar fonts, label sizes, coloring, etc.
22. Figure, table and section numbers are inserted as cross-references, not typed by hand.
23. No table or figure is split across a page, and no caption is separated from the object it describes.
24. My tables have horizontal rules at the top, at the bottom and under the column headings, no vertical lines, words left-aligned and numbers right-aligned.
25. Every table is a Word table, not a pasted image.
26. Figures are inserted as EMF or as high-resolution images, and none has been enlarged beyond its original size.

Equations

27. I have generated my equations with MS Word's equation editor (if using word).
28. I have used proper subscripts and superscripts in my equations (e.g., β_0 not $\beta 0$).
29. My equations are punctuated as part of a sentence.

Methods

30. I have clearly explained my methods. However, I have not made this a list of what I have done in a particular software. For example "The mean spring wheat yields are 45.5" , rather than "I used the *average* function in Excel to find mean spring wheat yields of 45.5"

Code

31. My code is available to be reviewed. It is clearly commented. It will generate all the results, tables, and figures in my submission.

References

32. I have used a reference manager to ensure that all references in the document are also contained in the bibliography (and vice-versa).

33. My in-text citations follow a consistent format.
34. My entries in the reference list follow a consistent format. For example, journal names are all capitalized.

Proofreading

35. I have asked multiple AI models to proofread my submission and provide general feedback on my writing (unless asked not to by my instructor/advisor).
36. I have read my document aloud to myself.

Use of AI

37. I have acknowledged the use of artificial intelligence tools.

Before you submit

38. I have exported the report to PDF and read every page at a checking symbols, figures, captions and page numbers.