

# Formatting Checklist

A practical guide to document setup, readability, and professional presentation so the final paper looks as polished as the ideas inside it.

## Formatting basics

- Use the correct font, spacing, heading style, and document layout required by the course or citation style.
- Keep margins, page numbers, titles, and headers consistent.
- Make sure the document looks intentional and easy to read.

## Presentation matters

- Formatting does not replace content, but poor presentation can make strong ideas look rushed or careless.
- Consistency signals control. A paper should look like one deliberate document, not several pieces forced together.
- Double-check citation format, Works Cited or References pages, and visual consistency before submission.

## Common mistakes

- Inconsistent spacing between paragraphs.
- Titles, headers, or page numbers that do not follow the expected style.
- Citation pages that do not match the citation style used in the paper.
- A final submission that was clearly never reviewed in its completed form.