ENV 579 Checklist

- Minimum of two copies of project on bright white paper, minimum 20lb., 25% cotton content, watermarked, in a box or envelope or file folder

- $20 per copy made payable to Hood College, for binding; due at time project is submitted to Graduate Office

- Supporting Documents:
  
  Hard copy Title Page w/ signatures

  Hard copy Abstract, maximum 150 words

- Ensure that margins are 1-1/2 inches on the left margin, 1 inch on top, right, and bottom margins

- Page numbering
  
  o Preliminary pages = Title/cover page is counted as i, but is not numbered; lower case Roman Numerals bottom center of each page; page ii should start on Statement of Use..

  o For the main body of the text, use Arabic numerals (1, 2, 3...). Your Introduction page counts as 1, but is also not numbered as above.

- If any significant changes are made in the ENV guidelines, a note will be added to the web version.

- Make sure that all preliminary pages are in the correct order:
  
  a. Title page
  b. Statement of Use and Copyright waiver
  c. Abstract
  d. Dedication (this page is optional)
  e. Acknowledgements and Sponsorship
  f. Table of Contents – should include the beginning page for each section
  g. List of Tables – should include the page location of each Table, and short legends
  h. List of Figures – should include the page location of each Figure, and short legends
  i. List of Abbreviations (optional)

Some common writing errors:

1. proper grammar indicates that decades are written as 1920s not 1920’s;

2. Latin species names should be italicized throughout your document. **NOTE:** although you may abbreviate the genus in the binomial (e.g., *H. sapiens*) once it has been spelled out completely for the first listing in your document, the genus name should be spelled out completely whenever it begins a sentence in your document (e.g., “*Homo sapiens* enjoys picnics,” **not** “*H. sapiens* enjoys picnics”).

3. in your references you always use *et al.* (correct - italicized) not et al (without the period or italicized – incorrect);
4. t-test; use both an italicized t and a hyphen;

5. when you are describing a 5-prime to 3-prime sequence – use the symbol prime ('), not the apostrophe – ‘;

6. there is no space between the 95°C (degrees C) or the percent symbol. You should always have a space before other units, for example, 8 min or 1300 bp, except for Greek letter metric prefixes which use a hyphen.

7. use the symbol µ not the letter u, for example, 22-µl.