

Checklist—Academic Report

1. Top Margin—2 inches from top for first page
2. Title in ALL CAPS—14 PT Font—Centered & Bold
3. If 2nd line of Title—12 PT Font DS Below—Centered & Bold
4. Date of Report—Bold—Centered—DS Below
5. Body of Report—DS
6. First line of each Paragraph is at the left margin
7. Side Headings—At left margin—Bold—In ALL CAPS
8. Side Headings had a blank line before and after
9. Proofreader's marks correctly changed.
10. Two footnotes created.
11. Footnotes properly formatted.
12. Report completed.