

Final Quality Control Checklist

# Page 1

Mark with X as each item is completed

|  |  |  |
| --- | --- | --- |
| **X** | **Item Verification** | **Discrepancies Noted** |
|  | All text fits on a single page |  |
|  | Author names have been added |  |
|  | Editor name has been added |  |
|  | Copyright changed to Muma Case Review |  |

# Headers and Footers

Mark with X as each item is completed

|  |  |  |
| --- | --- | --- |
| **X** | **Item Verification** | **Discrepancies Noted** |
|  | Author names added to header |  |
|  | Volume and year correct in footer |  |
| X | (Number to be added at time of publication) |  |
|  | Exhibit headers/footers verified |  |

# References and Footnotes

Mark with X as each item is completed

|  |  |  |
| --- | --- | --- |
| **X** | **Item Verification** | **Discrepancies Noted** |
|  | Footnotes not used for simple citations |  |
|  | Citations use APA format |  |
|  | All references are cited in the text, if needed |  |
|  | All citations in text are found in references |  |
|  | Reference section appears before bios  |  |

# Exhibits

Mark with X as each item is completed

|  |  |  |
| --- | --- | --- |
| **X** | **Item Verification** | **Discrepancies Noted** |
|  | All exhibits referenced in the text |  |
|  | All referenced exhibits are included in case |  |
|  | All exhibits have a source |  |
|  | Permissions for copyrighted content listed |  |

# Styles

Mark with X as each item is completed

|  |  |  |
| --- | --- | --- |
| **X** | **Item Verification** | **Discrepancies Noted** |
|  | Normal style used for body text |  |
|  | Headings use standard Heading styles 2-4 |  |
|  | Case title uses Heading 1 |  |
|  | Exhibits use Exhibit style |  |
|  | Styles reflect standard MCR styles |  |

# Writing Style

Mark with X as each item is completed

|  |  |  |
| --- | --- | --- |
| **X** | **Item Verification** | **Discrepancies Noted** |
|  | Past tense is employed consistently |  |
|  | Acronyms are expanded when first used |  |
|  | Section/subsection organization makes sense |  |
|  | Protagonist referred to by last name |  |
|  | Grammatical issues have been addressed |  |

# Remaining Issues

|  |  |
| --- | --- |
| **Responsibility** | **Issues Needing Attention** |
| Author |  |
| Editor |  |
| Copy Editor |  |