The College of Engineering follows UW style guidelines, which are drawn from the current editions of The Associated Press Stylebook and Webster’s New World College Dictionary.

Content
□ No text missing
□ No text repeated

Spelling and capitalization
□ Proper nouns, common words and special terms properly spelled and capitalized
□ Abbreviations and shortened forms defined on first use, then properly spelled and capitalized
□ Homophones (your/you’re, lead/led, etc.) have been caught
□ Numbers one through nine are spelled out; numerals used for numbers 10 and up
□ UW style follows sentence-case for titles, headings and subheads
□ Proper capitalization following a colon

Punctuation
□ No punctuation missing
□ No punctuation duplicated
□ No punctuation misplaced
□ UW style does not use a serial (Oxford) comma
□ Apostrophes used only for possessives or missing letters, not plurals
□ Apostrophes and quotation marks are curly (not straight) and face the correct way
□ Parentheses, brackets, and quotation marks always appear in pairs (opening and closing)
□ Em dashes, en dashes and hyphens used appropriately
□ Correct word division (end-of-line hyphenation)
□ Consistent spacing around em dashes and ellipses

Word and line spacing
□ Words are separated by only one space
□ End punctuation and commas followed by only one space
□ No widows (too-short line at end of paragraph) or orphans (first line of paragraph at the end of a page)
□ Bad breaks or sentences hyphenated across pages have been flagged
□ No tight or loose lines

Titles, headers and footers
□ UW style follows sentence-case for titles, headings and subheads
□ Consistent alignment of and spacing above/below titles, subtitles and headings
□ Titles, subtitles, headings, headers and footers properly spelled and capitalized
Numbering
☐ Sequence correct (consecutive) for pages, figures and sections
☐ Form (arabic vs. roman numerals) consistent

Images and captions
☐ Images match surrounding text
☐ Images are high resolution
☐ Images include caption and credit information, if applicable
☐ Tables, graphs and charts are logical and easy-to-read and have no typos