







### Tables continued

Items in a column have the same number of decimal places and commas are aligned

Words match the editorial style of the document

Sources of information are referenced

Captions of tables are consistent in style and format

Captions are brief and consistently punctuated

Captions are consistently placed (above or below)

Captions of tables match the content of the tables

Tables that run over pages are consistently treated


### Figures and charts

Numbering and location of the chart or figure is correct and consistent

Figure or chart numbers match the numbers in the lists of figures or charts

Spelling, capitalisation, punctuation and abbreviation are consistent

Formats used for figure or chart numbers, titles, captions and footnotes are consistent

All parts of charts are clearly and correctly labelled

Words match the editorial style of the document

Sources of information are referenced

Captions of figures and charts are consistent in style and format

Captions are brief and consistently punctuated

Captions are consistently placed (above or below)

Captions of figures and charts match the content


### References

Entries in a list of references are in alphabetical order

Where there is more than one entry by the same author, the name and initials are written consistently

Authors with the same surname are differentiated by their initials

Abbreviations (for volume, page etc) are consistent




Entries are consistently styled and formatted using a proper style such as Harvard or APA

In-text citations match the reference list
