RMT 4500 White Paper Checklist

Points

30   Use this checklist to ensure that you have complied with all requirements.

Organization

2	The title clearly describes the content
2	Proper headings and page breaks
2	Logically builds up a case throughout the paper
1	All pages properly numbered (cover page not numbered)
2	Conclusion section clearly and informatively corresponds to the title

Visual Content

3	Three or more charts/images/tables included
0.5	Charts/images/tables are readable and of good resolution
0.5	Charts/images/tables are labeled and sources indicated
0.5	Charts/images/tables relate to content
0.5	Consistent color and layout theme
1	Fonts not larger than 12-point types - single spaced
1	All charts/images/tables have proper legends and units

Content

5	Senior/Junior level content that is informative, persuasive or both
0.5	All terms clearly defined at first encounter
0.5	Free of spelling errors
1	Objective content based on referenced concepts
1	Main content is not less than eight (cover and references page do not count)
3	Paper includes a visual model that greatly simplifies the content

References

1	All sources properly cited in a consistent format (prefer APA format)
1	Internet sources properly listed with retrieval date (prefer APA format)

Submission

0.5	PDF format submission is required
0.5	E-mail subject line format is: **White Paper Final - Your Last Name**