All theses and dissertations must be written in \LaTeX. Figures can be drawn using \textit{Microsoft Word, Visio, or PowerPoint}. All figures must have the \textit{original source files} and the \textit{Encapsulated PostScript (.eps)} versions for inclusion into \LaTeX files. All references must be stored in a \textit{BibTeX} file and included into \LaTeX documents using the \textit{bibliography} command. Take note of the following formatting details and make sure you have checked if your document satisfies all of the following you hand them to me for reviewing.

\textbf{Overall Formatting}

- Let \LaTeX do the formatting for most of the time and for most of the document
  - Use minimally the self-positioning and self-spacing commands such as \texttt{\hspace}, \texttt{\vspace}
  - Use the general lists, instead of customized ones
  - Use the “top” position for figures and tables as much as possible
  - Use the “page” position for large figures and tables

\textbf{Detailed Formatting}

- Use $...$ for math symbols: variables, etc.
  - Don’t use \texttt{\{em …\}} or \texttt{\{it …\}}
- Append “\texttt{@}” after the last alphabet in the last word of a sentence if the last alphabet is a capital.
  - E.g.: … SGM@. …VERTAF@.
- For short forms use “\texttt{\ \}” or “\texttt{\~}”
  - E.g.: … \texttt{Fig\ 3 OR … Fig\~3}
- Use \texttt{\cite} for cross-referencing references
- Use \texttt{\ref} for cross-referencing figs, tables, sections, equations, and other labeled items
- Use \texttt{\bibitem} for all references
- Use author initials and year as reference labels
- Figure captions should be below the figures
- Table captions should be above the tables
- You may group figures and tables horizontally using \texttt{\minipage}
- Make sure the figures are clear and legible
  - The font size in a figure should be the same as that of the document itself or a little smaller
Handovers

- Give me “double-spaced” documents every time, single-spaced ones will be returned to you immediately
- Give me the “original, revised” version of the documents that I went through before
- Check if you made all the corrections, revisions, additions, deletions, modifications, changes, re-writings, etc.

CHECKLIST

姓名：____________

Document：____________ Part：_________ Version：_________

Check all of the following before you hand in your documents to me.

☐ Did you follow all the LaTeX GUIDELINES?

☐ Did you check your SPELLINGS?

☐ Did you check your English GRAMMAR? (Each sentence has at least one verb?)

☐ Did you read your paper ONCE MORE after printing it out and before handing it to me?

☐ Did you make ALL CORRECTIONS of the previous version (review)?

☐ Did you attach the PREVIOUS VERSION?

☐ Do all your figures and tables have CAPTIONS?

☐ Do all your figures and tables have corresponding DESCRIPTIONS and CROSS-REFERENCES?

☐ Are all your figures CLEAR and LEGIBLE?

☐ Are all your text DOUBLE-SPACED?

☐ Did you check all your PUNCTUATIONS?

☐ Did you check all your BRACKETS?