FIGURES AND TABLES CHECKLIST

- Check that the rules (lines) are the correct weight and intersect cleanly.
- Check that the correct font is used for the text, including captions and titles.
- Check that the figure clearly represents what it should.
- Check that figure details are executed neatly.
- Check figure captions and table titles for consistency of spelling, style, and punctuation, particularly with the List of Tables and the List of Figures.
- Check for consistent handling of any continued figures or tables (those that take up more than one page).
- Check for consistency of table entries (parallel structure, consistent punctuation).
- Check for parallelism between similar figures or tables.
- Check for alignment of column heads and entries in tables.
- Check that column heads clearly and concisely describe the information in the column.
- Check that there are enough (but not too many) rules to separate information in tables.
- Check that a table or figure is not spread across more pages than necessary.
- Check that figures and tables are positioned close to the text that discusses them.
- Check that table headings are above the table and figure headings are below the figure.
- Check that all tables and figures are first introduced by an in-text reference before they are presented in the text.