Class Presentation "Last Minute" Checklist

This optional checklist can be used just prior to your Class Presentation date to ensure that your presentation and paper are of the highest quality.

Complete?	*Description:*
_____	Did you include the abstracts for two peer reviewed scientific papers?
_____	Does your paper have a cover page?
_____	Does your paper have a separate list of references at the end?
_____	Do your references use complete URLs? For example, listing "google.com" or "wikipedia.org" does not provide sufficient information to the reader.
_____	Do your URL references include an access date (i.e. the date you viewed the online content)? For example: "http://mhchem.org/221, accessed 10/14/12"
_____	Did you use proper citation in your paper? (No footnotes! See the "Class Presentations FAQ" in the syllabus)
_____	Does your paper use a "reasonable font and font size"? (See the "Class Presentations FAQ" in the syllabus)
_____	Does your paper use 1.5 spacing or less? (No double-spacing! See the "Class Presentations FAQ" in the syllabus)
_____	Does your paper use margins of 1" or less? (See the "Class Presentations FAQ" in the syllabus)
_____	Does your paper include five full pages ("top to bottom") of writing? (This implies five pages of writing without any pictures, etc.; see the "Class Presentations FAQ" in the syllabus)
_____	Did you spell check your paper?
_____	If using presentation software (like PowerPoint), did you limit your presentation to six slides or less?
_____	If using PowerPoint, did you check your transitions from slide to slide (and bullet to bullet) for speed? Please use fast transitions.
_____	If using PowerPoint, did you spell check your presentation?
_____	If using presentation software (i.e. PowerPoint,) it is highly recommended that you have a "backup" presentation source. Email a copy of the presentation to yourself and have a USB thumb drive copy ready for the presentation.