

# Comprehensive Checklist for Data Report Formatting

## 1. Cover Page & Table of Contents

1. Report title clearly stated.
2. Author(s) names and affiliations included.
3. Date of report submission.
4. Confidentiality level or distribution statement (if needed).
5. Automatic or manually curated Table of Contents with accurate page numbers.

## 2. Document Structure & Flow

1. Logical headings (e.g. Introduction, Methodology, Results, Discussion, Conclusion).
2. Clear and consistent hierarchy for headings (e.g. H1, H2, H3).
3. Consistent spacing between sections and paragraphs.
4. Page numbers present and consistent throughout.

## 3. Text Formatting

1. Uniform font style and size for body and headings.
2. Standardized line spacing (e.g. 1.15 or 1.5).
3. Left alignment or justified text for readability.
4. Consistent paragraph indents or spacing.
5. Proper use of bullet points and numbered lists.

## 4. Tables & Figures

1. Clear titles and numbering for all tables and figures.
2. Appropriate references in the text (e.g. "see Table 2").
3. Legible labels, axis titles, and units on all graphs and charts.
4. Consistent format and style for all visual elements.
5. Tables and figures placed close to the relevant text.

## 5. Data Presentation & Integrity

1. All data checked for accuracy and consistency.
2. Use of appropriate number of decimal places/significant digits.
3. Sources cited for any external data used.
4. Avoid redundant data presentations (e.g. same data in both table and chart).

## 6. Citations & References

1. Consistent citation style throughout the document (e.g. APA, MLA, IEEE).

2. All sources referenced in the text included in bibliography/reference list.
3. Proper attributions for images, tables, and external content.

## **7. Appendices & Supporting Information**

1. All supplementary information placed in appendices.
2. Appendices clearly labeled and referenced in main text.
3. All raw data files or code properly documented if included.

## **Important Notes**

- Ensure that the formatting aligns with organizational or publication standards.
- Keep language clear, precise, and free from errors.
- Regularly save and backup your work during formatting.
- Always proofread your document for consistency and completeness.
- Formatting greatly affects the perceived credibility of your data report.