# Checklist of Formatting Styles

* ☐ Use consistent font styles and sizes throughout the document.
* ☐ Ensure headings are formatted using the appropriate heading styles (e.g., Heading 1, Heading 2).
* ☐ Maintain uniform line spacing (e.g., single, 1.5, or double spacing).
* ☐ Align text consistently (e.g., left, center, right, or justified alignment).
* ☐ Apply appropriate margins (e.g., 1 inch on all sides).
* ☐ Use numbered or bulleted lists where necessary, with consistent indentation.
* ☐ Check for proper use of bold, italics, and underline for emphasis.
* ☐ Ensure proper citation formatting (e.g., APA, MLA, Chicago) for references and footnotes.
* ☐ Use page numbers formatted correctly (e.g., bottom-center or top-right).
* ☐ Verify proper table formatting, including alignment and consistent borders.
* ☐ Check image formatting (e.g., proper alignment, captions, and size).
* ☐ Use consistent styles for quotes, block quotes, and code snippets.
* ☐ Apply a clear and readable color scheme, avoiding low contrast.
* ☐ Ensure hyperlinks are correctly formatted and functional.
* ☐ Review title page and headers/footers for proper style and content.
* ☐ Check for consistent use of indentation for paragraphs.
* ☐ Apply proper text wrapping for images and tables.
* ☐ Ensure the document has no formatting inconsistencies or orphaned elements.