A Useful Tool—6+1 Trait® Writing: Topic 1
Help! I Can't Afford an Editor—A Series to Help You Self-Edit

Presentation

Presentation is about the overall appearance of the work—the aesthetics of the document. This includes font, spacing, margins, headers and titles, and any graphics. If your work is ready to submit, ensure that you have followed any guidelines set by your intended publisher (journals, magazines, and publishing houses, even agents, often require certain formatting elements).

To evaluate the **presentation** of your manuscript, ask yourself:

- Is the font the same style and size throughout?
    - If not, why not?
- Are the margins consistent throughout?
- Have I set a consistent indentation for paragraphs?
- Does the spacing make my work easier to read?
- Have I followed any formatting guidelines?
- Are my headers consistent?
- Do my visuals support my ideas and clarify the message in the document?
- Do maps and figures have keys or legends?
    - Are the keys/legends big enough to read without interfering with the map itself?
    - Are the font and spelling in the keys/legends consistent with the rest of the text?
- Are tables and graphs easy to understand?
    - Does the spelling in the table match the spelling in the text?
- Do all tables, figures, and maps have captions?