

## About This Checklist

Before submitting your case study assignment report, be sure to complete the below checklist in order to help ensure that your report will meet your instructor's expectations.

Checklist				
Checklist Item	Specifics	Completed		Completed By
Formatting Requirements	What is the requested font size and style? What size margins have been requested?	Yes	No	
Other Stylistic Concerns	Is a cover page required? Executive summary? Table of contents? Numbered pages? Anything else?	Yes	No	
Word and/or Page Limit	What is the word and/or page limit? Have you gone close to but not over the limits?	Yes	No	
Referencing and Citations	What is the requested referencing and citation style? Have you used it consistently throughout?	Yes	No	
Editing	Have you edited for macro- (e.g., the "big picture") and micro- (e.g., spelling, grammar) level issues?	Yes	No	
Submission of the assignment	When is it due? How will it need to be submitted?	Yes	No	