

**TEXAS FFA ASSOCIATION
PREPARED PUBLIC SPEAKING
M A N U S C R I P T
FORMAT CHECKLIST**

(1) COVER PAGE	Title of speech is centered in the bottom of the top half of the title page.	Y	N	N/A
(2) COVER PAGE	Cover page includes student name, chapter, area, name of speaking event and date. (State event dates are July 12-13, 2010)	Y	N	N/A
(3) HEADER	Manuscripts running title is flush left. Page numbers are flush right.	Y	N	N/A
(4) MARGINS	Page margins are one inch on all sides	Y	N	N/A
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(6) SPACING	Document body is double-spaced.	Y	N	N/A
(7) CITATIONS	Student has applied author-date method of in-text citation for direct quotations (Jones, 1998) which correspond to bibliography citations on last page. If student refers to ideas from another work but does not quote directly from the cited material, only an author-date citation is required.	Y	N	N/A
(8) CITATIONS	Proper nouns in in-text citations are capitalized.	Y	N	N/A
(9) CITATIONS	When referring to a source, words that are four letters long or greater are capitalized. Words shorter than four words which are verbs, nouns, pronouns, adjectives or adverbs are also capitalized.	Y	N	N/A
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