CHECKLIST: FORMAL CORRECTNESS, ORTHOGRAPHY AND GRAMMAR

After you spent time on the language and style of your work (Higher Order Concerns/ HOC), you can now start with the revision of the formal correctness: the spelling and grammar of your work (Later Order Concerns/ LOC).

Quotes

☐ Quotes are logically included into the text, they are not only put into the text but introduced and important.
☐ It is clear why the quote is being used in this place. For example:
  • They are thoughts or ideas from a third person.
  • It is a fundamental definition.
  • A certain position is being presented.
  • It is made clear what others have to say about the topic.
  • The research subject (i. e. extracts from an interview) are being included.

Scientific illustrations

☐ So called scientific illustrations (figures, illustrations, tables, diagrams, formulas) are reasonably included in the text and not simply put there, but introduced and explained.
☐ The function of the scientific illustration is made clear. For example:
  • It is a simplification of reality (i. e. technical drawings, organization charts).
  • Information is presented in a clear structure (i. e. table).
  • An abstract connection of process is being concretised. (i. e. flow chart, graph of a function).
  • Associations are being provoked. (i. e. picture).

Grammar

☐ The collocations are right.
☐ The enumerations inside a sentence are right.
☐ The sentences are congruent.
☐ The proper tenses are used.

Formal uniformity

☐ Quotations are uniform (and correct).
☐ Authors are either always with or without their first name(s) quoted.
☐ Quote either always in footnotes or with brackets.
Orthography, punctuation and slips of the pen

☐ I checked my text at least once with the orthography and spelling programme of my computer.

☐ I read the text out loud for myself to find mistakes that could have happened by moving too many text passages.

☐ I especially checked the commas in my text.

Source following:
Handouts Schreibzentrum der Europa-Universität Viadrina.

Further information on our support services, writing advice, workshops, writing marathon, etc. on our website: www.tu-dresden.de/deinstudierfolg/szd