

CHECKLIST: REVISION OF THE STRUCTURE OF ACADEMIC WORK

For the revision of your academic work it is useful to start with the level of content and structure and only after that to work on language and style as well as grammar and orthography. This way, you split your revision to two levels: the „Higher Order Concerns“ (HOC) and the „Later Order Concerns“ (LOC).

1. Check for the whole work (introduction and conclusion)

- My question/ main hypothesis is clear.
- My question/ main hypothesis is stated in the introduction.
- My question/ main hypothesis is stated in the conclusion.

2. Check for the chronology of chapters (structure)

- There is a logical connection from each chapter to the question/ main hypothesis.
- The chapters succeed each other logically so that there is a common theme.
- The headers for each chapter are conclusive.

3. Check with each chapter for logical structure (sub chapters, sections)

- The topic and the main hypothesis are presented clearly.
- The sub chapters and sections succeed each other logically.
- The single sub chapters are not superfluous.

- The transitions are consistent and conclusive.
- There are no missing transitions in between the sub chapters or sections.

4. Check for each section

- The topic and the main hypothesis are presented clearly.
- The main hypothesis is formulated clearly.
- The main hypothesis is, if needed, placed centrally.

5. Check for the succession of sections

- For each argument or sections, its function for the whole text is clear.
- No statements or steps are missing.
- There are no superfluous thoughts or statements.
- The succession of statements or sections is transparent.

6. Within each section

- The sentences are structured: statements and arguments are in a logical order.

Source following:
Handouts Schreibzentrum der Europa-Universität Viadrina.

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