CHECKLIST:
FORMALITY, 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.

The presented checklists can be used to stimulate the revision phase. They do not lay claim to be complete.

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