

CHECKLIST: FINAL CORRECTIONS

After you revised your work according to the “higher and later order concerns”, it is time to do a last final check on you entire work.

Formalities

- Is all needed information on the cover page?
- Is the table of contents clear and are the headers concise? Is the structure logical? Are the headers, enumerations and page numbers the same in the table of contents as in the text?
- Is the information in the bibliography uniform and sorted alphabetically? Are the primary texts and secondary texts separated? Are all sources used in the text cited here?
- Is the statement of autonomy included and manually signed?
- Is the text set in justification and 12 pt. font size, as well as 1,5 line spacing? Does its structure go hand in hand with design of the sections?
- Are the footnotes set in 10pt. font size? Are the sources used for further information?
- Are all quotes correctly cited, marked and proven? Are longer quotes graphically differentiated and changes are marked and explained?
- Are figures and tables included in the text? If printed, can they be read well and are they enumerated?
- Are all other formalities wanted by the discipline/ institute/ professor (i.e. margin spaces, page enumeration) considered and set?

- After the last corrections and after printing, is the page design agreeable?
- After printing, is the work clean, readable and complete?

Language

- Are the orthography, punctuation and grammar correct?
- Is the style objective, understandable and unambiguous?
- Is the mode of expression neutral and without emotion, is criticism factual and with explanation?
- Have colloquialisms and linguistic blunders be removed? Is the use of metaphors and picturesque language correct and sparsely used?
- Is the work written in present tense?
- Are repetitions, redundancies and filling phrases removed?
- Is the structure linguistically underpinned by connectors (i.e. therefore, on the one hand-on the other hand...)?
- Are the sentences and sentences constructions reader friendly and understandable?
- Are the technical terms used correctly?

Content

- Are questions and hypotheses introduced in the introduction?
- In the beginning, is the topic shortly explained and the relevancy of the problem explained?
- Is the method of research presented and adequate for the research subject and goal?
- In the beginning, is the structure of the work shortly introduced and does the planned course of argumentation work accordingly?
- Is the main aspect in accordance with the most chapters? Are the chapters coherent?
- Is the central question being answered and are the main hypotheses proven or disproven (with data, sources, text passages...)?
- Are primary sources as well as secondary sources thoroughly considered and reflected?
- Are the different research positions differentiated and well presented? Is the own position sufficiently made clear and presented in discussion with the previous research? Is criticism for other research well explained and are the premises presented and adequately explained?
- Are the work steps, materials und the course of argumentation in an adequate way and amount presented?
- Are the necessary steps for the argumentation there? Are they sufficiently in detail or abstract enough?
- Is the course of argumentation compelling, clear and without contradictions? Are conclusions logically correct?
- Are the question and the conclusion set into frame at the end? Are the results being reflected? Are there further questions or consequences being formulated?

Source following:

Handout for lecture „Einführung in das wissenschaftliche Arbeiten“ TUD, faculty SLK, developed by Anne-Katrin Federow

Concept: Writing Centre of TU Dresden, 2016.