



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 your entire work. The following list contains general guidelines and should be supplemented by information on the formal requirements of the writing project on the side of the supervisor (see also handout "[Checklist: Meeting with Supervisors](#)").

Formalities

- ☐ Is all needed information on the cover page?
- ☐ Is the table of contents clear and are the headings concise? Is the structure logical? Are the headings, 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? Should primary texts and secondary texts be listed separately? Are all sources used in the text cited here?
- ☐ Is the statement of autonomy included and manually signed?
- ☐ Is the text set correctly, e.g. 12 pt. in font size, as well as 1,5 line spacing? Does its structure align with the setting of paragraphs?
- ☐ Are the footnotes set correctly, e.g. 10pt. in font size? What are they used for, e.g. for referencing sources and/ or for further information?
- ☐ Are all quotes cited correctly, marked and referenced? Are longer quotes graphically differentiated and changes are marked and explained?
- ☐ Are figures and tables included in the text? If printed, are they easily legible and are they enumerated?
- ☐ Are all other formalities required by the discipline/ institute/ professor (i.e. margin spaces, page enumeration) considered and set?
- ☐ After the last corrections and after printing, are the page transitions correct?
- ☐ After printing, is the work clean, legible and complete?

Language

- ☐ Are orthography, punctuation and grammar correct?
- ☐ Is the style objective, unambiguous and comprehensible?
- ☐ Is the mode of expression neutral and without emotion, is criticism objective and well-founded?
- ☐ Have colloquialisms and linguistic blunders been removed? Is the use of figurative language and metaphors correct and used sparsely?
- ☐ Is the work written in present tense?
- ☐ Are repetitions, redundancies and filling phrases removed?
- ☐ Is the logical 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 comprehensible?
- ☐ Are technical terms used correctly?
- ☐ Is the author named in accordance with the conventions of the subject (I [in literary studies], the author, passive constructions)?

Content

- ☐ Are questions and hypotheses introduced in the introduction?
- ☐ Is there a short explanation of the topic and its relevance in the introduction?
- ☐ 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?
- ☐ Does your work's main aspect work in accordance with the most chapters? Are the chapters coherent?
- ☐ Is the central question answered and are the main hypotheses proven (with data, sources, findings, text passages...)?
- ☐ Are primary sources as well as secondary sources thoroughly considered and reflected?

- ☐ Are the different research positions presented in a differentiated way and according to their gist? Is your 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 explained adequately?
- ☐ Are the work steps, materials und the course of argumentation presented in an appropriate scope and level of detail?
- ☐ Have all necessary steps for the argumentation been followed? Are they presented sufficiently in detail or sufficiently abstract?
- ☐ Is the course of argumentation compelling, clear and without contradictions? Are conclusions logically correct?
- ☐ Are the research question and the conclusion related to one another in the end? Are the results being reflected? Are there further questions or consequences being formulated?

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