



Checklist Formal Correctness, Orthography and Grammar

After working on the language and style of your text (Higher Order Concerns/ HOC), you can now make sure your text is formally correct, including the spelling and grammar of your work (Later Order Concerns/ LOC).

Quotes

- ☐ Quotes are included in the text in a meaningful way; they are not simply inserted in the text but get introduced and are integrated in the text.
- ☐ 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) is being included.

(cf. Writing Center Europa-Universität Viadrina)

Scientific Illustrations

- ☐ So-called scientific illustrations (figures, illustrations, tables, diagrams, formulas) are included in the text in a reasonable way. The illustrations are not simply put there, but they are being 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. in a table).
 - An abstract connection or a process is being concretized. (i. e. in a flow chart or a graph).

- Associations are being provoked. (i. e. via a picture).

(cf. *ibid.*)

Grammar

- ☐ Collocations are used correctly.
- ☐ Enumerations within a sentence go together and are grammatically congruent.
- ☐ Sentences are formed correctly, sentence beginnings match sentence endings.
- ☐ Proper tenses are used throughout the text (e. g. no switching between past tenses and present tense).

(cf. *ibid.*)

Formal uniformity

- ☐ The chosen citation style is used consistently and correctly.
- ☐ Authors are always quoted either with or without their first name(s).
- ☐ Quotes are always either put in footnotes in brackets.

(cf. *ibid.*)

Orthography, punctuation, and careless mistakes

- ☐ I checked my text at least once with an orthography and spelling program on my computer.
- ☐ I read the text out loud to find mistakes that could have happened by moving too many text passages.
- ☐ I especially checked the use of commas in my text.

(cf. *ibid.*)

The checklists presented are intended to encourage you to revise your text. They are not comprehensive lists.

Source: Writing Center Europa-Universität Viadrina. *Formale Richtigkeit, Rechtschreibung, Grammatik*. 2016.

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