Checklist: Revising the Structure of Your Academic Work

For the revision of your academic work, it is useful to start with content and structure. Only then can you work on language and style as well as grammar and orthography. This way, you split your revision into two levels. In professional literature, these two levels are called „Higher Order Concerns" (HOC) and „Later Order Concerns" (LOC).

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

☐ My research question / main hypothesis is clear.

☐ My research question / main hypothesis is stated in the introduction.

☐ My research question / main hypothesis is stated in the conclusion.

(cf. Writing Center of Europa-Universität Viadrina)

2. Check for the chronology of chapters (structure)

☐ There is a logical connection from each chapter to the question / main hypothesis.

☐ The chapters follow a logical order so that there is a common thread between them.

☐ The headings for each chapter are informative.

(cf. ibid.)

3. Check each chapter for logical structure (sub-chapters, paragraphs)

☐ The topic and the main hypothesis are presented clearly.

☐ Sub-chapters and paragraphs follow a logical order.

☐ Single sub-chapters are not superfluous.

☐ Transitions are consistent and conclusive.

☐ There are no transitions missing in between sub-chapters or paragraphs.

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(cf. ibid.)

4. Check for each paragraph

☐ The topic and the main hypothesis are presented clearly.

☐ The main hypothesis is formulated clearly.

☐ The main hypothesis is placed in a central position.

(cf. ibid.)

5. Check for the order of paragraphs

☐ For each argument or paragraph, their function within the whole text is clear.

☐ No mental steps or arguments are missing.

☐ There are no superfluous thoughts or arguments.

☐ The order of arguments or paragraphs is plausible.

(cf. ibid.)

6. Check within each paragraph

☐ The sentences follow a structure: statements and arguments follow a logical order.

(cf. ibid.)