

Checklist for Assignments or Thesis

References and Links

Chapter numbering correct. There is no section ".1", if ".2" is missing	
Bibliography and appendices are in the TOC	
Bibliography and appendices are not numbered in the TOC	
List of illustrations and list of tables before the main text, but not included in the table of contents itself	
Page numbers for TOC as well as for list of illustrations and tables in roman style, main text starts at page 1	
Not too many chapters / text not dissected	
List of abbreviations contains only "meaningful" abbreviations	
Bibliography is correct	
Bibliography includes all sources quoted but no additional sources	
Declaration of independent creation personally signed	

Content

Language is appropriate for scientific work	
Preface contains no topic-specific content	
Specific research questions are asked in the introduction. The work is based on these questions. They will also be taken up again in the summary and answered appropriately.	
The text is based on the topic and related to the research questions posed in the introduction.	
! Detailed explanations of various methods / procedures / facts ... are summarized in a final (sub) chapter. A table or a checklist gives the reader an easier overview of the facts or advantages/disadvantages of method(s) discussed.	
The research questions from the introduction are addressed in the summary once more. Short answers to all the questions are included.	

Description of data source and data quality	
Questionnaire is included and appropriate for the topic	

Illustrations & Tables

Illustrations are professional	
Illustrations and tables are numbered	
Links to all illustrations and tables are included in the text. yes / yes, but not correct	
Left and right margin (Indents) of figures and tables are consistent with the text	

Layout

Layout of each page professional	acceptable / good / excellent	
Paragraphs have a reasonable length	too short / too long	
Paragraphs are always separated by a blank line / clear distance		
Automatic hyphenation is turned on. In left-justified formatting no real "fluttery edge" in justified no too large spaces between words.		
References not justified, otherwise especially internet sources do not have a professional layout		
Max. two lines of a paragraph on the preceding page or at least two lines of a paragraph on the following page.		
Identical formats for headings		
Font for cover sheet, table of contents, text, footnotes, tables of figures, captions and headers and footer (!) uniform		

Other Formalities

Indirect and direct citations are correct.	
Also internet references given in Harvard/author-year style. No internet links in the text or in footnotes!	
Spelling / grammar correct	
Fixed/control-space to clear format of text (Create a non-breaking space with „CTRL+SHIFT+SPACE-BAR“). Usage of non-breaking hyphens (CTRL+HYPHEN).	
Fixed/control-space between numbers and units.	
Numbers from one to twelve as words.	
Dash and indent well-distinguished and used correctly	
No use of I / we, the author(s) ...	
CD with PDF of assignment available, properly secured and labelled	

Optional

Index exists but not included in the TOC.	
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