# CHECKLIST ON FINAL CORRECTION OF SCIENTIFIC PAPERS (BASED ON VOSS 2011)

## FORMALITIES

- Front page incl. all necessary information (pay attention to course-specific guidelines)
- Numerically structured index in accordance with text headings (pay attention to course-specific guidelines)
- Consistent wording in index and text headings
- Consistent layout, line spacing, font type and size of text, headings, header and footer (pay attention to course-specific guidelines)
- Consecutively numbered figures and tables
- Headings for figures and tables
- List of figures and tables
- List of all abbreviations
- Signed affidavit

## TEXT COMPOSITION

- Comprehensible mode of expression, appropriate sentence length
- Colloquial language avoided
- Spelling and punctuation checked
- Introduction, main body and conclusion clearly recognisable
- Coherent chapters and a visible logic structure
- Figures and tables also readable on hard copy
- Indication of source(s) in case of borrowed figures and tables
- Consistent citation style (pay attention to course-specific guidelines)
- Clearly marked direct and indirect citations
- No appropriation of another author’s text without proper referencing (risk of plagiarism!)

## BIBLIOGRAPHY

- All in-text references are part of the bibliography
- No reference to sources that are not mentioned in the text
- Consistent layout of all bibliographical references (pay attention to course-specific guidelines)
- All references sorted in alphabetical order

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**FOR FURTHER REFERENCE SEE:**