

Formalities checklist

Quotations / Footnotes	✓
Is the citation style in accordance with the chair's instructions?	
Are the first names of the authors written out (consistently)?	
Are adoptions of foreign texts and ideas always identified?	
Are verbatim quotes really given as word-for-word?	
Are the page references of the citations correct?	
Are footnotes formatted consistently (1-2 pt. smaller than the text)?	
References	
Were all sources in the references used?	
Are URLs in the sources checked for completeness?	
Are all literature sources cited in the text included in the references?	
Is the alphabetical sorting in the references correct?	
Are the references formatted consistently?	
Figures	
Are the figures numbered sequentially?	
Is the figure referenced in the text?	
Are texts in the illustrations/graphic elements legible?	
Are the source references for adopted graphics correct?	
Outline / Table of Contents	
Does the table of contents match the chapter headings?	
Are the chapter headings written correctly?	
Are the headings formatted consistently across the levels?	
Are there always at least two chapters on one outline level?	
Formatting / Layout	
Are paragraphs always set reasonably?	
Is the text set consistently in block text/flatset?	
Has hyphenation been performed? Are the hyphenations correct?	
Does the program still show unchecked spelling or grammar errors?	
Do any headers provided match the chapter headings?	
Are predefined margin settings in the layout complied with?	
Are font type / size consistent in the text?	
Title page, appendix, indexes	
Is the required information on the title page complete?	
Is the title page free of headers and footnotes?	
Are all non-typical abbreviations explained in the list of abbreviations?	
Are figures properly assigned to the appendix?	
Are the figures in the appendix labeled?	
Management	
Are deadlines and modalities of delivery followed?	
Has a digital copy of the work been saved elsewhere?	
Were necessary statements signed and included in the work?	
Was the paper proofread by a third person?	