



Checklist: A Final Check of my Text

SchreibCenter at the Language Resource Center

Did I quote my sources in a consistent form and style?	
Are my list of references and, if applicable, list of figures complete?	
Have all the necessary appendices been attached (if agreed upon with your supervisor)?	
Do the chapter headings guide the reader through my text?	
Do line pitch, margins, font, font size and citation correspond to the standards required by my supervisor or department?	
Does my coversheet correspond to the required standards?	
For the print text submission: What kind of binding is required? Do I need multiple copies? Do I need to attach a digital version of my text?	
Are spelling and punctuation correct?	
Do the headings in the table of contents and match the headings in the text?	
Have I attached and signed my thesis or term paper statement (Eigenständigkeitserklärung)?	
If required: Have I attached an abstract in another language?	