
Checklist for the structure of a scientific text



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Check for the entire text (introduction and conclusion):

- Is my research question or main thesis clear? Have I addressed and explained it in the introduction and the conclusion?

Check the order of the chapters (structure):

- Does each chapter have a clear connection to your research question or main thesis?
- Are the chapters ordered in a logical way? Is the central theme clear?
- Do the chapter headings fit what is discussed within each chapter?

Check the internal structure of each chapter (sub-sections, major text segments):

- What is the topic? What is the main thesis?
- Order: Are the sub-sections and major text segments ordered in a logical way? Is anything missing? Is there a chance that some sections do not contribute to the research question or are redundant?
- Are there transitions? Is the wording clear? Do the transitions make sense where they are?

Check for each paragraph:

- What is the topic? What is the main thesis?
- If necessary, elaborate the main thesis.

Check the order of paragraphs:

- Basic question: How does each paragraph relate to the whole work? What does it contribute?
- Are there any arguments or a statements missing?
- Are there any redundant arguments or statements?
- Does the order of arguments and paragraphs make sense or should it be adjusted?

Check the inner structure of paragraphs:

- Order the sentences: Arrange statements and arguments in a logical way.

Based on:

Frank, Andrea; Haake, Stefanie & Lahm, Swantje (2007): Schlüsselkompetenzen: Schreiben in Studium und Beruf. Stuttgart: Metzler. S. 68 f.