**Final Checklist for Project Report, Bachelor Thesis, and Master Thesis**

* This checklist does not explain how things have to be done. It has been explained elsewhere.
* "Project reports" are included when the checklist talks about "Thesis".
* Students confirm by signing in each signature box to have checked their text according to the requirement given in that line. Produce a graphic file (e.g. JPG) with your signature or your initials. Use this to sign each entry in the Checklist. Do not just type (write) your name or initials, because I need your signature! Do not sign blindly. Sign only, if you can really comply. Ask, if in doubt. **The worst you can do is to sign and be found not to have done as specified!**
* When all checks have been performed and signatures are placed in all boxes, the Word file can be saved into a PDF file and the PDF file is send to info@ProfScholz.de
* The **"Final Checklist" should be consulted already at the beginning** when starting with the work!

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|  | **Scientific Writing, General** | Signature |
| 1 | The thesis follows the IMRaD structure |  |
| 2 | **Heading names** of standard headings ("Introduction", "List of References" ...)  are selected as explained here: <http://ArbeitenHinweise.ProfScholz.de> |  |
| 3 | Heading names of other headings (Chapter 2, ...) follow the bullet point list in the task sheet |  |
| 4 | Headings are capitalized according to <https://capitalizemytitle.com> => Chicago |  |
| 5 | Headings follow hierarchy, logic and grammar as explained in  the book "Diplomarbeiten ..." (<http://buch.ProfScholz.de>) page 42, 43 |  |
| 6 | **Heading numbers** are of this form x.x.x (no dot at the end) e.g. 4 or 4.2 |  |
| 7 | **Paragraphs** are separated with a blank line (hit return twice) |  |
| 8 | **Figures** have subtitles (below) and **Tables** have captions (above) |  |
| 9 | **Equations** are centered and have a number at the right margin |  |
| 10 | The **Template** (<http://buch.ProfScholz.de>) has been used. The thesis uses only "Dipl"-Styles from first to last line |  |
| 11 | Checked – **Blank lines between chapters**: a) Main chapters start on a new page, b) At the end of a chapter are 3 blank lines; in other words 3 blank lines are above each chapter heading – unless it is at the start of a new page , c) If a subchapter heading follows directly a chapter heading then there is one black line between them. |  |
| 12 | Checked – **Blank lines around figures and tables**: There is a blank line above and below each figure or table |  |
| 13 | All **tables are considered tables** – also those scanned from other sources and included in a graphics format into the text |  |
| 14 | **Refer to each table** at least once in your text. **Refer to each Figure** at least once in your text. |  |
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|  | **Sections of the Thesis** | Signature |
| 15 | The **Title Page** follows requirements and has been agreed by Prof. Scholz and explained on <http://ArbeitenHinweise.ProfScholz.de>. Use the given templates. |  |
| 16 | The **Metadata Page** is included. Persistent identifier URN, DOI, DOI for data are included as provided for the thesis. Ask if in doubt. |  |
| 17 | The **Abstract** is a structured abstract (with abstract headings) and has been agreed by Prof. Scholz. |  |
| 18 | The **Task Sheet** is included as provided by Prof. Scholz. You obtained a Word file and a PDF file. If you include the text from the Word file, make sure it is formatted in your thesis as shown in the PDF file. |  |
| 19 | The **Table of Contents** is formatted as in the Template. If you work with automated numbering and automatic generation of the Table of Contents you may have to reformat the Table of Contents. |  |
| 20 | List of Figures, List of Tables, List of Symbols, List of Abbreviations, Definitions are included. If you work with automated numbering and automatic generation of the List of Figures / List of Tables you may have to reformat them. |  |
| 21 | The List of Symbols contains the symbols according to proper math style as in the equations (variables in italics, ...). You may want to avoid using the equation editor, because it forces larger (uneven) line spacing. |  |
| 22 | Each definition in "Definitions" is quoted correctly. |  |
| 23 | **Chapter 1** is called "1 Introduction" and consists of: 1.1 Motivation; 1.2 Title Terminology (only definitions of important words from the title); 1.3 Objectives or Aims and Scope or Research Question; 1.4 Literature Review or Previous Research (only sources central to the research); 1.5 Structure of the Work or simply Structure. **Chapter 1.5 mentions also separately available research data and gives the DOI**. |  |
| 24 | **Chapter 2** is called 2 Fundamentals or 2 State of the Art or 2 Literature Review. |  |
| 25 | **The last numbered Chapters** are (number assumed) 6 Summary and Conclusions,  7 Recommendations (optional) or combined:  6 Conclusions and Recommendations |  |
| 26 | The **List of References** is formatted according to ISO 690 and the new template. Much information is provided\*. **DIN 1505 is out of date and must not be used anymore.** |  |
| 27 | "**Appendix A – Title**" is the style for naming appendices A, B, C, ... |  |
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|  | **Referencing** | Signature |
| 28 | Each statement that is not coming from own reasoning, derivation, simulation, or experiment has been quoted, if it is not considered part of common everyday knowledge. |  |
| 29 | Verbatim (word for word) quotations are included in quotation marks (" ") or are formatted with the Style "Dipl-Zitat". |  |
| 30 | Every effort has been made to follow **ISO 690** as closely as possible \*. |  |
| 31 | In the **List of References** almost every entry has been provided with a link (URL) |  |
| 32 | Whenever available the link has been written a persistent identifier (DOI, URL, ...) as e.g. https://doi.org/10... |  |
| 33 | Where the DOI leads to a paywall, every effort has been made to find also a link to a freely available version of the document. That link is given in addition to the reference: "Open Access at:" |  |
| 34 | Where the DOI leads to a paywall and no Open Access version exists, show this with "(Closed Access)" behind the URL. |  |
| 35 | Where no link to a free version of the document is found, the document is uploaded to an online storage (i.e. dropbox.com) and the link to the storage with all these documents has been e-mailed to Prof. Scholz. |  |
| 36 | Where only a URL was available (i.e. without apparent archiving), the webpage or PDF was archived with perma.cc and the link to the archived version is given in addition to the web reference. For the archived link use "Archived at:". |  |
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|  | **Scientific Writing, Details** | Signature |
| 37 | The **blank (spatium)** has been used (or is omitted) in the text according to standards. For German see book "Diplomarbeiten ..." page 67/68. |  |
| 38 | For a blank that does not allow a line break (e.g. 10 kg) <ctr><shift><blank> has been used as a **unbreakable blank** between "10" and "kg". Use also the unbreakable blank between author and year, e.g. Smith 2019. |  |
| 39 | **Footnotes** have been avoided. |  |
| 40 | **Tables** are formatted according to the book "Diplomarbeiten ..." page 71 to 74. |  |
| 41 | **Equations** are formatted according to "Diplomarbeiten ..." page 74 to 79. |  |
| 42 | Figures (also diagrams) are formatted according to "Diplomarbeiten ..." page 80 to 84 (no need to produce picture in "halftone"/"newspaper print"). |  |
| 43 | **Figures and Tables** are left aligned (if not full width) |  |
| 44 | **Figures and Tables** are "floating" in the layout. They are included after they have been referred to in the text and in the sequence they have been referred to. There is no need to include the figures and tables directly after the paragraph in which they have been mentioned. It is a matter of optimizing the page layout. Avoid too much blank space at the bottom of a page (because the figure or table) does not fit on the remaining space of the page. Instead: Reduce the figure slightly in size or bring up text from the following page. |  |
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|  | **Writing Style, Spelling, Grammar, Punctuation** | Signature |
| 45 | **The Language Editing Checklist has been used**  <https://www.fzt.haw-hamburg.de/pers/Scholz/aast/LanguageEditingChecklist.html>  including hints on "Abbreviations, Acronyms, Units, and Equations" in  <https://www.fzt.haw-hamburg.de/pers/Scholz/aast/AAST-template2014-03-24_LibreOffice.pdf> |  |
| 46 | **American English spelling** has been used |  |
| 47 | A spell checker has been used |  |
| 48 | A grammar checker has been used |  |
| 49 | Punctuation has been checked  <https://www.fzt.haw-hamburg.de/pers/Scholz/arbeiten/Punctuation.pdf> |  |
|  |  | |
|  | **Final Checks** | Signature |
| 50 | Check "author year" citation style. Only very few exceptions are allowed (organization, standard, ...) |  |
| 51 | In-text reference agrees to reference in **List of References** (author year, ...) |  |
| 52 | Checked: All in-text references are included in List of References |  |
| 53 | Checked: All entries in the List of References are mentioned in the text. Otherwise the entry in the List of References has to be deleted. |  |
| 54 | Check: All **headings** in the Table of Contents (TOC) agree with headings in the body of the text. All headings in the text are in the TOC. There are no headings in the TOC left that are gone from the body of text. |  |
| 55 | Headings are numbered consecutively. Check in Table of Contents and in the body of the text. |  |
| 56 | Checked: The **page numbers for the headings agree** with the page number the heading is on in the body of the text. |  |
| 57 | Check: All **figure subtitles** in the List of Figures (LOF) agree with figure subtitles in the body of the text. All figure subtitles in the text are in the LOF. There are no figure subtitles in the LOF left that are gone from the body of text. |  |
| 58 | Figure subtitles are numbered consecutively. Figure numbers start at the beginning of each chapter, e.g. 3.1, 3.2 . |  |
| 59 | Checked: The **page numbers for the figure subtitles agree** with the page number the figure subtitles are on in the body of the text. |  |
| 60 | Check: All **table captions** in the List of Tables (LOT) agree with table captions in the body of the text. All table captions in the text are in the LOT. There are no table captions in the LOT left that are gone from the body of text. |  |
| 61 | Table captions are numbered consecutively. Table umbers start at the beginning of each chapter, e.g. 3.1, 3.2 . |  |
| 62 | Checked: The **page numbers for the table captions agree** with the page number the table captions are on in the body of the text. |  |
| 63 | Variables from all equations and from the body of the text are contained in the **List of Symbols**. There are no variables in the List of Symbols left that are gone from equations or from the body of text. |  |
| 64 | Abbreviations from the text are contained in the **List of Abbreviations**. There are no abbreviations in the List of Abbreviations left that are gone from the body of text. |  |
| 65 | All important terms have been defined in the **Definitions** |  |
| 66 | Final typesetting: Widows and orphans have been eliminated  <https://en.wikipedia.org/wiki/Widows_and_orphans> |  |

Prof. Dr. Dieter Scholz, September 2021

Generally: See book: "Diplomarbeiten normgerecht verfassen" on <http://buch.ProfScholz.de>.

\* for the List of References, ISO 690, and Archiving see:

[https://www.fzt.haw-hamburg.de/pers/Scholz/ArbeitenHinweise.html#Archiving](https://www.fzt.haw-hamburg.de/pers/Scholz/ArbeitenHinweise.html%23Archiving)

[https://www.fzt.haw-hamburg.de/pers/Scholz/ArbeitenHinweise.html#Zitieren](https://www.fzt.haw-hamburg.de/pers/Scholz/ArbeitenHinweise.html%23Zitieren)

<https://www.fzt.haw-hamburg.de/pers/Scholz/aast/ISO690.html>