

Final Submission Checklist

This is a final submission checklist. It focusses on detail, and presumes that you have gone over the more general paper checklist already (you can find that online on Collab under “Syllabus”).

Introduction

- Do I get my readers attention through a vivid/interesting/etc. beginning?
- Do I explain my main claim in my introduction?
- Do I explain the structure of my paper in the introduction?
- If my introduction is very long, is there a way to put some of the material in it elsewhere?

Content

- Are all my sentences clear and not too long or complex?
- Do I avoid overly pretentious, or overly colloquial, writing?
- Have I clarified difficult concepts?
- Are there long paragraphs and sentences that I can break down, without loss in meaning, into several shorter and simpler paragraphs or sentences?
- Are there awkward sentences or paragraphs that would be more powerful if I rewrote them?

Proofreading

- Have I checked all sentences for typos and grammar mistakes?
- Have I run the spell check on my word editor over the whole document?

Structure

- Do I have meaningful titles for all sections and subsections?
- Are really long sections broken down into subsections?
- Is my numbering system for sections consistent? (Check in particular that you do not jump over gaps—e.g., from section 2 to 4, or from 3.1 to 3.3)
- Do all sections contain good transitions into the next section?
- In general, does my reader always have a good sense for where I’m going next? (Don’t be afraid to signpost.)
- Do I avoid repetition (especially on a sentence level)?

Literature

- Are all sources I cited properly referenced?
- Are all sources I paraphrase properly referenced?
- Where I paraphrase, is it clear where paraphrase starts and where it ends?
- In general, is it always clear to my reader where I take from, or summarise, others, and where I develop my own argument?
- Is my referencing style consistent? (The same across all footnotes etc.)
- Are all my references complete? (Include name, year, and title; in addition for books: publishing house and place; in addition for articles: name of journal, number of volume, and page numbers; in addition for online-only sources: URL)
- If I do not give full references in the footnotes, do I have a “Works Cited” section?
- If I have a “Works Cited” section, do all works I cite appear there?

Layout

- Is my formatting consistent? (No changes in font size or type, colour, etc.)
- Do I have page numbers on every page?
- (*optional, but you know my pet peeves*) Is my layout pleasant?

Formalities

- Does my thesis have an informative title?
- Do I have a separate title page giving at least
 - (i) the title,
 - (ii) my name,
 - (iii) the submission date,
 - (iv) the name of my program, and
 - (v) the name of my advisor?
- Have I deleted all comments, highlights, notes to myself, leftovers from previous drafts, etc.?
- If I export my document to PDF, does it open and look as I intended (especially on other computers)?

Submission

- Have I checked with my advisor whether they want a printed copy or only a digital copy? (If you haven't asked, submit both.)
- Have I prepared, or will prepare soon, a printed copy for Colin Bird?

After Submission

- Have I realised what a great achievement writing an article-length thesis is?
- Am I planning an appropriate celebration for this achievement?