



Check Lists

CHECKLIST 1: ABSTRACT

Does the Abstract, together with the title, form a unit covering:

- The purpose of the work;
- The depth of treatment;
- The methods used;
- Results, conclusions, recommendations?

Is the the Abstract:

- Factual and specific;
- Written in full sentences;
- Written as a single paragraph;
- Free from references or mathematics unless there is a *good* reason for inclusion.

CHECKLIST 2: ACKNOWLEDGEMENTS

Is the Acknowledgement:

- Restricted to recognising those who significantly contributed to the work;
- The place where you identify contributions: for example funding, work done, information supplied or helpful discussions;
- Straightforward, not overstated, not flattering;
- Located:
 - In initial pages in a long document;
 - For a paper or a short to medium report, after the conclusions or as a footnote on the title page?

CHECKLIST 3: INTRODUCTION

Put yourself in the reader's position. At end of the Introduction:

- Has the background been sketched?
- Is the purpose of the report clear?
- Is the problem clearly identified and stated?
- Is there a guide to the rest of the document?
- Is the reader likely to be ready to tackle the rest of the document?
- Is the literature survey satisfactory:
 - Has sufficient information been collected?
 - Is each reference significant to the problem?
 - Has the literature survey been documented in the text using a proper referencing system.

CHECKLIST 4: REPORT STRUCTURE

- Does the Skeleton, as reflected in the table of contents:
 - have short but explanatory section and subsection headings;
 - follow logically from the problem statement;
 - show the logical development of the report;
 - lead logically to the conclusion?
- Within each (sub-)section, does the first sentence of each paragraph reveal the logical development?

CHECKLIST 5: MATHEMATICS IN REPORTS AND PAPERS

- Is the mathematics essential to the development of the report's logic?
- Does the level of mathematics match the audience's capability?
- Are complex mathematical developments relegated to appendices?
- Are symbols carefully chosen and defined?
- Is the layout of mathematics similar to that used in textbooks?
- Has the mathematics been checked thoroughly for errors?

CHECKLIST 6: FIGURES AND TABLES

- Are the tables and figures numbered, each with its own series of numbers?
- Is every figure and table referred to in the text?
- Does each figure and the text that refers to it, contribute to understanding of the report?
- Does each table and the text that refers to it, contribute useful data to an understanding of the report?
- Is there a concise explanatory caption:
 - above each table;
 - below each figure?

CHECKLIST 7: CONCLUSION

Does the concluding section:

- Summarise and analyse the principal findings;
- Draw factual conclusions or exercise judgement relating to the problem statement;
- Introduce information not contained in the main body (if so move to main sections);
- Record proposals for further work arising from the present project?

CHECKLIST 8: REFERENCES AND REFERENCE LISTS

- Is the referencing system acceptable to the target audience?
- Is every citation made according to the system chosen?
- Does the reference list conform to the chosen system?
- Could a stranger find every reference from the data given in the list?
- Is every reference in the list cited in the text?

CHECKLIST 9: APPENDICES

- Is there any part of the main text which is:
 - hard to read but which contributes its results to the logic of the main text;
 - a very detailed table of data;
 - a detailed engineering drawing;
 - detailed mathematics (in a non-mathematical report);
 - other material which detracts from the continuity of the main text?
- If yes to any of the above, move the material to an appendix and refer to it from main text.
- Is the material in an appendix available in the literature? If yes, remove the appendix and use a reference instead.
- Is every appendix referred to in the main text? If not, is the appendix necessary?

CHECKLIST 10: PREPARATION FOR A PRESENTATION

- Are the purpose of the presentation and the audience clearly identified?
- Have all constraints been identified and taken into account?
- Does the structure fit the purpose, audience requirements and constraints?
- Has a style of presentation been identified and checked against the audience requirements?
- Does the set of slides (and other visual aids) reflect the structure, style and purpose?
- Is the supporting material appropriate and available?
- Has the presentation been rehearsed sufficiently in the presence of colleagues?

CHECKLIST 11: SLIDES FOR A PRESENTATION

- Does the number of slides depart from the rule of one per two minutes? If so, is the number justified?
- Is there a title slide?
- Is there an outline slide?
- Is there a concluding slide?
- Does each slide have an explanatory title?
- Does the text on any slide violate size rules?
- If a data projector is to be used, is there a backup set of slides?