

# Checklist for submission of written work

Reviewed by the author:

Examined by someone other than the author (name):

Report written by:

Work and the checklist must be submitted in Microsoft Word format and as attachments in an email or through Cambro

A check in the box means that the current issue is controlled, and the answer is yes.

1. Is the file in Microsoft Word format (not PDF, OpenOffice or similar)?

2. Has the correct font and font size been used?

3. Are paragraphs correctly separated, either by indentation or blank lines?

4. Does the Introduction include background about the subject?

5. Is it clear from the beginning why the work is focused as it is?

6. Is a clear purpose stated in the introduction?

7. Are figure legends placed under the figures?

8. Do figure legends explain what the reader should see in the figures?

9. Are the axes of all figures labelled (including units of measurement)?

10. Are table legends placed above the tables?

11. Do table legends explain what the reader should see in the tables?

12. Are figures and tables numbered in sequence and referred to in the text?

13. Are tables and figures "borrowed" from the literature accompanied by a citation in the legend?
14. Are the main results described with tables, figures and text?
15. Are all the results discussed in the discussion section?
16. Are all the results mentioned in the discussion actually included in the results section?
17. Does the discussion section address the objectives or provide answers to the questions stated in the introduction?
18. Is the reference list correct? 'Correct' means that all references are consistent in style and follow the exact format described in the instruction documents!
19. Are all references in the reference list, also referred to in the text?
20. Are all the references in the text, also included in the reference list?
21. Are there references to all claims made in the text?
22. Has the author included his/her name in the report (for example, in the header)?
23. Have instructions for formatting front and back covers and headers been followed?
24. Has a spell check been performed? Word identifies misspelled words (or words not included in its own dictionary) with red underlining. There should be no red underlined words present in submitted work!.
25. Is the grammar correct (e.g. no subordinate clauses used as main clauses, no dangling modifiers, nouns and verbs agree in number)? Word identifies grammatical problems with blue underlining. There should be little or no blue underlined sections in submitted work.

Comments from reviewers:

**Comments on individual points. For more detailed information about the formalities, see the document "Formalities for written work at EMG."**

**1.** We need to have the file in MS Word for handling work effectively. If you do not have this program on your computer, it is available on our student computers. It is also possible to install it free on your own computer using Office 365, which you access through the Portal.

**2.** See document "Formalities for written work at EMG."/Instruction documents for each course

**3.** Your paragraph division must be consistent, which means you should choose one of the methods to indicate a new paragraph and use this throughout the work.

**4, 5 and 6.** The Introduction must explain to the reader why she/he should bother to read the report. This means providing a background to the subject, a link between the background and the questions raised in the report, and a clear purpose of the report.

**7.** Figure legends must always be placed below the figures.

**8.** A figure legend should explain what a reader sees in the figure. A reader should be able to understand what she/he sees without reference to the text. Do not use the terms "In this figure we see.", But rather "Figure 1. The growth of perch fry as a function of food supply.". Figure legends should not explain the outcome or interpretation of the figure. "Figure 1. Perch grow more with good food availability" is an example of a poor figure legend.

**9.** Axes must always be labelled in the figures. The axes must be explained in the figure caption.

**10.** Table legends must always be placed above the tables.

**11.** See paragraph 8 above.

**12.** Figures and tables must be in numerical order. All figures and all tables must be referred to and commented upon in the Results section.

**13.** Figures and tables borrowed from the literature must have a reference given in the figure or table text.

**14.** Results that you present in figure or table form must also be commented upon in the text.

**15, 16.** All results presented in your Results section must be discussed in the Discussion section. Correspondingly, any results discussed in the Discussion section should be presented in the Results section.

**17.** Make sure that your research question, formulated in the purpose section of the Introduction, is clearly addressed in the Discussion.

**18.** Reference Lists must follow a template. This template must be followed to the last detail, meaning that the reference lists have to be extremely consistent. See document "Formalities for written work at EMG"/ Instruction documents for each course, for details about the template to be followed.

**19.** All references contained in the reference list must have been used to provide support for a claim made in the text.

**20.** All references in the cited in the text must be found in the reference list.

**21.** All claims that are not entirely obvious (for example, the sun is a star, Africa is south of Europe), must be backed up by a reference.

**22.** All authors must write their names in the report.

**23.** See document "Formalities for written work at EMG"/" Instruction documents for each course" for details.

**24, 25.** Point 24 and 25 means that Microsoft Word has gone through the written work and either corrected all the red and blue marked passages, or have chosen through the program ignore them (note that this is a command that you build into the program, not something that you can decide to ignore!). Effective scientific communication depends on the clarity of language use. As a consequence, the language must be grammatically correct. Be sure to check the spelling and grammar. Seek help if you feel that you cannot handle it. The Academic Resource Center at the University Library can provide such assistance. See also the document "Formalities for written work at EMG"/" Instruction documents for each course" for help.