

Appendix 1: Checklist

With slight variations, a research document of certain significance will include most of the sections displayed in the following sample checklist. Most of them refer to the structure, a few deal with layout, and one is concerned with language.

Browse through the items listed in all of them and decide which ones are a) indispensable, b) relevant, c) secondary or d) completely irrelevant for your own research activity. Then, try to add more items where you may consider that they are missing, according to your own field of research:

Title Includes keywords Uses nominalization Predicts content in an orderly form Contains no more than 10-15 words
Abstract Contains an orderly summary of the whole document May be read as a separate text Very succinct (around 300 words)
Introduction Clearly defines the issue Includes background context and relevance Reviews previous published work Establishes how the work presented adds to current understanding Clearly states aims and objectives Includes one or several research questions
References and citation All citations appear in references Referencing system is consistent (MLA, Chicago Style...) References enable access to source material without difficulty Ordering is correct
Equations and tables Equations/tables sequentially numbered Equations/tables referred to from the text Fonts match for variables in text and in equations

Method/Procedure

Impartial record of events (objective style)
Logical, chronological order (use of passive voice and sequence markers)
Accurate description of the method chosen and followed

Figures

Figures sequentially numbered
Figures referred to from the text
Figures captured with enough detail

Results

Clearly explains the outcome of the work
Includes raw and processed data
No conjectures or opinions presented
Conveys the main findings of the work rather than individual results

Graphs

Title in caption
Axes labelled
Axes correctly scaled
Series can be identified
Continuous data represented with line, discrete data with points

Discussion

Puts the results into context
Compares results to other theory, work, or similar/different outcomes
Limitations described
Use of conjecture is clearly defined

Conclusion

Does not introduce new information that has not been discussed previously
Retakes the initial aims and objectives stated in the introduction
Retakes the initial question stated in the introduction
Gives indications for further work

Layout

All headings and subheadings sequentially numbered
All sections orderly included
Correct spacing
Consistent with font type and size
Consistent with built-in citation, footnotes and/or endnotes etc

Language

No use of contractions

No use of personal pronouns

Formal language

Short sentences

Cohesion among paragraphs (connectors)