

My Personal Checklist for Writing a Term Paper



Section Goal	Due Date	✓
Create a timetable with defined section goals based on personal preferences and plans		<input type="checkbox"/>
Research on overall topic: Rough definition of the working title/ research question on the basis of personal interests		<input type="checkbox"/>
Literature research: Search an adequate number of valid (!) sources		<input type="checkbox"/>
Work through sources and take detailed notes		<input type="checkbox"/>
Definition of a concrete research question and creation of a (rough) structure		<input type="checkbox"/>
Writing the different sections of the main part of the thesis		<input type="checkbox"/>
Writing the conclusion		<input type="checkbox"/>
Writing the introduction		<input type="checkbox"/>
Preparation of the cover sheet, table of content, bibliography and, if necessary, the index of illustrations		<input type="checkbox"/>
Checking of spelling, grammar, coherence and references by myself		<input type="checkbox"/>
Have my fellow students and other (non-specialist) acquaintances/ friends proofread my paper		<input type="checkbox"/>
Revision of the paper on the basis of the corrections and final updating of the table of contents		<input type="checkbox"/>
Preparation of the paper according to the requirements (print, PDF, etc.) and handing the paper in		<input type="checkbox"/>

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