Checklist for finalizing your paper or thesis

# Before your final check

Finish content changes

Proofread

Check punctuation

Remove extra spaces

Check citations and bibliography

Check hyphenation (if necessary)

# During your final check

Look over your cover page

Add your abstract (if necessary)

Add and sign your signed declaration (if necessary)

Check the layout (line spacing, font size, margins, etc.)

Update the table of contents (if using)

Update other tables and indexes (if using)

Save in the correct format and print if required to do so

# After your final check

Add additional materials (if necessary)

Hand in your work

Celebrate!



Presented by