



Checklist for correcting a seminar paper

1) Check the text as a whole:

Content: Is the structure coherent? Are the introduction and conclusion related to each other? Is the research question answered?

Structure: Is the sequence of chapters logical and comprehensible?

Reader orientation: Is a common theme recognisable?

2) Examination of text structures and text form at chapter level:

Content: Does the content of the chapters correspond to the claim formulated in the introduction and headings? Are assertions, interpretations and theses well-founded and substantiated? Are the conclusions comprehensible?

Structure: Are external parts of the text meaningfully integrated?

Form: Citation rules, uniform typeface

Reader-orientation: Are readers guided through the text by transitions and summaries?

3) Correction at sentence level:

Content: Gaps in content? Repetitions? Reference to the chapter topic?

Language:

Stylistics: Comprehensibility? Objective/scientific style? Technical terms used correctly?
Rephrase colloquialisms! Delete filler words (yes, of course, logically,...)!

Orthography

Text structure:

Explicitness? Are all text statements related to the topic of the work and the chapter? Are external parts of the text labelled and referenced?

