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!



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