

Checklist

The following list is intended to help you check your file and contains points that must be implemented. Pay attention to special features in your document that are not listed in the checklist.

Type area, Section transfer	<input type="checkbox"/> Margins correct? <input type="checkbox"/> Do these elements start on a new book page? <ul style="list-style-type: none">◦ Dedication, acknowledgements, foreword,◦ List of contents, tables, figures, abbreviations etc.,◦ All main chapters,◦ Bibliography, appendix, etc.
Page numbers, Column title	<input type="checkbox"/> Header Alignment of page numbers: outside Alignment of the column title: inside <input type="checkbox"/> Arabic page numbering only <input type="checkbox"/> Pages before the table of contents without page numbers, but counted <input type="checkbox"/> Main chapter page: without column title and page number
Font, Paragraph	<input type="checkbox"/> Gentium font <input type="checkbox"/> Continuous text, quotations and footnotes in justified text <input type="checkbox"/> Minimum font sizes adhered to? <input type="checkbox"/> Correct line spacing? <input type="checkbox"/> Superfluous blank lines removed?
Headings	<input type="checkbox"/> Left-aligned, no hyphenation <input type="checkbox"/> Emphasis: italics or bold (not both) <input type="checkbox"/> A headline must never be placed alone (without follow-up text) at the end of a page <input type="checkbox"/> Subheadings counted correctly? An outline level has at least two sub-items (or none): For example, an item 2.1.1 also includes an item 2.1.2.
Hyphenation	<input type="checkbox"/> Hyphenation switched on and correct? <input type="checkbox"/> Do not hyphenate personal names if possible <input type="checkbox"/> wrap web links all still functional? (important for the online edition)
Footnotes [alternative: Endnoten]	<input type="checkbox"/> hanging indent, flush after tab stop <input type="checkbox"/> Start with capital letters, end with full stop
Quotes	<input type="checkbox"/> Indent left: 0.5 cm
Tables of contents, figures, tables, index	<input type="checkbox"/> Correct duplicate register entries if necessary <input type="checkbox"/> Directories and cross-references updated? <input type="checkbox"/> Sorting of directories correct? <input type="checkbox"/> Headings kept short: Contents, illustrations, literature etc.
Tables, illustrations, graphics & labelling	<input type="checkbox"/> Resolution and size <input type="checkbox"/> Do not exceed maximum width, if necessary place on a new page rotated by 90 degrees <input type="checkbox"/> Positioning of the labelling uniformly left-aligned and below the elements? <input type="checkbox"/> Line width (at least 0.5 pt) <input type="checkbox"/> Line colour: black <input type="checkbox"/> Colour gradations, shading not too dark
Dissertation data	<input type="checkbox"/> Dissertation pages and CV, if applicable, are uncounted <input type="checkbox"/> Back of the dissertation title page: Names of the supervisor and date of examination <input type="checkbox"/> CV must not be listed in the table of contents