

Minimum checklist for thesis report (weekly and monthly)

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Item	Checkmark
Typos, grammar and spell checking	
Tables and figures with caption and referred in the text	
Axes on figures should be labeled (units included)	
Good quality of figures and tables (clear and legible, tables or figures should not be out of margins)	
Avoid long paragraphs (this depends on your text editor configuration but no more than 5 or 6 sentences should be fine)	
One idea per paragraph (all other sentences should support the main idea of the paragraph)	
Avoid plagiarism (autoplagerism included)	
Clearly state the goal of the report (literature review/experiments/partial results)	
Order information consistently	
Use reference correctly (all listed works in the reference section should be referenced in the text)	
One single format for all references	

Resources

1. De la oración al párrafo (in spanish)
 - http://132.248.48.64/repositorio/moodle/pluginfile.php/1630/mod_resource/content/1/contenido/index.html
2. Designing Science Presentations: A visual guide to figures, papers, slides, posters and more” by Matt Carter, Elsevier, First edition, 2013.
3. Thesis Projects: A guide for students in computer science and information systems” by M. Berndtsson, J. Hansson, B. Olsson and B. Lundell, Springer, Second Edition, 2008.