OORII: 2019 1

## **Project Checklist**

$\square$ Does your project have a title and all of the authors?
$\Box$ Is it written in Latex?
$\Box$ Did you use the supplied template?
$\Box$ Is the document less than any given page limit?
$\square$ Do you have all the sections discussed in the project guidelines?
$\square$ Does every figure have a caption?
$\Box$ Does every table have a caption?
☐ Are all cross-references working? <i>Hint: search for</i> ??.
$\Box$ Are all the references correct?
$\square$ Are there any hanging equations? If yes - correct. Did you understand that question? If no, ask your lecturer.
$\Box$ Have you run a spell-check for Australian English?
$\Box$ Is the grammar correct?
$\Box$ Is every piece of notation defined?
$\square$ Have you cited work that are not yours?
☐ Have you included your code?
$\Box$ Has any data used been described?
$\Box$ Could someone reproduce your work solely using your report?
$\Box$ Did you read it out loud for grammar?
$\Box$ Are assumptions and limitations clearly stated?
☐ Have you <b>ALL</b> edited it?
$\Box$ Did you edit it three times?
• Once for contents.

- $\bullet$  Once for spelling and grammar.
- Once for style. Hint: any sentence that causes you to pass out when you try to read it out aloud: split into smaller sentences. Hint: remove -ly words. Hint: you can probability remove 25% of the words.

Then one more time for typos.