

Checklist for Dissertations – Medical Faculty

Please check if you have addressed the following key points in your doctoral thesis:

Title Page

- The title page is complete, without logos and complies with the specifications in Appendix 2 to the doctoral regulations.

Page 2 – Page 4

- These pages have been designed and numbered according to the specifications of the Appendix to the doctoral regulations.

Summary

- The summary (German and English) was prepared according to the specifications.
- It was prepared twice: 1. Bound into the dissertation and 2. As a separate pdf-document.

List of Abbreviations

- The list of abbreviations is complete and correct.

Table of Contents

- The table of contents was prepared according to the formal structure defined by the faculty.
- It is complete; all chapters including all subchapters are listed.
- The page numbers in the table of contents correspond to those in the text.

Introduction

- An overview of the current state of research is given.
- Your own question / hypothesis is clearly presented in the subchapter *Aims of Thesis*.
- Written permission (licence) has been granted for the use of figures and tables, if applicable.

Materials and Methods

- Reference numbers are stated for all ethics committee approvals and animal experiment permits (LANUV / ZETT).
- All methods are described.
- Statistical methods are described clearly.

Results

- Only own results are described clearly and precisely.
- Results generated by others **do not belong** into your own Results section. These will be referenced by in the Introduction or in the Discussion.
- Third-party contributions are clearly marked and will be declared in the form *Declaration on own contribution*.
- You have clearly addressed your hypothesis.
- Results are not discussed within this section.

- No literature is cited in this section except for included data, which has been published elsewhere.

Discussion

- Where applicable, results are briefly summarized.
- Results are discussed in the context of the current state of research.
- Conclusions and, where applicable, discussion of the outlook for future research are included.

Reference list/Bibliography

- The reference list/bibliographic index is in order, complete and consistent.
- All sources cited within the main text are listed here.
- All citations are consistently formatted.

Appendix

- Here, you can insert additional material, e.g. questionnaires.

Figures and Tables

- There is a consistent layout for all tables and figures and the respective headings.
- All tables and figures are numbered consecutively and have a title and legend.
- All abbreviations, color-coding and symbols are explained (units, statistical significance are defined).
- All axes are labelled.
- All sources are given, permission for use (licence) has been granted, if applicable.

Not included in the dissertation

- Affidavit (This is submitted as a separate document with the application for admission)
- Curriculum vitae (This is submitted as a separate document with the application for admission)
- Ethics votes and other signed documents

Citations

- All non-original text or figures are clearly marked as such; the source is stated.
- Quotes are set in italics and with quotation marks.

“Aesthetics“

- The layout is consistent (e.g. typeface, font size, line spacing).
- Pages numbers are correct (table of contents, main text body).
- Page breaks make sense.
- Spelling has been checked.
- The formatting is preserved when converting the document into a PDF (print out and PDF look identical).