Document Checklist

When writing documents, they should have a minimum standard when it comes to formatting, layout, numbering, the way you write, etc. Make sure that your documents fulfill all the items in the list below before you deliver it.

#	Item	OK
1	I have included a separate **Title page** with a Title (that makes sense for the reader of the document) and your Name. Typically, a Date is also appropriate to include.	
2	My **Headings/Chapters** are using **numbering**, e.g., "1 Heading1", "1.1 Heading2", etc. In that way it is so much easier to find a specific chapter and to see the structure of the document	
3	I also use the built-in Styles "Heading1", "Heading2" and "Heading3" included in MS Word. I can of course select "Modify" to adjust them to my needs (unless you are using a Template that should not be changed)	
4	I have made a **System Sketch** typically in the Introduction (or the Problem Description) chapter. A system sketch gives the user an overview of the system and the relationship between different parts of the system using basic squares, rounds, arrows, etc. I can use any tool I prefer for this, but with PowerPoint you can make such a sketch in a minute or two and then directly copy it into my document.	
5	I always start each **Chapter** and **Subchapter** with a short introduction text before I present any Figures, Tables, a list of bullet points, etc.	
6	I have NOT used any **Figures**, **Tables** or directly copied **Equations** from the resources given by the supervisor since I don't learn anything doing this. I have made my own Figure, Sketches, Tables, etc. where I show how I understands it and, in that way, presenting my work (not others).	
7	The Figures I have inside my document is of **high quality** and I can see all the necessary details inside the picture/figure	
8	I have NOT used the words "**I**", "**My**" or "**We**" in the text, meaning I have NOT written like this "In **my** application **I** have implemented a PID controller using C#…", but I have written something like this "In the application a PID controller has been implemented using C#…".	
9	**Figure Caption**: For each **Figure** I have added a Figure number and Figure title below the Figure, e.g., "Figure 2-3: Overview of Control System". I also always do this **immediately** after I have inserted the Figure (NOT later) since it takes just a few seconds for to do this and Word handles the numbering automatically. It also looks better when the Figure is centered.	
10	For each **Figure** I have referred to that Figure in the text, e.g., "In Figure 2-3 we see the control system developed in this project. The control system consists of a PID controller…"	
11	All Figures taken from other sources needs to be referred to, typically like this in the Figure Caption: "Figure 2-3: Overview of Control System [4]", where [x] is the number in my Reference List where I specify detailed information	

	regarding the source. I have also obtained necessary permission from the owner in those cases where this is needed.	
12	**I prefer to make and use my own Figures and Sketches because it is important to tailor made Figures and Sketches, so they are in the context of my work.** If I have based my Figures and Sketches on others, I have of course referred to the original Figure in the text and explaining that it is a modified version.	
13	For each **Table** I have added a Table number and Table title **ABOVE** the Table, e.g., "Table 3-4: PID Parameters for selected Tuning methods". I also always do this **immediately** after I have inserted the Table (not later) since it takes just a few seconds to do this. It also looks better when the Table is centered.	
14	For each **Table** I have referred to that Table in the text, e.g., "In Table 3-4 we see the PID parameters for the different tuning methods used in this project, these tuning methods…."	
15	I am using the **Built-in features inside MS Word** when making Figure/Table Captions (right-click on the Figure and select "Insert Caption…") and when referring to those in the text (in the "References" tab select "Cross-reference"). In that way my numbering will always be correct even if I add more Figures or Tables in between later.	
16	The **Equations** are centered and have an Equation number that is right centered, e.g., $$y = ax + b \hspace{4cm} (2\text{-}1)$$	
17	For each **Equation** I have referred to that Equation in the text, e.g., "From eq. (2-1) we see the linear relationship between the input signal and the output signal"	
18	I have NOT copied any **Equations** from the Assignments and passed them in as a Figure my report	
19	I have NOT used multiplication sign "*" in equations (e.g., y=a*x + b). I don't use that when typing equations with pen and paper, so I don't need to use it in a report either. I have also never seen it in any equations in any textbook I have read.	
20	I have NOT used words/sentences like "**I** am a **student**…", "In this **assignment we** shall…", "In **task** 4 **we** are supposed to do…"	
21	I have included **Units** in all my **plots/charts**, both on the x-axis and on the y-axis, this yields for plots/charts created in LabVIEW, C# but also for plots/charts created in Excel, etc.	
22	I have included **Units** in my **GUI**, e.g. for input fields for Ti or when presenting, e.g., a temperature value T=20°C	
23	I have included **Units** when presenting values and doing calculations inside the report/lab summary, e.g., Kp=3, Ti=20s	
24	**Number of decimals**: I have NOT presented values from e.g., a temperature sensor with 4+ decimals in my GUI or inside the report since this makes no sense because a temperature sensor is not that accurate. I have checked the **datasheet** for the sensor I am using.	
25	My **GUI**s are well structured and intuitive, e.g., the "Stop/Exit" button is placed in the lower right corner, elements in the GUI are logical structured, etc.	

26	I am not using any "strong" **colors** except for e.g., alarm handling or other situations that require "strong" colors	
27	I have used **proper names and labeling** for my VIs (NOT like "Form1", "Peters PID Controller"), variables (NOT "Numeric Control" but e.g., "Temperature"), user interface objects (NOT "Waveform Chart" but e.g., "Temperature Chart"), etc.	
28	The results of my work are **discussed**, e.g., "The Skogestad tuning gives better control performance than the Ziegler-Nichols method when used in the simulator…" and/or something like this: "The results from the simulations given in Table 3-4 shows that the control system works fine when applying a step response. The performance is also good when applying noise to the signal"	
29	I have seen the "**Big picture**", meaning I have not focused on unnecessary details or included very basic stuff, nor am I talking about "Task 1", "Task 2", etc.	
30	**References** have been included since I use information from other sources than the assignment or information provided by the supervisor. In addition to the Reference list itself, I have inside the report where the source is used referred to the reference using a number, e.g., [2], e.g., "From [2] we know that there are a linear relationship between the voltage and the temperature value in degrees Celsius."	
31	**I am NOT adding any "manual" space (by hitting Enter button more than once)** inside my report. Instead I have used "Modify Style" then selected "Format", then "Paragraph" and finally setting "Spacing" ("Before" and "After")	
32	I have read the entire document and I have found no obvious mistakes, **spelling mistakes**, etc.	
33	After I have generated the final **PDF** file, I have opened it and read through the entire text and have not been able to find obvious mistakes, spelling mistakes, etc. I have also checked that there are none "Reference not found…", etc.	