Degree/doctoral theses – quality checklist
(Guidelines for writing theses at MedUni Vienna)

Before submitting the project plan

- ✓ The student selects a topic and registers their undergraduate/master's thesis with the Studies and Examinations Department
- ✓ Check whether approval must be obtained (e.g. from the Ethics Committee or Committee for Animal Experimentation) – the relevant authorisation number must be stated in the thesis or, alternatively, a note included confirming that approval has been obtained
- ✓ Is the approval of the Data Protection Committee/Data Clearing House for Teaching required?

- ✓ Does an agreement need to be concluded between the student and MedUni Vienna (if the thesis will be written as part of a research project)? In case of doubt, please contact the MedUni Vienna Legal Department (rechtsabteilung@meduniwien.ac.at)

Before uploading

- ✓ Make sure the pages are properly numbered
- ✓ Use Roman numerals (i, ii, iii, iv, etc.) for the pages in the appendix
- ✓ Ensure that you have followed formatting requirements
- ✓ Make sure that the structure of the thesis meets the requirements:
    - o Table of contents
    - o List of illustrations
    - o Lst of tables
    - o List of formulas
- ✓ All chapters must be included in the table of contents
- ✓ All illustrations, tables, graphics and formulas must be properly numbered and include a title in accordance with the relevant standards
- ✓ Make reference to adapted illustrations, tables and graphics (modified from, adapted from, etc.)
- ✓ Ensure that permission has been obtained from copyright holders
- ✓ Check the quality of quoted sources
- ✓ Check the bibliography to make sure it contains all of the quoted sources
- ✓ Check the bibliography to ensure that information on all sources is uniform and correct
- ✓ Check URLs and links in the bibliography to ensure that they function properly

Before writing

- ✓ Careful choice of literature/knowledge management system
- ✓ Thorough literature research: academic literature (including academic literature published online) must always be given precedence over other publications (for assistance with database research, e-journals and use of the library, please contact the Teaching Library at schulung- bibliothek@meduniwien.ac.at
- ✓ Make reference to the degree thesis in publications prior to approval, describe the contribution of the degree thesis and include references to it where applicable

During the writing process

Include complete and correct references in line with the chosen citation style, both in the text and in the bibliography

Guides to the various citation styles are available in the University Library

Vancouver style

- o NLM, *Citing Medicine*
- o AMA Manual of Style, 11th Edition
- o APA Publication Manual, 7th Edition
- o The Chicago Manual of Style, 17th Edition
- o IEEE

Harvard style

- o e.g. AGPS
- o The Chicago Manual of Style, 17th Edition

Footnote system

- o The Chicago Manual of Style, 17th Edition
- ✓ Overview
- ✓ Cite Them Right (print; online version, login via "Medical University of Vienna")
- ✓ Cite and write – make a note of relevant references (including exact page numbers where applicable) while writing
- ✓ Indicate other authors' thinking, ideas and content as such
- ✓ Insert references directly at the relevant point in the text (not just at the end of the paragraph)
- ✓ Attribute specific figures clearly to the relevant source
- ✓ Always specifically reference any studies referred to (exception: secondary quotations)
- ✓ Use quotation marks ("…") to indicate direct quotations, with a reference to the exact page number
- ✓ Include page numbers at points in text that are very similar to the original source text
- ✓ References to illustrations, tables, graphics and formulas must include the exact page number (where appropriate, provide the original number of the illustration, table, graphic or formula)
- ✓ Proper numbering of illustrations, tables, graphics and formulas
- ✓ Make reference to changes made to illustrations, tables and graphics (e.g. adapted from, amended from, based on), and obtain a licence for modification of the illustration, etc. from the publisher/rights holder
- ✓ Source reference and the publisher's declaration of consent (evidenced by e.g. the invoice
- ✓ number, licence number, date of approval) must be obtained and included in the thesis, e.g. in the list of illustrations or next to the illustration in question
- ✓ For assistance with obtaining approval, visit https://www.copyright.com
- ✓ Where applicable, mention the research project within which the thesis is being written
- ✓ List publications where the thesis or part of the thesis has previously appeared (e.g. poster presentations, abstracts), reformulate texts taken from such publications, and reference relevant parts of the publications, including exact page numbers
- ✓ Methods section: use your own words as far as possible – do not copy and paste from published works or other degree/doctoral theses)