

MAKE DRAFT	STEP 1	Draft a working title	Put it all together: writing an RA in 40 STEPS!
	STEP 2	Introduce the topic and define terminology	
	STEP 3	Emphasize why the topic is important	
	STEP 4	Relate to current knowledge : what's already been done	
	STEP 5	Indicate the gap : what needs to be done?	
	STEP 6	Pose research questions	
	STEP 7	State your overall purpose and objectives	
	STEP 8	List methodological steps	
	STEP 9	Explain the theory behind the methodology used	
	STEP 10	Describe the experimental set-up	
	STEP 11	Describe the technical details	
	STEP 12	Provide summary results	
	STEP 13	Compare different results	
	STEP 14	Focus on main discoveries	
	STEP 15	Answer the research question (conclusions)	
	STEP 16	Support and defend answers	
	STEP 17	Explain conflicting results, unexpected findings and discrepancies with other research	
	STEP 18	State the limitations of the study	
	STEP 19	State the importance of your findings	
	STEP 20	Establish newness	
	STEP 21	Announce further research	
	STEP 22	ABSTRACT: what was done, what was found and what the main conclusions are	
REVISE	STEP 23	Is the title clear and does it reflect the content and main findings?	
	STEP 24	Are key terms clear and familiar?	
	STEP 25	Are the objectives clear and relevant to the audience?	
	STEP 26	Are all variables, techniques and materials listed, explained and linked to existing knowledge - are the results reproducible?	
	STEP 27	Are all results and comparisons relevant to the stated objectives?	
	STEP 28	Are some statements and findings repeated in the text, tables of figures?	
	STEP 29	Do the main conclusions reflect the questions posed?	
	STEP 30	Will the main findings be acceptable to the scientific community?	
	STEP 31	Is the text coherent, clear and focused on a specific problem/topic?	
	STEP 32	Does the abstract make sense standalone (does it reflect the main story)?	
POLISH	STEP 33	Are tenses used appropriately (including the active and passive voice)?	
	STEP 34	Are all equations mathematically correct and explained in the text?	
	STEP 35	Are all abbreviations explained?	
	STEP 36	Reconsider (avoid) using words such as "very", "better", "may", "appears", "more", "convinced", "perfect", "impression" in the text.	
	STEP 37	Are all abbreviations, measurement units, variables and techniques internationally recognized (IS)?	
	STEP 38	Are all figures/tables relevant and of good quality?	
	STEP 39	Are all figures, tables and equations listed and mentioned in the text?	
	STEP 40	Are all references relevant, up to date and accessible?	