

COSMOSE Research Group: SOP for Document Submission v1.1

November 30, 2015

Before submission, the group member must verify that the submitted document is conformant to the following policies:

1. The document must follow the COSMOSE naming/versioning conventions.
2. The document must have a coversheet attached. If the document is submitted online, it must have the coversheet as the first page. If it is submitted via print, the coversheet

COSMOSE Cover sheet for document submission v 1.1

Title of Document:

Submitter Name:

Date:

- Thesis/Chapter/Proposal/Paper/other :

Please fill in the sheet completely before submission of any document.

This is to certify that I have

- Read and corrected this version of the entire document in one sitting three times at the following times:

- First reading

- * Start date/time :

- * End date/time:

- Second reading

- * Start date/time :

- * End date/time:

- Third reading

- * Start date/time :

- * End date/time:

- confirmed that for each paragraph of the entire document:

- Each key sentence has been highlighted separately

- * Yes/No :

- Justification sentences have been highlighteed

- * Yes/No :

- Implication sentences have been highlighted

- * Yes/No :

- confirmed the following for language correction
 - Spelling/Grammar check of MS Word on the document:
 - * Start date/time:
 - * End date/time:
 - Application of Ginger on the document:
 - * Start date/time:
 - * End date/time:
 - Application of Grammarly on the document:
 - * Start date/time:
 - * End date/time:
 - Application of Hemingway on the document:
 - * Start date/time:
 - * End date/time:
- (in case of presenting the document in print format at a meeting), confirmed that the previous version of the document is also brought to the meeting(the copy with instructor's hand-written comments)

Signature (with date/time)