Check List before Handing in Your Thesis

1. Use the thesis template and writing format aguideline given by PKU graduate school: https://grs.pku.edu.cn/xwgz11/xwsy11/bsxw111/clxz09/index.htm

2. Follow the parts in the Check List before Handing in Your Papers that fits for a Chinese thesis.

3. Reduce the use of English as much as possible, unless the terminology is a well-accepted acronym. You may write Chinese first and explain it right after it in English when the terminology first appears. For example, "主成分分析（Principal Component Analysis, PCA）". Note that reduce English not only in body texts, but also in figures and tables.

4. Each math equation should end with either comma or period (in English style), depending whether the sentence ends there. If the content right following the math equation is to continue the sentence, it must not start a paragraph, i.e., there must not be indention at the beginning of the content.

5. For brackets and norms in math expressions, $\left$ and $\right$ should be used in order to enclose the math expression in between.

6. The reference to equation number should include parentheses, e.g., "(2.1)" rather than "2.1".

7. The inline math symbols and expressions must be in math mode, such as "m, n" rather than "m, n". Also note that the negative sign should also be in math mode and the multiplication sign should be $\times$.

8. Math functions should not be in the italic style, e.g. "sin" rather than "sin".

9. Pay attention to the style of punctuations. Except in equations, the punctuations must be 全角. Moreover, pay special attention to the correct use of 顿号, which is for enumeration and is often mistakenly written as 逗号.

10. Make sure that the figures are of high visual quality. Typically they should be in vector mode rather image mode, unless the figures are pure images. To achieve this, you should output the figure in EPS or PDF (if you generate them by your own), or use Foxit to extract the figures and save them in PDF directly (if you adapt for other papers).

11. When referring to figures and tables, always use figure or table number, rather than "如下图". This is because the position of figures and tables may not be right below the text. Avoid using "\begin{figure}[htbp]" and "\begin{table}[htbp]", use "\begin{figure}[tbhp]" and "\begin{table}[tbhp]" instead so that the figures and tables are at the top or bottom of pages, rather than cutting between paragraphs.

12. Make sure that the style of references is consistent, e.g., names of authors and publications, capitalization, publication information. Especially, the same journal or conference must have the same name.

13. Avoid using arXiv as much as possible. Replace it with formal publication information whenever possible. Try to use "dblp author-name" in a search engine to retrieve the publication list of the author and judge the published one, rather than using the paper title to search.

14. Cite frequently, including in the captions of figures which are adapted from other papers.

15. All the tables and figures should be put at the top of the pages, using the "t" option in the table and figure environment. Moreover, whether there are 句号 at the end of their captions should be consistent throughout the thesis.

16. Remove excessive blank lines and pay attention to the extra vertical spaces so that they are

of normal distance.

17. There should be space before parentheses.

18. There should be a paragraph of introductory words at the beginning of each chapter and a "小结" at the end of each chapter.

19. In Abstract, the contributions of thesis should be listed one by one (each chapter corresponding to a contribution), rather than only introducing the content of the thesis.

20. In the English abstract, use "this thesis" or "this dissertation" instead of "this paper" or "this article".

21. Try to avoid using "我们". Try to use "本文" instead if "我们" means the authors, not the general public.

22. Don't write "欧式空间/距离"! The correct one is "欧氏空间/距离".

23. Very often, "反映" is mistakenly written as "反应".

24. If you want to take some pictures from papers or books, use FoxIt to extract EPS format of pictures and save them as EPS or PDF prior to inserting to the thesis. Do not copy from the screen. The pictures should be cited.

25. If a citation is the subject or the object of a sentence, then it cannot be written as a superscript (This happens when the style of citation is using superscripts). To judge whether this is necessary, you may try to remove the citation and check whether the sentence is still grammatically correct.

26. Remove all stretch-outs, possible typos and grammatical errors. Cross-check with other classmates.