

Document organisation template
Is document divided to chapters?
Is document organised to sections and/or subsections?
Is there a table of content in the document?
Is there a term index in the document?
Is there an acronym glossary in the document?
Is there a bibliography (cited literature references) in the document?
Are all the tables annotated with a unique identification number?
Is there a list of tables (Table content) in the document?
Are all the figures annotated with a unique identification number?
Is there a list of figures (Figure content) in the document?
Does each chapter start with an introduction of chapter content?
Does each chapter end with a summary of the chapter content?
Are there cross-references between different chapters in the document?