

**Checklist »Questions that should be clarified in advance of a scientific paper or a presentation«.**

Which font and size should be used?

Which line spacing should be used?

How large should the margins be?

Which citation style should be used?

What all has to go on the cover page?

Is an exposé necessary?

At what size are illustrations no longer permitted in continuous text and must be moved to the Annex?

Should a handout be created for the presentation?

At what number of illustrations should an index of illustrations be created?