

Gerardo García Naumis at the Institute of Physics of UNAM, did the following checklist intended to speed up the flow of written work , submitting process and to give exams, presentations.

(All airplane pilots use checklists before Landing, Approximation or Take off! Use them!).

By following these simple guidelines, your work will be more efficient (mine also) and correct. This will be the first step to a career success.

Put X for not done , “palomita” for verified, N, not applies

A) DOING A PAPER

TEXT

- 1) All symbols used in equations and figures were defined ____.
(if not sure, do a list of symbols and go through it)
- 2) All acronims are defined BEFORE use ____.
- 3) Fonts are consistent everywhere, i.e., vectors are always in bold or arrows, etc ____.
- 4) I did not use the same symbol for different things ____.
- 5) I check in English: Subject=SINGULAR (who is doing the action??), VERB=add “S” ____.

CONCLUSIONS

- 1) I did not conclude something that is not discussed in the main text ____.
- 2) Conclusions are written in PAST TENSE ____.

ABSTRACT

- 1) The abstract is written in PASSIVE voice (“We”, “I” forbidden) ____.
- 2) Everything is consistent with the work presented ____.

BIBLIOGRAPHY

- 1) When many references are used in one entry, i.e., [1,2,3] etc, are cited from OLD to NEW ____.

FIGURES

- 1) ALL axis are labeled including units (if possible) ____.
- 2) Fonts, labels, tics are of excellent good size, allowed to be seen even if reduction is applied ____.
- 3) If data contain errors, I plotted error bars ____.

- 4) My figure is useful, clear (beautiful if possible!)____.
(Good figures are the key to success!)
- 5) My figure, when printed in Black and White, still can be understood ____.
(Written journals publish in printed balck and white format. Colors are very expensive.)
- 6) Symbols and lines are easy to see ____.
- 7) READ figure requirements for the intended journal, for example, PRB or PRE recommends to use panels using different rows instead of wide (two column size figures) ____.
- 8) My figure files are in the format required by journal ____.
- 9) If a color code is used, I included the color code bar ____.
- 10) ALL figures are referred in the text ____.
- 11) Figures are in the order the are referred in the main text ____.

FIGURE CAPTIONS

- 1) ALL symbols and lines of figures are explained ____.
- 2) If equations used in the text are used to plot something, I specified which number of equation ____.
- 3) All panels of a figure are explained ____.

DATA AND EQUATIONS

- 1) If I made a fit, I included the parameters and errors associated ____.
- 2) Emprical or numerically found equations are always stated as empirical or numerical! ____.

B) SUBMITTING

- 1) The article compiles in the journal system _____
- 2) Bilbliography is fine _____
- 3) Letter to editor goes ONLY for editor _____
- 4) I solved all TEX errors! _____

C) GIVING PRESENTATIONS, EXAMINATIONS, TUTORIALS

I START WITH:

- Give IMPORTANCE of PROJECT _____
- State of the art _____

- Open Questions _____
- How I will solve or try to solve the Open Questions _____

CLOSE WITH:

- What was MY CONTRIBUTION _____
- Perspectives and remaining questions _____

PLOTS AND SLIDES

- I will always explain what is in each axis of the plot before anything else _____
- Plots axis labels are of good size to be seen _____
- I practiced taking the time _____
- Avoid too much technical details but have extra slides to show them _____
if required
- I think the presentation taking into account who will listen _____

Advices for further consideration

- Try to polish way of speaking, for example, avoid fillers (“muletillas”) if possible
- Read literature, magazines other than physics in english
- Read physics directly from the masters
- Take any article in Nature and see figures. Try to be on the same level.
- Try to think on papers as a novel or tale by deciding the structure before writing