

Section 7 – Final checks

Just before you submit your Independent Investigation for marking, it is worth carrying out some final checks to make sure your report is well organised. Some students still make the mistake of focusing too much of their effort on making their work look good rather than geographically sound in content.

A contents page is a useful tool for organising the study in the right order. The reader should be able to follow the framework of your thinking about the study and the whole focus of your study should be centred on your research questions or hypotheses. Each section should begin on a new page and have a clear title. Try not to cram too much on each page – give graphs and tables the space they need and check with your teacher about line spacing. Use the same font and font size throughout the main study text and be consistent in the way one page looks to the next.

Everything in your study which is not text, such as graphics, photographs, presentations of data and tables should be assigned a figure number. This is normally written just below each graphic and they should run in numerical order from the start of the study to the end. Figure numbers make it useful to refer to a graphic when it does not appear on the same page as the text in which it is referred. Use automatic figure numbering, rather than adding details manually.

Double check that every piece of geographical information you have talked about in the text of your study has a citation or reference. Then make sure that after your evaluation section, you have included a bibliography. If you decide to include an appendix, it should be the last part of the study. It should only contain things that you feel may aid the reader but are not essential to the understanding of the study – the test is that the reader could easily mark your study without it.

While checking your study for spelling, punctuation and grammatical errors (do not rely entirely on a word processing package to do this for you), it may be worth checking your use of geographical language. The marker will expect to see geographical terms used frequently and accurately throughout your study.

Always check that your submission conforms to the latest guidelines and requirements of the relevant awarding body.

Further information:

- You can join the Society as a Young Geographer and include this on your personal statement. For more information visit www.rgs.org/joinus
- For more information about studying geography at university visit www.rgs.org/studygeography
- For additional case studies, podcasts and online lectures to support your A Level studies visit www.rgs.org/schools