

Last-Minute Dissertation Checklist

General

- I have included all the sections prescribed by my university. I have cross-checked it with my course guidelines.
- I have formatted the dissertation according to the specified style guidelines. (This includes font, spacing, alignment, headers and footers, etc.)
- I have included in-text citations at the end of every instance of quoting or paraphrasing an external source.
- I have included a list of references after the body of my dissertation.

Title page

I have included all the elements of the title page specified in the prescribed style.

I have included the title and subtitle of the dissertation.

I have included my name and my academic credentials.

I have included details about my institution and dissertation advisor.

I have formatted it according to the prescribed style.

Abstract

- I have clearly defined the research question and the objectives of the research project.
- I have summarized the following aspects of my dissertation:
 - The background and context of my research project
 - The overall aim of the dissertation and the research question(s) that have been investigated
 - The methods used for my study
 - Major findings and trends found during my research
 - The implications of my research
- Once a reader goes through my abstract, they can understand what my project is about.

Acknowledgements

I have acknowledged the role of my dissertation advisor and other members of the dissertation committee.

I have acknowledged the support of other collaborators and co-writers who have helped me craft my dissertation.

I have acknowledged the role played by participants in my study.

I have acknowledged the support of friends and family members whom I want to thank.

I have the consent of the people I want to thank in this section.

Table of Contents

- My TOC covers all chapters, sections, and subsections of my dissertation.
- Each entry in the TOC corresponds to its respective section.
- The TOC reflects the hierarchy of the content in my dissertation.
- I have ensured that the page numbers of my final draft match the entries made in the TOC.
- I have successfully automated the digital version of my dissertation to allow the reviewer to jump to individual sections from the TOC.

List(s) of Definitions, Tables, Figures, Abbreviations

- I have included a list of important abbreviations and acronyms to facilitate easy reading and access to my discipline.
- I have labelled/formatted my tables and figures according to the prescribed format.
- Each entry in my list(s) of figures and tables corresponds to the respective content.
- I have ensured that the page numbers of my final draft match the entries made in each list.
- I have successfully automated the digital version of my dissertation to allow the reviewer to jump to individual sections.

Introduction

- My introduction provides context to and establishes the relevance of my research topic.
- It clearly locates and states my research question/problem in the broader area of research.
- It summarizes the contents of the dissertation, telling the reader what to expect.

Literature review

- I have identified and evaluated seminal research closely related to my research question.
- I have critically evaluated the literature, rather than simply summarizing it.
- The project is located within a larger body of research done in my field.
- My literature review identifies a research/knowledge gap in my field.
- I have reiterated the hypothesis derived from the literature review as an attempt to fill that identified gap.

Methods and methodology

- I have laid down the theoretical/ conceptual framework of my dissertation.
- I have explained my research process with clarity while emphasizing on how I collected my data.
- I have rationalized the decision behind the chosen methods.

Body chapters

- I have detailed my research in such a way that even a layperson can understand my basic argument.
- I have answered the following questions thoroughly:
 - What did my research aim to find out?
 - Why did I undertake this research?
 - How did I go about conducting research?
 - Do the body chapters follow the methods and methodology chosen?
 - What are my core findings?
 - What implications or relevance does it have for my field?
- I have justified the rationale of each step I have taken to arrive at my findings.

Conclusion

- I have been able to derive a conclusion that either supports or rejects my hypothesis.
- I have explained the implications of my findings.
- I have contextualized it within the existing research in my field.
- I have identified avenues in my discipline and others to apply my research findings.
- I have identified ways for future researchers to use my findings.


References and Bibliography

- I have included a detailed reference list formatted in the prescribed citation style.
- I have ensured that all my in-text citations have corresponding entries in the reference list.
- I have included all the elements prescribed for each entry of the list.
- I have arranged all the entries as prescribed by my style.



General (language concerns)

- I have read through my dissertation thoroughly.
- I have proofread it for mechanical consistency, ensuring that grammar and punctuation are in order.
- I have ensured that all acronyms, abbreviations, and technical terms are appropriately formatted.
- I have ensured that equations and numerical data are formatted correctly.
- The tone of my writing is appropriate for a piece of academic literature.
- The language is literal and clear, not figurative and creative.



General (logistics)

- I have run the dissertation by my advisor for a final check.
- My advisor has signed my dissertation.
- My dissertation is bound and ready for submission.
- I know where (and to whom) I need to submit the dissertation.