

THESIS CHECKLIST AND TIPS

Getting to the end of a research project is both relieving and rewarding. However, you want to make sure you have not missed any little details.

Before you submit your thesis, dissertation or exegesis, it is important to make sure you have covered everything. Use this checklist as a guide and develop your own list of things to look for when editing:

Editing Format

- Is there a clear hierarchy between subheadings and sub-subheadings?
- Are all your indents and dot points aligned?
- Have you checked the format and layout is appropriate for your discipline?
- Have you indented any large quotes?
- Have you checked the submission guidelines and planed accordingly?
- Have you consistently used the correct font and size?
- Have you used page numbers?
- Is your work consistently left justified?
- Do you have a title page, copyright page and any other documents needed?
- Do you have any acknowledgements you want to include?
- Have you included a list of tables, figures and illustrations?
- Have you checked your contents page lists accurate page numbers?
- Are your footnotes numbered correctly?
- Are all the figures numbered correctly?

Editing Content

- Are your footnotes succinct? Do you have too many?
- Have you referred to the figures in the text?
- Have you captioned all of your figures, tables and images?
- Have you referred to the appendix in your text?
- Have you done a spellcheck (Australian English)?
- Have you checked your grammar?
- Have you checked your reference list and in-text references?
- Have you checked that your use of italics and singular quotation marks for emphasis are consistent throughout?
- Any repetitive wording?
- Have you maintained an academic tone of voice?
- Have you defined all key terms?
- Is your abstract clear and concise?
- Is your literature review critical and analytical?
- Are your methods and methodology clearly explained?
- Is each chapter's introduction and conclusion varied enough?
- Have you explained any abbreviations?
- Are your appendices clearly labelled?
- Is the significance of your research clear throughout?
- Does your writing flow and use proper sentence and paragraph structures? (Any that are too long?)

TIPS

- ◆ Use a thesaurus to vary your language and avoid repetitive wording.
- ◆ Caption your images and figures with clear and direct statements.
- ◆ Use unambiguous subheadings to help guide the reader easily.
- ◆ Check your thesis matches the style of others in your discipline and meets the university requirements.
- ◆ You can use a variety of software for laying out your thesis. Microsoft Word is easily accessible but can be temperamental. Adobe InDesign is a good program for layouts, but can be difficult to learn.
- ◆ If you are using Word to lay out your thesis, it is best to write each chapter in a separate document and then combine them at the end. This allows you to easily back up your work and not have large files crashing on your computer.

TIPS

- ◆ Always back up your work as you go. Have multiple portable hard drives in various locations and you can also email backups to yourself and/or use Dropbox.
- ◆ Use Turnitin to make sure you have not accidentally missed any references.
- ◆ Have a final meeting with your supervisor to ensure it is ready for submission.
- ◆ Proof read your work after you have had a few days away from it. That way you will notice any small typos or errors.
- ◆ Convert your thesis to a PDF so the format does not change when sharing the file or submitting it.
- ◆ If a printed version is required, leave time for printing issues (e.g. unclear images or delays in orders). It may be worth test printing any images or tables before printing the entire thesis to save money.

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