

Use this final review guide before submitting your dissertation to ensure it meets academic standards.

## 1. Formatting and Structure

- ☐ **Title Page** follows your university's official template (includes full title, your name, degree, department, institution, and date).
- ☐ **Abstract** summarizes your research in 250–350 words, including background, method, key findings, and conclusions.
- ☐ **Table of Contents** is auto-generated, includes page numbers for all sections, and matches the chapter titles accurately.
- ☐ **List of Figures and Tables** is included and correctly labeled with page numbers.
- ☐ **Page Numbers** are consistent and placed according to formatting rules (usually bottom center or bottom right).
- ☐ **Chapter Headings and Subheadings** follow a logical hierarchy and formatting style.
- ☐ **Appendices** are clearly labeled and referred to within the main text.

## 2. Content and Flow

- ☐ **Introduction** clearly outlines your research problem, objectives, and significance.
- ☐ **Research Questions or Hypotheses** are specific, well-defined, and linked to the literature.
- ☐ **Literature Review** is comprehensive, well-organized, and critically engages with current research.
- ☐ **Methodology** section thoroughly explains your research design, sampling, instruments, procedures, and analysis techniques.
- ☐ **Results** are presented clearly with supporting visuals (tables, graphs) and free from interpretation.
- ☐ **Discussion** interprets findings in the context of research questions and compares them to existing literature.
- ☐ **Conclusion** summarizes the key findings, acknowledges limitations, and suggests future research directions.
- ☐ **Transitions** between chapters and sections ensure smooth flow and cohesion.

## ☐ 3. Referencing and Citations

- ☐ **Every citation** in the text has a corresponding entry in the reference list.
- ☐ **Reference List** is formatted according to the required citation style (APA 7, MLA, Chicago, Harvard, etc.).

- ☐ **In-text Citations** are properly formatted and consistently applied throughout.
- ☐ **Figures and Tables from Other Sources** are credited correctly.
- ☐ **Reference Management Software** (e.g., Zotero, EndNote, Mendeley) has been used to reduce errors.

#### 4. Language, Style, and Clarity

- ☐ **Grammar, Spelling, and Punctuation** checked with tools (Grammarly, MS Word Editor) and manual proofreading.
- ☐ **Sentences** are clear, concise, and avoid unnecessary jargon.
- ☐ **Academic Tone** is consistent and formal throughout.
- ☐ **Active/Passive Voice** is used appropriately depending on context.
- ☐ **First-Person Usage** aligns with discipline-specific conventions.
- ☐ **Technical Terms** are defined when first used.

#### 5. Ethical and Institutional Compliance

- ☐ **Ethical Approval** has been obtained from your institution (if human or animal subjects were involved).
- ☐ **Informed Consent** is documented for all participants.
- ☐ **Confidentiality** is maintained, and personal identifiers are removed or anonymized.
- ☐ **Plagiarism Check** has been run using university-approved software (e.g., Turnitin), and results are within acceptable limits.
- ☐ **Data Handling** complies with institutional data protection policies and guidelines.

#### 6. Submission Requirements

- ☐ **Supervisor or Advisor** has reviewed and approved the final version.
- ☐ **Formatting Guidelines** from your graduate school have been followed exactly (margins, font size, spacing, etc.).
- ☐ **Required Forms** (submission forms, declarations, copyright release, etc.) are completed and attached.
- ☐ **Final Submission Format** (PDF, bound copy, or digital upload) meets university requirements.
- ☐ **Backup Copies** are stored in multiple locations (cloud, external hard drive, email).
- ☐ **Submission Deadline** is known, and submission is scheduled in advance.
- ☐ **Confirmation of Submission** has been received and saved.