

FINAL STEP: Thesis Checklist (Before submission)

Developed by Prof. Dr. Francisco Tigre Moura

Soooo... it seems like you've finished your thesis and you are close to printing, submitting it to your supervisor and heading to the pub to have a relaxing beer, right?

CONGRATULATIONS for coming this far!
It has been a long way, right? You are almost there!

BUT WAIT A MINUTE!

It's not time to print or submit! ...This is what you **MUST** do:

1. **Don't go to the pub.** Instead, get yourself a beer (or coffee, or water. But avoid tea. It tastes like strange hot water. Only the British like it).
2. **Find a comfortable place in your flat to work or the next hour.**
3. **Open the beer.** (Don't tell me you made tea...).
4. **And NOW CHECK POINT BY POINT ON THE THESIS CHECKLIST!**

But please note: **This is not a definite list!** These are just a few reminders of points I would suggest you to go through before submitting to avoid silly mistakes and annoy your reviewers. But feel free to discuss with your supervisor!

Having silly mistakes on your thesis indicates that you had very little care with the **MOST IMPORTANT** assignment of your **ENTIRE** university years. So be attentive, alright?

Thesis Checklist – Some reminders BEFORE SUBMISSION!

Thesis Section	Review Points	Extra Comment	Done?
Acknowledgement	Did you mention you were thankful and discussed how brilliant your supervisor is? Do not forget to thank everyone that helped you, anyone that sponsored your work, companies involved and the participants in your study.	You don't actually have to thank your supervisor, unless you are my student 😊	
Table of Content	Have you included all chapters and sub-sections, along with their page numbers?	Double-check everything carefully!	
Abstract	Is it describing the most essential content of ALL sections of your thesis? <ul style="list-style-type: none"> <i>Brief background, research aim, methodology (At least method, data collection process, sample size) results, conclusion and future research.</i> 	This is the first thing the reviewer will read. If it is different from the actual thesis or if not clear, you are in trouble!	
Introduction	Have you used reliable industry data to contextualize your study?	Don't forget to check the credibility of sources!	
Introduction	Have you made clear to the reader the importance of your study and how it will contribute to the industry or your field of study?	You have to know how to "sell your fish", my friend!	
Introduction	Did you present your personal motivation?	Easy section here, no excuse to miss it.	
Introduction	Is your research AIM describing THEORY and CONTEXT of your research?	This is VERY important. If in doubt, check the research resources at MusicStats.org	
Introduction	Does the sum of your objectives allows you to FULLY address you research aim?	This is VERY important. If in doubt, check the research resources at MusicStats.org	
Introduction	Did you write the structure of the thesis?	Stop being lazy, it is a small section.	
Literature Review	When initiating each section, did you start by DEFINING the concept?	Do not forget to reference it properly!	
Literature Review	Did you create sub-points to avoid long sections of a same topic?	If sections are long, the reviewer will get lost, bored, tired and sleepy.	
Literature Review	Did you use ONLY credible sources (e.g. Scientific articles and books)?	It helps to show how much you know about the topic! (TMZ is not credible)	
Literature Review	Did you link the discussion of the concepts with your context?	Otherwise, the reader will not know what the link is! (E.g. why discuss quality when you research about music festivals? What is the connection?)	

Literature Review	Are the topics you discuss relevant for you study and are they ordered from the broadest to the most specific?	If you are unsure, check our article about developing the theoretical foundation at MusicStats.org	
Literature Review	Did you highlight the research gap at the end of your chapter?	Come on, my friend! You can do it!	
Methodology	<p>Make sure you have covered and created sub-points for the following topics:</p> <ul style="list-style-type: none"> - Research design - Method - Sample and sampling criteria - Data collection process - Elements of measurement - Reliability and validity 	<p>This chapter is EXTREMELY important. Remember:</p> <ul style="list-style-type: none"> - If someone reads this chapter, will they be able to know EXACTLY how the study was done and to replicate it exactly as you did? <p>If the answer is NO, go back and improve it.</p>	
Results	Have you reminded the reader what you are trying to achieve with your analysis?	Remind what your research objectives are, before conducting the analysis.	
Results	Have you explained which statistical test you have applied and why it is the right one to address your research objective?	It may be clear for you, but not for the reader!	
Results	Are you presenting the results of each research objective SEPARATELY?	Create sub-sections for each result!	
Results	Have you created tables to summarize your findings?	This is always helpful, and allows an overview of what you have found!	
Conclusion	Have you CLEARLY reminded the reader and answered your research aim/question?	This is CRUCIAL. Every reviewer will check what you said you would do and what you actually did. So make sure you clearly state how your RQ or RA was addressed!	
Conclusion	Have you related your findings to the discussion you provided in the literature review?	Make sure to contrast your findings in light of the findings you discussed in your literature review!	
Conclusion	Have you made clear what your main findings are?	Make clear the contribution of your work! Time to “sell your fish”!	
Managerial Recommendations	Have you developed recommendations that ONLY based on your findings?	There is no validity in suggestion something that is not based on your results.	
Managerial Recommendations	Do your recommendations add VALUE for the company or consumers?	If it does not provide value, it is not worth implementing!	

Overall Formatting	Numbering - Are all chapters, sections and subsections numbered? (e.g. Chapter 2, 2.1, 2.1.1, 2.1.2)		
Overall Formatting	References - Did you provide the page number every time you had a quote?	Check one by one. "Just do it"! (No, this is no Nike ad)	
Overall Formatting	References - You did not use a commercial/news source as reference, did you? (E.g. BBC, Mashable...).	If so, remove it. NOW .	
Overall Formatting	References – Have you double-checked the formatting of the references?	Again, very important.	
Overall Formatting	Figures and Graphs - You didn't copy and paste any figure or graph, did you?	If you have ANY copied table or figure, make sure to delete them, create your OWN and reference the original author.	
Overall Formatting	Figures and Graphs - Can Tables and Figures be smaller?	Use simple spacing. Make them clear, but as short as possible.	
Overall Formatting	Statistical tables – Your codes do not have codes, do they? When reporting have the actual LABELS	Often students will keep the coding of SPSS tables into the tables reporting results. No one will understand! The coding are just for you! So have the actual labels!	
Overall Formatting	Statistical tables – Please do not tell me you copied and pasted SPSS tables...	No, no, no! Create your own table and report ONLY the results that are relevant to you!	
Overall Formatting	Statistical tables - You are only reporting results you can and will explain, right?	Any results presented on the tables can be evaluated by the reviewers. So only report what is relevant!	
Overall Formatting	Appendix – You didn't copy and paste SPSS tables, did you?	No need for further comment here... Just don't do it. Create your OWN tables with the outputs from SPSS!	

