



FINAL STEP: Thesis Checklist (Before submission!)

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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!** They are just some reminders, with some points I suggest you to go through before submitting to avoid silly mistakes and annoy your reviewers.

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, will you?



Thesis Checklist – Some reminders BEFORE SUBMISSION!

Thesis Section	Review Points	Extra Comment	Done? (Yes/No)
Acknowledgement	Did you say you were thankful and discussed how brilliant your supervisor is?	You don't actually have to, unless you are my student. Well, actually not even.	
Abstract	Is it describing the most essential content of ALL sections of your thesis? Brief background, research aim, methodology (At least method, data collection process, sample size) results, conclusion and future research.	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 provided a "considerable amount" of industry data to contextualize your study?	Don't forget to check the credibility of sources!	
	Did you present your personal motivation?	Another easy section, no excuse.	
	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	
	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	
	Did you write the structure of the thesis?	Stop being lazy, it's a small section.	
Theoretical background	When initiating a section, did you start by DEFINING the concept?	Don't forget to reference it!	
	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.	
	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)	
	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's the connection?)	
Methodology	Did you explain AT LEAST your research design, method, data collection process, sampling criteria, elements of measurement?	This chapter is so important. Mistakes here can be crucial... SO pay EXTRA attention here!	
Academic Writing	Did you write in the first person singular or plural?	Although MANY academics will disagree with me, I suggest you avoid it. Unless it is your "Personal Motivation" section, in your Introduction chapter.	
	Did you use "timely" expressions? (E.g. Nowadays, recently...)	If you did, adjust it.	
	Did you avoid colloquial expressions? (e.g. "Kinda like")	If you did, adjust it.	

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!	
	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!	
Overall Formatting	Numbering - Are all chapters, sections and subsections numbered? (e.g. Chapter 2, 2.1, 2.1.1, 2.1.2)		
	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)	
	References - You didn't use a commercial/news source as reference, did you? (E.g. BBC, Mashable...).	If so, remove it. NOW .	
	References - Have you double checked the formatting of the references?	Again, very important.	
	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.	
	Figures and Graphs - Can Tables and Figures be smaller?	Use simple spacing. Make them clear, but as short as possible.	
	Statistical tables - Your codes don't 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!	
	Statistical tables - Please don't 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!	
	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!	
	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!	

