

## Thesis Preparation Checklist

**prior to submitting thesis to supervisory committee for Acceptance of Thesis review**  
(then provide the completed checklist to supervisory committee members)

- Body of thesis work is of sufficient substance and quality.
  - Literature review, research design, methods used, results, discussion, future directions for research are well-prepared. (See LMP's [Guidelines for Thesis Preparation](#))
  - Information is appropriately cited throughout the thesis; reference numbers are correct.
    - Remember to cite where the work was *originally published*, instead of a paper that cites the work of interest.
    - When there are multiple references for a sentence, *cite reference immediately after the relevant text*, not all at the end of the sentence.
  - Thesis writing is reasonably concise and clear.
    - Ensure writing conventions are followed.
      - proper sentence structure, syntax, grammar, spelling, abbreviations, etc.
      - review writing to ensure meaning is accurate and clear
    - Remember the student is the *sole author* of his/her thesis.
      - Generally, avoid the use of “we” in thesis writing
  - Legends for figures, tables and images are complete so that the reader is able to review and interpret data without having to refer to the results or methods sections.
    - The title reflects the data presented.
    - *Briefly* describe the *essential details* of the experiment, the sample size, number of replicates, p values (if applicable)
    - Define colours, symbols, lines, error bars, scale bars, abbreviations, etc.
    - Graph axes should be clearly labelled with the variable name and its units
  - Published articles are not simply inserted into a thesis document.
    - A thesis affords the opportunity to elaborate on the methodology and additional data that would not be included in a publication; provides evidence of additional work performed by the student that is not captured in the published article.
- Ethics approval, if required, is clearly stated in the thesis.
  - Details of ethics approval is provided in the *Preface* (as per [FGSR Thesis Formatting Guidelines](#))
  - Statement of ethics approval and the name of the research ethics board are also provided in the relevant methods section(s) of the thesis (as per University's [Research & Scholarship Integrity Policy](#) and [Code of Student Behaviour](#))
- Abstract is a concise summary of the major findings of the thesis work.
  - A brief introduction to the thesis topic is provided to explain what is known and the problems to be addressed in the thesis to fill the gap(s) in knowledge.
  - The approach/methods for investigation are briefly stated.
  - Only the major findings are included, making clear which findings are novel.
  - The conclusions summarize the contributions of the thesis work to the field of study.
  - The significance and impact of the work is clearly stated.

- Contributions by student and others towards work in thesis are clearly stated.
- Thesis work that has been published or accepted for publication in journal articles authored/co-authored by the student is clearly stated in the *Preface* (as per [FGSR Thesis Formatting Guidelines](#))
  - Full publication details are provided with location of work in the thesis.
  - Relative contributions of each collaborator and co-author are stated.
  - The proportion of the work and writing done by the student is described.
  - If necessary, permission from copyright owner(s) [publisher, co-authors] to include any/all of the published work in the thesis has been obtained (student maintains documentation to accompany final thesis submission).
  - Sources of funding does not belong in the *Preface*, place in *Acknowledgements*.
- Contributions of others to thesis work are acknowledged in the relevant methods section(s) of the thesis, even if already stated in the Preface (as per University's [Research & Scholarship Integrity Policy](#) and [Code of Student Behaviour](#))
  - A footnote appears on the first page of a chapter that contains work that has been published or accepted for publication, and states publication details.
  - In-text statements (or footnotes) in the relevant methods sections clearly state the work performed by the student and acknowledge the work performed by others.
- Copyright permission has been obtained to include copies of published figures, tables or images included in the thesis (see University's [Copyright Office](#))
  - Contact the copyright holder (usually the publisher) at the journal website
    - Request permission: some websites have a form to submit, while others have a permission statement to allow reproduction of the material in a thesis as long as it is appropriately cited.
    - Keep proof of permissions obtained, as well as statements indicating permission is not required.
- Thesis work has been organized and formatted appropriately (as per department and [FGSR Thesis Formatting Guidelines](#))
  - Organization: page numbers, title page, abstract, (preface), (dedication), acknowledgements, table of contents, list of tables, list of figures, list of abbreviations, (glossary), body of document in traditional or paper-based format, references, (appendices)
  - List of references:
    - traditional format thesis: single list of references at end of thesis, in the order of appearance in thesis
    - paper-based format thesis: separate list of references at end of each chapter (restart numbering for each chapter, in the order of appearance in chapter) AND a bibliography at the end of the thesis listing all references used (copy references from each chapter to the end of the thesis, remove numbers, sort in alphabetical order & remove duplicate references).
  - Consistent formats for font, page size, line spacing, footnotes, reference citations.