



Pre-Submission Checklist for Your Thesis or Dissertation

Work through each section before you send your manuscript to your committee, supervisor, or examiners.

1. Argument and structure

- ☐ The research problem, questions, methodology, findings, and conclusions are aligned.
- ☐ The literature review establishes the scholarly context and the research gap.
- ☐ The methodology is justified and clearly documented.
- ☐ The findings answer the research questions and stay within the limits of the evidence.
- ☐ All previous committee or supervisor revision requests have been addressed.

2. Citations and references

- ☐ You have identified the correct style manual and edition.
- ☐ The citation system is applied consistently throughout.
- ☐ Every source includes all the details its type requires.
- ☐ Punctuation, capitalization, italics, and shortened notes are checked.
- ☐ DOIs and URLs are verified where they apply.
- ☐ In-text citations match the reference list or bibliography in both directions.
- ☐ Citation-generator output has been reviewed and not accepted unchecked.

3. Formatting and the final file

- ☐ Heading levels follow the required hierarchy and are formatted the same way throughout.
- ☐ Footnotes are formatted correctly and consistently.
- ☐ The title page and approval page match your university's template.
- ☐ Paragraph indentation is consistent.
- ☐ Page numbering is correct, including preliminary pages.
- ☐ No heading is stranded at the bottom of a page.
- ☐ Spacing is consistent, including the reference list.
- ☐ The abstract accurately represents the completed study.
- ☐ The manuscript has been proofread for clarity, consistency, and errors.
- ☐ The submission file and all required supporting documents are complete.

This checklist helps you find problems before submission. It does not guarantee approval. Your committee's decision depends on the quality of the research and the requirements of your institution.