



# Dissertation Checklist

## Introduction

- |   |  |
|---|--|
| Have I introduced the research question clearly?                                |  |
| Have I stated my rationale? (What the research is and why it is important?)     |  |
| Have I clearly indicated what is going to be covered in the dissertation?       |  |
| Have I clearly stated which methods I am going to use?                          |  |
| Have I ensured that all of my paraphrases, quotes and summaries are referenced? |  |

## Literature Review

- |   |  |
|---|--|
| Have I divided my themes up into subheadings?   |  |
| Have I referred to relevant literature in each theme?   |  |
| Have I critically analysed the literature in each theme?  |  |
| Have I made appropriate links between the literature and the research question?                       |  |
| Have you been critical of the literature including conflict and inconclusive results?                 |  |
| Has your summary of the current literature contributed to the reader's understanding of the problems? |  |
| Does the design of your research reflect the methodological implications of the literature review?    |  |
| Have I signposted my argument throughout?   |  |
| Have I ensured that all of my paraphrases, quotes and summaries are referenced?                       |  |
| Have I ensured that my structure is accurate and logical?   |  |

## Methodology

- |   |  |
|---|--|
| Have I stated whether my research is qualitative or quantitative?   |  |
| Have I justified any philosophical underpinnings for the use of research methods?                         |  |
| Have I stated where mixed methods were used, in what way and for what purpose?                            |  |
| Have I detailed the ethical issues of my research and how these were resolved?                            |  |
| Have I included a copy of the ethical clearance form in my appendices?                                    |  |
| Have I discussed my sample including size and sampling method?  |  |
| Have I clearly stated the research design, data collection tools and justified their use?                 |  |
| Have I clearly stated how my research was carried out and any pilot studies, problems or amendments made? |  |
| Have I discussed the reliability and validity of my research?   |  |
| Have I ensured that all of my paraphrases, quotes and summaries are referenced?                           |  |
| Is my methodology written in past or present tense?   |  |
| Have I included copies of appropriate documents in my appendices?   |  |

## Results & Discussion

Have I explained how I have analysed the data and indicated where the raw data can be found?

Have I interpreted and clearly explained the results in a way that can be understood by non-specialists?

Have I visually represented the results, so they can be considered at a glance?

Have I made links between my results and the literature from the literature review and/or new literature?

Have I compared my study to others in the literature?

Have I used my discussion to answer my research question?

Have I used my results and literature to justify my approach?

Have I critically evaluated my study?

Have I reasoned my argument so that the implications are clear?

Have I linked my findings to real life practice or situations?

Have I ensured that all of my paraphrases, quotes and summaries are referenced?

## Conclusion

Have I summarised the findings of my research?

Have I stipulated my conclusions in relation to my research question?

Have I stated what my research could be used for and why it's important?

Have I made appropriate recommendations for future policy, practice or research?

Have I made any predictions for the future of this subject area?

## Reference List

Have I included every cited work in my reference list?

Have I included a page number for every direct quote?

Have I cited every work in the reference list in the correct APA format?

Have I arranged my reference list alphabetically?

Have I formatted my reference list to include a hanging indent?

## Sources Consulted

University of Melbourne. (2019). Literature reviews. Retrieved from [https://unimelb.libguides.com/lit\\_reviews](https://unimelb.libguides.com/lit_reviews)