

Thesis Submission Checklist

Document Preparation

- ☐ Title page completed and formatted correctly
- ☐ Abstract included
- ☐ Table of contents generated and updated
- ☐ Required sections included (introduction, methodology, results, discussion, conclusion, references)
- ☐ All figures and tables labeled and referenced within the text
- ☐ All citations conform to required citation style
- ☐ Spellcheck and grammar review completed

Submission Preparation

- ☐ Thesis converted to required file format(s)
- ☐ File name follows required naming convention
- ☐ Plagiarism check completed (if applicable)
- ☐ Relevant forms and declarations signed
- ☐ Supervisor/faculty approval obtained
- ☐ Submission uploaded to online system/institution portal

After Submission

- ☐ Confirmation of submission received
- ☐ Backup copy retained

Notes: