



Essentials for Dissertation Writing: A quick checklist



ProQuest RefWorks

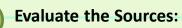
Use <u>RefWorks</u> to avoid common citation mistakes. RefWorks is a cloud-based citation tool that could help to generate reference list and manage in-text citations. Users may select any citation styles to use in their assignments, e.g. APA, Chicago, MLA etc.

Stage 1:

2

3

Information collection and review



The sources I found are valid (library databases and other reliable sources were used).
The sources I found are up-to-date (if currency matters to my topic)
The sources I found are relevant to my research topic.

Read Critically:

- \Box I could identify the main ideas.
- □ I could identify the underlying theories and models.
- $\hfill\square$ I could identify the connections between text and context.
- \Box I have paid attention to the solution of a work by other scholars.
- \Box I have already taken notes for further research.

Formulate a Research Question:

The Question is well elaborated in terms of consistency and simplicity.
The Question is open-ended. (cannot be answered with a "yes" or "no" response)
The Question that can be answered with the knowledge I have right now.

Stage 2:

Content and structure development



Structure:

□ The primary argument was introduced, it was debatable.

The Argument and Counter Arguments were well presented in the Body of the paper.
The significance of my argument was highlighted in the concluding statement.

2

Support by reference:

□ My argument is supported by evidence, facts, definitions with citations.

□ My Paper is enhanced by relevant tables, figures, graphs or charts, and/or other important information.

Logical flow:

□ I addressed one point at a time in a reader-

friendly, logical sequence.

□ I used transitions naturally to connect paragraphs together.

□ My ideas are unified to create a more in-depth understanding / message.

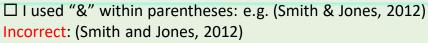
Stage 3: Presentation and formatting

Formatting:

My paper meets general formatting requirements of assignment outline, (e.g. font style and size, spacing).
My paper is easy to read – it has a clear structure with a consistent format of description and presentation for all headings, paragraphs, lists, tables etc.

□ My paper follows the appropriate citation style.

APA style in-text citation:



 \Box I used Double Spacing instead of Single Spacing. \Box I used (n.d.) if the source is not dated.

APA style references list:

 \Box I have only listed what I have used, NOT what I have read.

□ No quotation marks " " was used for Article titles.

□ Journal titles and volume numbers were italicized or underlined.

□ Middle name and first name of authors were given as initials.

 \Box All references were organized in alphabetical order of

authors' last name / surname / family name.

 \Box No numbering / bullet was used.

Reference:

American Psychological Association. (2010). *Publication manual of the American Psychological Association*. (6th ed.). Washington, DC: American Psychological Association.

Chodorow, S. (2011). Writing a Successful Research Paper A Simple Approach., Ebscohost ebook collection. Turabian, K. L. (2019). Student's guide to writing college papers. University of Chicago Press