



Essentials for Dissertation Writing: A quick checklist

Quick Tips



ProQuest
RefWorks

Use [RefWorks](#) 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: Information collection and review

1 Evaluate the Sources:

- ☐ 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.

2 Read Critically:

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

3 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

1 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.

3 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

1 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.

2 APA style in-text citation:

- ☐ I used "&" within parentheses: e.g. (Smith & Jones, 2012)
-  **Incorrect:** (Smith and Jones, 2012)
- ☐ I used Double Spacing instead of Single Spacing.
- ☐ I used (n.d.) if the source is not dated.

3 APA style references list:

- ☐ 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.
- ☐ All references were organized in alphabetical order of authors' last name / surname / family name.
- ☐ 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