# Document Preparation Checklist

This applies to all documents prepared as part of the program. You should practice following the requirements from the start, so each chapter should be prepared as if it is part of your final thesis or any papers prepared for publication.

Please check the items on the list, sign off that you have understood them and followed the requirements and submit the signed-off list along with key documents – particularly your proposal defense and final thesis defense. You are strongly advised to check this list before sending a paper to a journal or conference also: this may avoid your paper being delayed and sent back for errors that can be simply fixed before submission!

# APA style

Most documents, especially those for your defense, must follow APA style guidelines. *A book summarizing key aspects will be available for use in the working area (when it arrives from the US 😊).*

Several templates are available which set styles and show examples.

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| --- | --- | --- | --- |
| **#** | **Item** | **Comments** | **Sign off** |
| 1 | **Word styles** | Ensure that you have set these Word styles in your document |  |
| 1.1 |  | Heading 1, Heading 2, Heading 3, … |  |
| 1.2 |  | Normal |  |
| 1.3 |  | Reference |  |
| 1.4 |  | Optionally Styles for table and figure entries and captions Some journal templates will require these and your thesis must follow APA guidelines. |  |
| 2 | **Outline** | Plan your document with headings for each section. Label each section, using one of the styles (Heading 1, Heading 2, etc.). Drafts can be submitted with blank sections to be filled in later. |  |
| 3 | **Acronyms** | All acronyms must be defined before use. Do not assume that any abbreviation, familiar to you, is also understood by your readers. Be safe, even define trivial ones. |  |
| 4 | **Terms** | Build a definition of terms table – 8.1 also. Add to this table as your work evolves. |  |
| 5 | **Spell checker** | Did you install a spell checker *and enable* it? |  |
| 5.1 |  | Confirm that all spelling errors have been corrected. |  |
| 6 | **Grammar** | Use of Grammarly or suitable grammar checker is strongly recommended. |  |
| 6.1 | **English tenses** | Most of your document should use simple English past tense. If in doubt, simple past tense is safe and will mostly be OK. |  |
| 6.2 | **Sentence check** | Every sentence should have an ***identifiable verb.***  Most will have a clear subject and object too. |  |
| 6.3 | **Punctuation** | Capitals – strict English rule  Punctuation marks – spaces, commas, full stops |  |
| 6.4 | **Number check** | Singular nouns matched with singular verbs, plural nouns have plural verbs also |  |
| 6.5 | **Pronouns** | Reference of pronouns clear |  |
| 7 | **Repetitions** | Check that you have not repeated anything. |  |
| 7.1 | **Numbers in text** | Do not repeat all numbers in a table in your text. Only key or important numbers should be highlighted in your text. |  |
| 8 | **Tables** | Add tables – see section 8.1 to 8.3 |  |
| 8.1 | **Definition of Terms** | Definition – complete list of terms  including *all common English words* used with a specific meaning in this document |  |
| 8.2 | **Research Objectives** | Research objectives + questions in one two-column table, linking objectives and questions |  |
| 8.3 | **Demographics** | Demographics table – **full details of your subjects**: you cannot add too many details 😊 |  |
| 9 | **References** | All references must follow APA rules.  Which bibliography tool did you use?   Endnote *or*  Zotero *or*  Bibtex? |  |
| 10 | **Bibliography** | Entry format – APA rules |  |
| 10.1 |  | All references in text also in bibliography |  |
| 11 | **Title** | Conciseness checked – unnecessary phrases ‘research on’, ‘study of’, etc., removed |  |
| 12 | **Original language** | Add questionnaires in the original language and in English in an appendix |  |
| 13 | **Language check** | Grammar and spelling checked by Name:  Position: |  |