Report and Dissertation Checklist

Use this checklist to evaluate your own report / dissertation before submission. Rate each criterion on the following scale: SA = Strongly Agree, A = Agree, N = Neutral, D = Disagree, SD = Strongly Disagree. Circle the one that you find applies to your report / dissertation best. If you cannot agree with a point this likely means that there is a problem with your report / dissertation that needs to be addressed.

|  |  |  |
| --- | --- | --- |
| **Presentation** | **Rating** | **Comments** |
| An appropriate **document style** is used  (e.g. fonts, margins, spacing, titles, captions, citation style). | SA A N D SD |  |
| The report is clearly and logically **structured** using sections with appropriate, meaningful titles. | SA A N D SD |  |
| The **English** used is of professional standard with no spelling or grammar errors. | SA A N D SD |  |
| The report makes use of appropriate **figures** and/ortables for illustration. | SA A N D SD |  |
| All figures and tables are clearly numbered and **referenced**, and all sources in the bibliography are clearly cited in the text. | SA A N D SD |  |
| All text and figures taken from other sources are clearly marked as such and all sources are clearly **cited**. | SA A N D SD |  |

|  |  |  |
| --- | --- | --- |
| **Research Problem** | **Rating** | **Comments** |
| The research problem is clearly and concisely **defined** (e.g. as research questions). | SA A N D SD |  |
| The research is clearly **motivated**, i.e. its importance is explained. | SA A N D SD |  |
| The **scope** of the research done in the project is clearly stated. | SA A N D SD |  |

|  |  |  |
| --- | --- | --- |
| **Related Work** | **Rating** | **Comments** |
| An appropriate **number and range** of related works is cited (rough guideline: ≥10 for a report, ≥20 for a dissertation). | SA A N D SD |  |
| Related work is appropriately **organized** (e.g. using subsections or tables). | SA A N D SD |  |
| Important concepts and contributions of related work are **explained**. | SA A N D SD |  |
| Related work is **discussed** in relation to the research problem and the proposed solution. | SA A N D SD |  |
| Gaps in the knowledge about the research problem are identified to explain the **novelty** of the research in the report. | SA A N D SD |  |

|  |  |  |
| --- | --- | --- |
| **Methodology** | **Rating** | **Comments** |
| The methodology used to address the research problem is clearly **specified** so that an independent researcher could replicate the results. | SA A N D SD |  |
| All important concepts used in the research are clearly **explained**. | SA A N D SD |  |
| Statements and claims are appropriately **supported** with results or other evidence, e.g. by citing related work. | SA A N D SD |  |
| **Assumptions and limitations** of the research are stated and their implications discussed. | SA A N D SD |  |
| The research outcomes are critically **evaluated** (reporting strengths and weaknesses). | SA A N D SD |  |

|  |  |  |
| --- | --- | --- |
| **Conclusions** | **Rating** | **Comments** |
| The report draws convincing **conclusions** that are clearly related to the research problem and supported by the research. | SA A N D SD |  |
| The report points out relevant and interesting **future work.** | SA A N D SD |  |

Acknowledgement:  
This document is adapted from the Dissertation Checklist of the Department of Information Science at the University of Otago and from “Critiquing a Research Report” (p. 287, Leedy & Ormrod, 2001).