# Dissertation Submission Checklist

## Friday March 6th, 1pm

### Actions

* Verify document requirements (below)
* Export Dissertation to PDF
* Generate plagiarism report to PDF
* Send PDF to Reads of Sandyford for 4 soft-bound copies (<http://www.reads.ie/product/thesis-printing-dublin.php>)
* Email Dissertation PDF and plagiarism report PDF to Luca Longato and James Carswell
* Pick-up soft-bound copies from Reads, Sandyford
* Sign all copies and deliver 3 of them to Dr Luca Longo (KE-1-007A) by 1pm

### Document Requirements

* Search for “Error! Reference source not found.” in document – broken references to sections/figures/tables – fix up.
* DONE: Make sure that the dissertation follows the MSc Dissertation Template
* Make sure that you correctly number all pages of the dissertation.
* Make sure that the table of contents and other tables reflect the new and updated page number.
* Make sure all tables and diagrams are correctly labelled (and referenced if need be).
* Where appropriate, get a native English speaker to proof read and identify all English spelling and grammar mistakes.
* Make sure you correct all spelling and grammar mistakes in your dissertation.
* Make sure that your references are complete and full details given using the Harvard referencing.
* Avoid having any blank spaces on pages where you have a diagram on the next page.
* Discuss the final version of your dissertation with your supervisor.
* Complete all changes that your supervisor has recommended.
* Sign the declaration page, to state that your dissertation is your own work.
* Ensure that you comply with the DIT plagiarism policy.