

FREE RESOURCE · 15-POINT SUBMISSION CHECK

Thesis Submission Checklist

A practical final review for bachelor's and master's students. Use it to catch common document, structure and consistency issues before you submit.

Start here

Use your university's current instructions as the final authority. This checklist is a general prompt for review, not a guarantee of acceptance or a replacement for supervisor guidance.

01 — Structure and research alignment

- ☐ **1. Check the current university instructions**
Confirm the latest template, required sections, language/annotation rules, submission format and deadline.
- ☐ **2. Review the title page**
Check the title, author details and other required fields against your institution's template.
- ☐ **3. Align the aim, questions and objectives**
Make sure the research question, objectives, methods and conclusion clearly relate to one another.
- ☐ **4. Check the chapter structure**
Use a consistent heading hierarchy and ensure every required section is present.
- ☐ **5. Update the table of contents**
Refresh the contents page after editing and confirm that headings and page numbers match.
- ☐ **6. Check conclusions and limitations**
Conclusions should answer the research question using the findings; limitations should be stated honestly.
- ☐ **7. Check that claims match the evidence**
Do not make a stronger claim than your sources, methods or actual results support.
- ☐ **8. Review terminology and abbreviations**
Use key terms consistently and explain abbreviations at first use where required.

FINAL REVIEW

Document, sources and submission

Leave enough time to review the exported file—not just the editable document.

02 — Presentation and evidence

- ☐ **9. Apply formatting consistently**
Check fonts, margins, line spacing, paragraph spacing, heading styles and page numbering.
- ☐ **10. Label and reference every table and figure**
Check titles, numbering, source notes where needed, and that each visual is mentioned in the text.
- ☐ **11. Verify in-text citations**
Make sure quotations, paraphrased ideas and borrowed data are cited using the required style.
- ☐ **12. Cross-check the reference list**
Every in-text citation should map to a reference-list entry; remove accidental duplicates and uncited entries when required by your style.
- ☐ **13. Check data and calculations**
Confirm sample sizes, percentages, labels, units and totals are consistent across text, tables and charts.
- ☐ **14. Run a language and typo check**
Review spelling, grammar, sentence clarity, repeated words, headings and captions.
- ☐ **15. Export and inspect the final PDF**
Open the exported PDF. Check page breaks, blank pages, cut-off tables, figure quality, links and the final page.

Before you submit

Save a final copy, keep a backup, and confirm that the file name, format and upload location match your university's instructions.

Need help with formatting, language editing or explaining your analysis? Thesis Support Riga offers clearly scoped support while the student remains responsible for the research and submitted work.