

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.

<u>Presentation</u>	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/or tables 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	
<u>Research Problem</u>	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).