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MANAGEMENT
PhD DISSERTATION
PRE-SUBMISSION CHECKLIST

MANAGEMENT PHD DISSERTATION PRE-SUBMISSION CHECKLIST

Structure, Argument and Formatting for UK Doctoral Scholars

You are close to submitting. Before you hand in, work through this dissertation submission checklist to complete a dissertation final check of your structure, argument, thesis formatting UK rules and PhD submission requirements. Print it or tick the boxes in Word. Tick Yes only when your thesis shows the answer clearly on the page. Every No is a fix to make before your supervisor or examiners find it.

Structure:

◉ Chapters and Front Matter:

- Are all chapters present in the order your department expects? Yes ☐ No ☐
- Is the front matter complete: title page, abstract, contents, and lists of tables and figures? Yes ☐ No ☐
- Do contents headings and page numbers match the final text? Yes ☐ No ☐

◉ Length and Flow:

- Is the word count within your university's limit, usually around 80,000 words [Phillips & Pugh, 2010]? Yes ☐ No ☐
- Does each chapter close with a summary linking to the next? Yes ☐ No ☐
- Are appendices labelled and cited in the text? Yes ☐ No ☐

Argument:

◉ Methods and Evidence:

- Is every methodological choice justified against your aims [Bryman & Bell, 2015]? Yes ☐ No ☐
- Are findings reported before the discussion interprets them? Yes ☐ No ☐
- Is every claim backed by evidence or a citation? Yes ☐ No ☐

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◉ Methods and Evidence:

- Is every methodological choice justified against your aims [Bryman & Bell, 2015]? Yes☐ No ☐
- Are findings reported before the discussion interprets them? Yes☐ No ☐
- Is every claim backed by evidence or a citation? Yes☐ No ☐

Formatting:

◉ Layout:

- Do margins, font and line spacing follow your university's specification? Yes☐ No ☐
- Does the literature review end with a gap that leads to them? Yes☐ No ☐
- Does the conclusion answer every question without new evidence? Yes☐ No ☐

◉ Referencing and Language:

- Is one referencing style, commonly Harvard, used throughout? Yes☐ No ☐
- Does every in-text citation appear in the reference list, and the reverse? Yes☐ No ☐
- Does spelling follow UK conventions, with the full text proofread? Yes☐ No ☐

Submission:

◉ Approvals and Declarations:

- Have you given notice to submit, and have examiners been approved? Yes☐ No ☐
- Are the originality and copyright declarations signed? Yes☐ No ☐
- Are ethics approval records included or referenced? Yes☐ No ☐

◉ Final Version:

- Has a similarity check, such as Turnitin, been run where required? Yes☐ No ☐
- Does the final file match the version your supervisor reviewed? Yes☐ No ☐
- Have you reread the thesis to prepare for the viva [Phillips & Pugh, 2010]? Yes☐ No ☐

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Once every box says Yes, your dissertation is ready to submit. PhD Assistance's Management PhD Full Dissertation Writing Services can review your thesis and close any gaps. Bring your answers to your next supervisor meeting.

End-to-End Management PhD Dissertation Mentoring for UK Doctoral Scholars, support from your first chapter to submission and beyond.

References

Bryman, A., & Bell, E. (2015). Business research methods (4th ed.). Oxford University Press.
Phillips, E. M., & Pugh, D. S. (2010). How to get a PhD: A handbook for students and their supervisors (5th ed.). Open University Press.
Rudestam, K. E., & Newton, R. R. (2015). Surviving your dissertation: A comprehensive guide to content and process (4th ed.). SAGE Publications.

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