

Master's thesis checklists

By following this checklist, you will ensure that your thesis will fulfill the requirements for a master's thesis, and that there are no carelessness mistakes. Please, read the instructions through before starting your thesis and refer to them once in a while when proceeding. Check also that your thesis fulfils the guidelines of Aalto ENG: <https://tinyurl.com/w66y7xa>

I have checked my thesis before applying the permission to publish
Tick the box:

General

- I have taken the advisor's comments and suggestions for improvement into account in an appropriate way.
- I have advisor's permission to submit the thesis.
- I have submitted the thesis through Turnitin and there's no plagiarism.
- I have used the given template in my thesis.

Content and structure

- My thesis is max 100 pages, including appendices (it's a talent to produce concise text).
- I have paid attention to defining my topic and research questions, and have not written "everything about water" (the aim is to publish a compact and article-like thesis).
- My thesis follows the general structure of a scientific article (introduction, material and methods, results, discussion, conclusions), except if I have a specific reason to make an exception.
- In the introduction, I have described the background and aims (research questions) of my work, and outlined the focus of my thesis.
- My illustration of the experimental part is rigorous enough for another researcher to repeat it according to my description.
- I have reflected my results against previous scientific literature.
- In my text, it's clear which are my own results and which are from previous literature.
- My conclusions are based on the achieved results, not on my opinions.
- I have answered the research questions in the conclusions.
- I have not presented or brought up any new issues in the conclusions.
- Extensive data and less important results are in the appendices.
- I have made sure that the paragraphs are in chronological order and the story flows.

Title and abstract

- My title corresponds the content of my thesis.
- I haven't used any abbreviations in the title.
- I haven't used any proper nouns in the title.
- I have described my work and key results in the abstract, e.g. <https://tinyurl.com/mx55lo2>

(https://cbs.umn.edu/sites/cbs.umn.edu/files/public/downloads/Annotated_Nature_abstract.pdf)

- My English and Finnish abstracts have the same content.

Language

- I have given my thesis to another person for mark up, and its linguistic form is impeccable (it's challenging to find mistakes from own text).
- I haven't used spoken language in my text.
- I have used tenses logically and consistently. (e.g. <https://www.nature.com/scitable/topicpage/effective-writing-13815989>)
- I have used the same term for a same issue throughout the text (no synonymes).
- I have defined all the concepts and terms that are open for interpretations when I have used them for the first time.
- My expressions are rigorous: the text does not include words like: "somewhat, a bit, slightly, certain, different etc."
- I have done language check and checked the sentence structure, punctuation etc.
- I have used NetMot dictionary and proofing: <https://mot.kielikone.fi/mot/aalto/>

Layout (fonts, units and lists, margins...)

- All super- and subscripts in the text are correct.
- I have used SI-units in my work.
- I have punctuated decimals correctly: a comma in English, a period in Finnish.
- I have written numerals from one to nine in words.
- My lists having no verbs start with a small letter and do not end with a period.
- My lists having verbs start with a big letter and have a period in the end.
- Fonts, text size, justification, margins, headings, numbering and page numbering. Please see the detailed guidelines from Aalto's Into pages: <https://tinyurl.com/w66y7xa>
- I have checked the page numbering.
- I have ensured that the marginals are optimal for binding the thesis (printing one or both sided?)
- All my abbreviations are found in the list of abbreviations.

Tables and figures

- All my tables have a unified style (font, lines etc.).
- The tables are in numerical order.
- All my figures have a unified style.
- The figures are in numerical order.
- The figures are of good quality and I have positioned them respecting a good layout of the page.
- All my tables and figures bring added value to the text and support the text.
- I have referenced all tables and figures in the text.

References

- I have ensured that every citation in the text is also present in the list of references (and vice versa).
- The references are listed in alphabetical order.
- I have followed ethical guidelines and added references wherever needed.
- I have referred to the original papers and only to those relevant for my work.
- I have followed a unified style in my list of references (preferably the guidelines by Water Research Journal, the instructions below)

In Espoo xx.xx.20xx

Teemu Teekkari

WAT referencing instructions (according to Water Research Journal)

Citations in text: (Varis et al., 2001).

Several references: (Varis et al., 2001; Vahala et al., 2008; Koivusalo & Sorvari, 2015).

In references:

Varis, O., Vakkilainen, P. (2001). China's 8 challenges to water resources management in the first quarter of the 21st century. *Geomorphology* 41(2), 93-104.

- Book reference: Clarke KR, Warwick RM. (2001). *Change in marine communities: an approach to statistical analysis and interpretation*. 2nd ed. pp. 176. PRIMER-E: Plymouth.
- Web references: As a minimum, the full URL should be given and the date when the reference was last accessed.
- Data references should include the following elements: author name(s), dataset title, data repository, version (where available), and year.
 - o NLS (2014). Elevation Model 2m, Helsinki. [Available at <<https://tiedostopalvelu.maanmittauslaitos.fi/tp/kartta?lang5en>>]. Accessed 13.12.2017.