

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: [Thesis | Aalto University](#)

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 (see e.g., [Abstract Writing | Office of Undergraduate Research \(umn.edu\)](#))
- 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 synonyms).
- 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 Student Guide: [Thesis | Aalto University](#)
- 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

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