



FREE ACADEMICFIX RESOURCE

Thesis Submission Readiness Checklist

A 64-point final review for document structure, Word formatting, references and the submission file

GENERAL GUIDE - ALWAYS APPLY YOUR INSTITUTION'S CURRENT OFFICIAL RULES

Prepared by AcademicFix

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No sign-up required. No file or personal data is collected.

Eight review areas

01	Official requirements and scope
02	Document order and required components
03	Page setup, sections and pagination
04	Styles, headings and navigation
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06	Citations and reference list
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08	Final PDF and submission package

How to use this checklist

This general resource helps reveal common technical risks. It does not replace your institution's current guide, graduate-school decision or file-specific professional review, and it cannot guarantee acceptance.

- + Keep the current institutional guide beside this checklist.
- + Mark each line as complete, needs attention or not applicable.
- + Record the evidence or page number for institution-specific items.
- + Repeat the final PDF checks after every last-minute change.

Ten-minute priority check

- + Open the final PDF, not the editable Word file.
- + Check the cover, approval page, first page of each chapter and appendices.
- + Compare the contents and list page numbers with the PDF.
- + Inspect the first and last page of every landscape section.
- + Search for unresolved comments, tracked changes and placeholder text.
- + Test a sample of DOI links, internal links and cross-references.
- + Confirm the submission file name and portal requirements.
- + Keep an untouched backup before uploading.

Readiness scorecard

For each applicable item, assign Complete = 1 and Needs attention = 0. Exclude Not applicable items from the denominator.

Readiness score = Complete items / Applicable items x 100

1. Official requirements and scope

No.	Check	Requirement	Status / note
1	☐	I have downloaded the current official thesis guide and recorded its version or access date.	
2	☐	I have checked whether the graduate school, department or programme publishes additional rules.	
3	☐	The thesis title, author name, programme and degree information are identical across all required documents.	
4	☐	I am using the institution's required template, if one exists, without carrying over obsolete sample content.	
5	☐	All required declarations, approval pages, forms and signatures have been identified.	
6	☐	Digital submission, printing, binding and copy-number requirements have been checked separately.	
7	☐	Submission deadlines, approval roles and the required order of actions are recorded.	
8	☐	Any necessary departure from the official guide has written approval from the responsible unit.	

2. Document order and required components

No.	Check	Requirement	Status / note
9	☐	The outer cover, inner title page and approval page follow the required wording and order.	
10	☐	Ethics, originality, copyright or declaration pages are included only as required and use the approved text.	
11	☐	Acknowledgements, dedication and similar optional sections are placed in the permitted location.	
12	☐	Abstracts and keywords meet the required languages, length and ordering rules.	
13	☐	The contents page and lists of tables, figures, abbreviations or symbols appear in the required order.	
14	☐	All main chapters and subsections appear in the approved structural sequence.	
15	☐	References, appendices and supplementary material are placed and labelled according to the guide.	
16	☐	A curriculum vitae, permissions or other end matter is included only when the institution requires it.	

3. Page setup, sections and pagination

No.	Check	Requirement	Status / note
17	☐	Paper size, page orientation and document-wide measurement units are correct.	
18	☐	Top, bottom, left and right margins match the official guide, including binding allowances.	
19	☐	Section breaks - not repeated blank paragraphs - control changes in numbering, orientation or headers.	
20	☐	Front matter and main text use the required Roman or Arabic numbering sequence and restart points.	
21	☐	Pages that should be counted but not display a number are configured correctly.	
22	☐	Headers and footers are consistent and do not cross section boundaries unexpectedly.	
23	☐	Landscape tables or figures return cleanly to the main portrait layout without blank or duplicated pages.	
24	☐	Unexpected blank pages, isolated paragraph marks and manual spacing have been removed.	

4. Styles, headings and navigation

No.	Check	Requirement	Status / note
25	☐	Body text, headings, quotations, lists and captions use named Word styles rather than repeated manual formatting.	
26	☐	The heading hierarchy is logical, and no level is skipped without a documented institutional reason.	
27	☐	Chapter and subsection numbering is automatic or consistently controlled.	
28	☐	Headings are not stranded at the bottom of a page without the related text.	
29	☐	The table of contents is generated from the actual heading structure, not typed manually.	
30	☐	Contents-page titles, hierarchy and page numbers match the final document.	
31	☐	Cross-references point to the intended table, figure, equation, chapter or appendix.	
32	☐	All automatic fields, lists and cross-references have been updated immediately before export.	

5. Tables, figures and equations

No.	Check	Requirement	Status / note
33	☐	Tables, figures and equations follow a complete and consecutive numbering system.	
34	☐	Titles and captions appear above or below each element according to the institution's rule.	
35	☐	Notes, abbreviations, statistical markers and source attributions are complete and consistently placed.	
36	☐	Every table and figure is introduced or discussed in the main text.	
37	☐	Large elements fit the page without unreadably small text, clipping or distorted proportions.	
38	☐	Tables split across pages repeat required header rows and do not separate labels from values.	
39	☐	Figures are sharp enough for the final PDF and remain understandable without relying only on colour.	
40	☐	Equations, symbols and numbering retain alignment and font integrity after PDF conversion.	

6. Citations and reference list

No.	Check	Requirement	Status / note
41	☐	One stated citation style is applied consistently unless the institution explicitly requires exceptions.	
42	☐	Every in-text citation has a corresponding reference-list entry.	
43	☐	Every reference-list entry is cited in the thesis unless the guide allows a bibliography.	
44	☐	Possible duplicate records and inconsistent spellings of the same author have been resolved.	
45	☐	Authors, dates, titles, publication details, page ranges and identifiers have been checked against reliable records.	
46	☐	DOI values use a consistent https://doi.org/ format and resolve to the intended source.	
47	☐	Capitalisation, italics, punctuation, URLs and access dates follow the required reference type.	
48	☐	Reference ordering, same-author chronology, spacing and hanging indents are consistent.	

7. Academic integrity, permissions and privacy

No.	Check	Requirement	Status / note
49	☐	Ethics approval information matches the approved study and is reported where required.	
50	☐	Consent, permission and data-use statements are present when applicable.	
51	☐	Funding, conflicts of interest and contributor information are disclosed according to institutional policy.	
52	☐	Any use of generative AI is disclosed when and where the institution requires it.	
53	☐	Permission has been obtained for third-party images, scales, tables or extensive reproduced material when needed.	
54	☐	Direct identifiers and confidential information have been removed from the thesis and supplementary files where appropriate.	
55	☐	Tracked changes, unresolved comments, hidden text and reviewer notes have been removed from the submission copy.	
56	☐	File properties and visible author information are consistent with the intended submission and anonymity rules.	

8. Final PDF and submission package

No.	Check	Requirement	Status / note
57	☐	The final spelling and grammar review was performed after the last substantive edit.	
58	☐	Language, terminology, abbreviations and number formats are consistent throughout the document.	
59	☐	The PDF was exported from the approved Word file with fonts embedded and no page scaling.	
60	☐	PDF bookmarks, links and accessibility features required by the institution are present.	
61	☐	Contents-page and list page numbers were checked against the exported PDF, not only the Word file.	
62	☐	Internal and external links were tested in the final PDF.	
63	☐	File names, file sizes, formats and any separate supplementary files match the submission portal's rules.	
64	☐	The final package opens correctly on another device and has a dated backup with a clear version name.	

Readiness scorecard

For each applicable item, assign Complete = 1 and Needs attention = 0. Exclude Not applicable items from the denominator.

Readiness score = Complete items / Applicable items x 100

Score	Interpretation
90-100%	Ready for final institution-specific review
75-89%	Targeted corrections still required
Below 75%	Structural review recommended before submission

Issue and decision log

Section / page	Issue or decision	Owner	Status / date

Recommended final submission package

- + Approved editable source file
- + Final PDF checked page by page
- + Current institutional guide or requirements record
- + Permission, ethics and required declaration files
- + Supplementary datasets or appendices, when required
- + Dated archive copy stored separately

What this checklist can and cannot do

This general resource helps reveal common technical risks. It does not replace your institution's current guide, graduate-school decision or file-specific professional review, and it cannot guarantee acceptance.

Need a file-specific review?

AcademicFix manually maps the current institutional guide to the supplied thesis, repairs Word structure and delivers a separate author-action and PDF preflight note. We do not write or rewrite the thesis.

academicfix.com/en/thesis-formatting