

Identify Who to Acknowledge

Step 1: List who you want to thank

Write names under each category.

Major Academic Support

People the project would not be possible without.

Advisor, supervisor, committee members, funding agencies, funding bodies, institutions

Academic and Practical Help

People who supported the research process.

Research assistants, librarians, fellow researchers, colleagues, reviewers, data collection support

Personal Support

People who offered personal or moral support.

Family members, friends, partners

Match People With Contributions

Step 2: Note how each person helped

Name Or Group	Type Of Support	Specific Contribution

*Funding · Guidance ·
Feedback · Data collection ·
Statistical analysis · Moral
support*

*“for funding the project”
“for statistical advice”
“for manuscript feedback”
“for emotional support”*

Write the Acknowledgements Paragraph

Step 3: Write your acknowledgements section

I acknowledge [funding agencies or funding sources] for providing financial support for this research. I am grateful to [advisor or supervisor] for guidance throughout the research process and to [committee members or colleagues] for their intellectual contributions and feedback. I also thank [research assistants, librarians, or peers] for assistance with data collection, analysis, or manuscript preparation. Finally, I acknowledge [family members or friends] for their moral and emotional support during this work.

Final Notes

- Keep tone formal and professional
- Mention funding sources first if applicable
- Place acknowledgements after the conclusion and before references
- Follow specific journal or university guidelines if provided