

Title Page

- Include your thesis title, your name, university, department, program, and the date of submission.
- Keep the title short and precise. It should show what your research studies without filler words.
- *Write this in present tense.*

Abstract

- Begin with the purpose of your study and the question you're answering.
- Add a short note about your method and expected outcome.
- End with why the topic matters in your field.
- Keep it under 300 words.
- *Use future tense when outlining; past tense once the project is finished.*

Table of Contents

- List all main chapters and subheadings.
- Leave space for page numbers.
- Update this section after the full structure is finalized.
- *No tense required here.*

1. Introduction

- Outline how you'll set the context and explain why your topic matters.
- Write a note for where you'll define the problem and state your main question.
- Add a point for the purpose, aims, and thesis statement.
- Include a short reminder to explain the study's relevance and scope.
- *Use present tense for facts and context; future tense for planned goals.*

2. Literature Review

- Divide this section into small groups of related studies or theories.
- Note which authors or works you'll mention and how they connect to your topic.
- Identify where you'll discuss research gaps and what your study adds.
- *Use past tense for completed research; present tense for ongoing debates or accepted knowledge.*

3. Methodology

- Write a line for the research design, followed by one for data sources or participants.
- Add short notes on how you plan to collect data and how it will be analyzed.
- Include space to mention ethical considerations and study limitations.
- The goal here is to see if your process supports your question before you begin.
- *Use future tense for proposed research; past tense when describing completed steps.*

4. Results / Findings

- Add points showing how you'll organize the findings.
- Write what data sets or themes will appear first, and what follows.
- Leave notes about planned visuals such as graphs or tables.
- Include a space to show how findings will link back to your research question.
- *Use past tense when writing final results.*

5. Discussion

- Outline how you'll interpret the findings and connect them to existing research.
- Add reminders to explain unexpected outcomes and any limitations.
- Leave space to write about how results answer your main question.
- *Use present tense when analyzing and connecting ideas; past tense when referring to results.*

6. Conclusion

- Plan where you'll restate your thesis and summarize key outcomes.
- Add notes for lessons learned and the broader contribution of your work.
- Include one final point for possible future research or applications.
- *Use present tense for the main summary; future tense for recommendations.*

7. References / Bibliography

- Write down all cited sources and make a note of the citation style you'll use.
- Keep this section updated as you research.

8. Appendices

- Mention supporting materials such as raw data, transcripts, or survey tools.
- Keep them organized in the order they appear in your text.