My thesis is about…

My key research questions are…

I do this by… *[you might ,mention the literature you are drawing on or the methods used]*

The main points I would like to communicate to my readers are… [think about the main of messages you would like your readers to get as what is original about your thesis]

1.

2.

3.

In conclusion, the main message of my thesis is…

Chapter plan

Write a short two-line summary to what will (or might be) in each chapter of your finished thesis.

1.

2.

3.

4.

5.

6.

7.

8.

9

10.

Plan out one chapter in more detail

This is/ might be chapter number …

Possible chapter title

This chapter links to the previous chapter by…

This chapter is about…

I do this by… … *[you might ,mention the literature you are drawing on or the methods used]*

The main points I want to get across in this chapter are…

1.

2.

3.

4.

In conclusion this chapter is about…

This chapter sets up the next chapter which will be about…

Plan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Chapter number | Dates/ months allocated to work on this | Date to hand in draft to my supervisor(s) for comments | Date to hand in 2nd draft to supervisor(s) | Date to have close to final version ready | Notes |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| Abstract |  |  |  |  |  |
| Acknowledgements |  |  |  |  |  |
| Table of contents |  |  |  |  |  |
| Final formatting |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Other things to think about:

Formatting rules, word counts etc. Make sure you know the regulations now. Note the guidelines for e-thesis <http://www.southampton.ac.uk/library/research/etheses/students.html> Word and LaTeX templates available from this website.

NB: Theses in music and creative writing have specific regulations.

Time consuming things/ things you may not have thought about:

* Formatting (and possibly creating) photographs, drawing, tables, equations, maps, musical scores etc.
* Copyrights issue regarding the above (see the e-thesis website for more information).
* Writing acknowledgments, abstract, table of contents etc.
* Formatting bibliography, reference, footnotes

Procedures—get familiar now:

* Intention to submit form
* Examination (another training session)
	+ Appointment of internal and external examiners
	+ Viva Voce
	+ Possible outcomes of thesis examination

I have given you the completion regulations on buff paper, but do check the Quality Handbook <https://sharepoint.soton.ac.uk/sites/ese/quality_handbook/Handbook/Completion%20of%20Research%20degree%20Candidature.aspx> in case anything changes in the meantime.