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The mentor or "Mehwish Javaid" does not hold any responsibility towards the pass or miss use of this guide. This guide has been written only for informational purposes. Latest info pack and assessment criteria has been referred while creating this checklist.
(Oxford Brookes University, 2019) (Ringham, 2020)

Submission Checklist

	Content	Description	✔
1	Demonstration of Proper accounting/business model chosen	Have you demonstrated in your RAP, that you had done enough research to come to the conclusion of using these accounting/business models	
2	Demonstration of Understanding of Theory/Models	Have demonstrated a thorough understanding of the Model/Theory by explaining, reviewing and evaluating the concepts	
3	Linking theory/business model	Applied the accounting/business models appropriately to the organization.	
4	Limitations of accountancy/business models/theory	Identification and full discussion of the limitations of the application of theories in the chosen context.	
5	Information is appropriately benchmarked	A suitable competitor/benchmark has been selected and performance/information has been benchmarked.	
6	Re-check the calculation of Excels	Recheck the Excel formulas, match the graphs pasted in word file.	
7	Analysis	Critical analysis has been undertaken using a rigorous approach. Appropriate reasons for increase/decrease or changes have been researched and communicated. Identification and analysis of trends and relating it to corporate strategy.	
8	Conclusions and recommendations	Clear conclusions are well reasoned referring to the research aim, supported by the models used and the evidence gathered in the chosen context. Where relevant, well-reasoned practical recommendations made.	
9	Presentation is summarized	Presentation is summary of findings and analysis, consisting of 10 to 20 slides, presented in 15 minutes.	
10	SLS	All 4 questions are answered appropriately, a balance is achieved in terms of word division between the 4 questions.	
11	References order	Reference list must be presented in alphabetical order	
12	Check all the references	Re-check all the Citations and references in accordance with Harvard-referencing system.	
13	Broken Links in referencing	if created reference list by word, create a fresh copy and recheck.	
	Tone		
14	Perspective	3rd person is used in RR and first person is used in SLS	
15	Passive voice	RR should be mostly in passive voice, SLS could follow active or passive voice and a mix of two, whatever suitable for the situation	

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16	Past tense	RR should be written in past tense, as you are reporting on your research findings.	
17	Uncertainty	Avoid using the word might, as it shows uncertainty. For example " The revenue of company had increased due to …….." if you would have used might, that shows uncertainty and that you are not confident in your research work.	
18	Coherence and Structure	The report has followed a structured approach and have achieved coherence by appropriately linking all the information/research undertaken.	
	Formatting		
19	Graphs and visual aids used	Appropriate amount of graphs and visual aids have been used to engage the business reader.	
20	Spell and Grammar check	Run Spell and grammar check using word and also by reading your report multiple times.	
21	Punctuations	Make sure appropriate punctuations have been used.	
22	Word limit	RR words are not less than 7,000 and not more than 7,500 words SLS words are not less than 1,800 and not more than 2,000 words	
23	Name is not mentioned anywhere	Only registration number is mentioned	
24	Author of word files	From the properties of the files, make sure to change Author name to your registration number.	
25	Title page	A suitable title page, which catches the attention of the reader, has been creating, while not uploading a heavy image to increase the file size.	
26	Automatic Table is updated	If automatic tables have been used, make sure to update them.	
27	Check Page Numbers	Check the links and page numbers of the table of content	
28	Page Breaks	Appropriate page and section breaks should be used to separate the different parts of report.	
29	Check formatting	Justify the text to make it visibly appealing	
30	Print or Convert to Pdf for final check of formatting	Printing or converting to pdf shows the formatting flaws better, print or convert to check. However, you must submit a word copy to OBU.	
31	Files to Submit	1) Research Report 2) Skills & Learning Statement 3) Power point presentation 4) Spread sheets 5) Reference list 6) Financial statements/ appendices 7) Copies of questionnaires/other primary information	

Oxford Brookes University, 2019. *ACCA Global.* [Online]
Available at: https://www.accaglobal.com/ca/en/student/exam-entry-and-administration/oxford-brookes-bsc-hons-in-applied-accounting.html
[Accessed 22 May 2020].
Ringham, D. K., 2020. *https://www.brookes.ac.uk/.* [Online]
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[Accessed 22 May 2020].