Checklist: Thematic analysis

Phase 1: Familiarization with the data

☐ Did you thoroughly read and re-read your data?

☐ Did you take initial notes or reflections on the data?

Phase 2: Generating initial codes

☐ Are all relevant data items coded?

☐ Did you organize your codes effectively?

☐ Have you systematically coded meaningful features in the data?

Phase 3: Searching for themes

☐ Have you grouped related codes into broader themes?

☐ Did you ensure the themes reflect your research question?

Phase 4: Reviewing themes

☐ Did you merge, split, or discard any themes that didn't fit?

☐ Have you reviewed and refined your themes for coherence and relevance?

Phase 5: Defining and naming themes

☐ Have you defined each theme and clearly described its scope?

☐ Are the names for your themes clear and representative of the data?

Phase 6: Writing the report

☐ Is your analysis coherent and transparent?

☐ Did you link your themes back to the research question?

☐ Did you provide supporting quotes and interpret them meaningfully?