**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?