**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?