## Steps of building your acknowledgements section

### **Step 1: Categorise the most important people you would like to thank.**

**"Major thanks":** this section includes the significant and necessary people of your project. It could include your supervisor, advisor, funding resources etc.

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**"Big thanks":** this includes people who have contributed to your intellectual growth such as your librarian, colleagues, study participants etc.

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**"Minor thanks":** this section is for the personal acknowledgements, people who lend you moral support. It could include your parents, siblings, friends, partners, etc.

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### **Step 2: Think about the ways that you would like to address each category.**

**Major thanks:**

| * I do not have the words to express my gratitude for
* I am deeply indebted to
* This journey and success would not have been possible without
* I am incredibly indebted to
* Words cannot describe my appreciation for
* I would like to express my most profound respect to
 | * Supervisor
* Chair
* Committee
* Funding Resources
* Technical staff
 | * Knowledge
* Constructive Criticism
* Funding
* Expertise
* Guidance
 |
| --- | --- | --- |

**Big thanks:**

| * Special thanks to
* I would like to extend my sincere thanks to
* A special thanks to
* I must mention
* I am also grateful to
* Many thanks to
 | * Librarians
* Colleagues
* Research Assistants
* Study Participants
* Academics
* Other Institutions
 | * Inspiration
* Editing
* Proofreading
* Feedback
* Inspiration
* Moral Assistance
 |
| --- | --- | --- |

**Minor thanks:**

| * It would be unfair not to mention
* It was a pleasure collaborating with
* I would also like to thank
* I would like to acknowledge
* I would also like to remember
 | * Parents
* Siblings
* Partners
* Children
* Grandparents
* Friends
 | * Moral Support
* Emotional Support
 |
| --- | --- | --- |

### **Step 3: Structure of the acknowledgements section**

Here is an example of an acknowledgement section and how you can amalgamate the gratitude shown to different people.

* The sentence starter is presented using blue
* The person addressed is yellow
* The reason to show gratitude is red.

I don’t have the words to express my respect and gratitude to the department chair and the Dean of the school of science and engineering for their personal mentorship, support and regular feedback. I am incredibly indebted to the course teaching assistant for his humbleness and patience with me. Also, this journey and success would not have been possible without the monetary contribution from Michelin Farms INC.

Many thanks to my classmates and office colleagues for their help in proofreading, editing, detailed feedback, and encouragement. I must also mention the dedicated librarians, research participants and laboratory staff for providing inspiration and support.

Lastly, I would like to thank my family members, especially my siblings, spouse, children and parents. They provided unwavering support to me and ensured I was in great spirits throughout the process. I would also like to remember my dog for his emotional support and interaction during my research.

Try It Yourself!

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