

## CHAPTER 1

### Checklist



You may find it helpful to copy this table and write down the answers to the questions.

Have you ...

	Notes	
<b>1 ... done the BIS?</b> <ul style="list-style-type: none"><li>• <b>considered the <i>background</i>?</b></li><li>• <b>thought about the <i>issue</i> or <i>problem</i> you specifically want to address?</b></li><li>• <b>reflected on the kind of <i>solution</i> that may be forthcoming – the kind of research that will address your issue?</b></li></ul>	Write a sentence or two on the background Outline the specific problem in a sentence or two  Don't write anything down yet – just think about it at this stage. You can be more definite only after considering different research approaches and methods (Chapter 5)	<input type="checkbox"/>
<b>2 ... thought about your <i>purpose</i> in doing your research?</b>	Write down a couple of sentences	<input type="checkbox"/>
<b>3 ... had an <i>idea</i> to focus on?</b>	Say how your issue or problem (above) translates into an idea for research	<input type="checkbox"/>
<b>4 ... got a <i>prima facie</i> question?</b>	Write this down. Remember that it will change as you read around the area (see Chapter 4)	<input type="checkbox"/>
<b>5 ... thought of a working title?</b>	Keep it short	<input type="checkbox"/>

## CHAPTER 2


### Checklist

You may find it helpful to copy this table and write down the answers to the questions.

Have you ...

	Notes	
<b>1 ... drawn a timeline?</b>	Make sure you note the beginning and end of each element	<input type="checkbox"/>
<b>2 ... met your supervisor and given an outline of your work?</b>		<input type="checkbox"/>
<b>3 ... consulted your subject's ethical code of conduct?</b>		<input type="checkbox"/>
<b>4 ... found and completed your university's ethical review form (or IRB form, in the USA)?</b>		<input type="checkbox"/>
<b>5 ... located the people to whom you will need access?</b>		<input type="checkbox"/>
<b>6 ... fully considered how you will gain access to your research participants?</b>		<input type="checkbox"/>
<b>7 ... prepared an information sheet and (if necessary) drafted letters inviting participation?</b>		<input type="checkbox"/>

## CHAPTER 3

<b>Checklist</b>		
Have you ...		
<b>1 ... used the main databases in your field of applied social science to locate relevant literature?</b>		<input type="checkbox"/>
<b>2 ... secured some relevant and high-quality sources from which to draw?</b>	Notes What are the main themes, agreements and disagreements? Write them down here	<input type="checkbox"/>
<b>3 ... mapped out the main issues?</b>		<input type="checkbox"/>
<b>4 ... drawn a storyboard?</b>	What are 'stories' that emerge? Which will you follow?	<input type="checkbox"/>
<b>5 ... understood how the Harvard referencing system works?</b>		<input type="checkbox"/>

## CHAPTER 4

### Checklist

You may find it helpful to copy this table and write down the answers to the questions.

Have you ...

**1 ... drawn a storyboard that summarises the main themes and issues you found in your literature review?**

#### Notes

If not, draw one

**2 ... tracked a central theme which you will follow for your project?**

What is it?

**3 ... written your revised, final question?**

**4 ... considered how you will use and develop theory in your work?**

## CHAPTER 5

### Checklist



You may find it helpful to copy this table and write down the answers to the questions.

Have you ...

	Notes	
<b>1 ... thought about how your research question may lead into a particular <i>kind</i> of research?</b>		<input type="checkbox"/>
<b>2 ... made a list of what you will need, practically and personally, to complete research of a particular <i>kind</i>?</b>		<input type="checkbox"/>

## CHAPTER 6

### Checklist



You may find it helpful to copy this table and write down the answers to the questions.

Have you ...

	Notes	
<b>1</b> ... thought about whether yours is the kind of research in which <i>variables</i> are measured?	If so, identify the variables. Otherwise, outline the interpretative context of your research	<input type="checkbox"/>
<b>2</b> ... thought about <i>sampling</i> ?	What sort of sample? If you need a sample, how are you going to identify it? Or is it more a question of identifying participants?	<input type="checkbox"/>
<b>3</b> ... considered the various design frames which may structure your research?	Are any of these particularly suitable in your circumstances?	<input type="checkbox"/>
<b>4</b> ... drawn up a 'Design and methodology skeleton chapter' file in Word, which contains the following subheadings: design, participants, ethics, data gathering and materials, procedure?	Add to this skeleton framework as your project proceeds	<input type="checkbox"/>

## CHAPTER 7

### Checklist



You may find it helpful to copy this table and write down the answers to the questions.

Have you ...

**1 ... thought about the different kinds of data you can collect?**

#### Notes

What kinds of data are these?  
Write them down here

**2 ... decided on the method (or methods) you will use to collect data?**

What is this? Write it down here

**3 ... begun to think about how you will analyse these data in the context of answering your research question?**

## CHAPTER 8

### Checklist



You may find it helpful to copy this table and write down the answers to the questions.

**1 Are you analysing words or numbers?**

**2 If you are analysing *words*, have you decided upon a method of summarising and presenting the data?**

**3 If you are analysing *numbers*, have you decided upon a method of summarising and presenting the data?**

**4 Have you thought about how you will organise your analysis and discussion? Will you split it into two chapters, or integrate the analysis and discussion in one chapter?**

**5 Have you considered how you will tie strands together and connect ideas such that you offer *synthesis and theory*?**

#### Notes

Use the analysis flow chart in Figure 8.21 to help you decide on which is most appropriate for your work



## CHAPTER 9

### Checklist



Have you ...

- 1 ... written a conclusion based on the issues outlined in Table 9.1?
- 2 ... organised your work into chapters?
- 3 ... sketched out how your work will divide between the chapters?

- 4 ... decided, finally, on a title?
- 5 ... written an abstract?
- 6 ... got hold of your university department's regulations on referencing and presentation and made sure you conform to them?