

Checklist of issues to consider for writing up research

- Is there a good correspondence between the title of the project and its contents?
- Have you clearly specified your research questions?
- Have you clearly linked the literature cited to your research questions?
- Is your discussion of the literature critical and not just a summary of what you have read?
- Have you clearly outlined your research design and research methods? Make sure you have explained:
 - why you chose a particular research design or method;
 - why you implemented your research design in the way you did (for example, how the interview questions relate to the research questions, or why you observed people in particular situations);
 - how you selected your research participants;
 - whether you experienced any problems with cooperation (for example, response rates);
 - if your research required access to an organization, how and on what basis the agreement was achieved;
 - any difficulties encountered in implementing your research;
 - the steps taken to ensure that the research was ethical; and
 - how the data were analyzed.
- Have you presented your data in such a way that they clearly relate to your research questions?
- Are your interpretations of the data fully supported with tables, figures, or segments from transcripts?
- Is every table and/or figure properly labelled with a title and number?
- Is every table and/or figure commented on in the text?
- Does the discussion of the findings relate to the research questions?
- Does that discussion show how the findings shed light on the literature presented?
- Do the conclusions clearly establish what your research contributes to the literature?
- Have you explained the limitations of your study?
- Do your conclusions consist solely of a summary of findings? If so, rewrite them, explaining their significance.
- Do the conclusions provide clear answers to your research questions?
- Have you broken up the text in each chapter or section with appropriate subheadings?
- Have you provided signposts so that readers know what to expect next, and why it is there?
- Does the writing avoid sexist, racist, and other prejudicial language?
- Have you checked to ensure that the text does not make excessive use of jargon?
- Have you included all the necessary appendices (for example, interview schedule, letters requesting access, communications with research participants)?
- Does the list of references include all the items referred to in your text?
- Does the format of the references follow precisely the style required by your institution or instructor?
- Have you met all requirements regarding matters such as word count (so that the paper is neither too long nor too short) and inclusion of an abstract and table of contents?
- Have you ensured that you do not quote excessively when presenting the literature?
- Have you fully acknowledged the work of others, so that you cannot be accused of plagiarism?
- Have you acknowledged, preferably in an Acknowledgments section, the help of others where appropriate (for example, your supervisor, people who helped with interviews, people who read drafts)?
- Finally, have you checked to make sure that your tenses, margins, pagination, and capitalization are consistent? Many forms may be acceptable, but all must be used consistently.