

## Checklist for writing up research

Source: Bell, Emma, Alan Bryman, and Bill Harley. 2019. *Business Research Methods*. 5th ed. Oxford: Oxford University Press. pp. 157-58. Bold and italics added.

- ☐ Have you *clearly specified* your **research questions**?
- ☐ Have you clearly indicated how the **literature** you have read relates to your research questions?
- ☐ Is your discussion of the literature critical and organised, so that it is not just a summary of what you have read?
- ☐ Have you *clearly outlined* your **research design** and your **research methods**?  
This includes:
  - *why you chose a particular research design*;
  - *why you chose a particular research method*;
  - how you selected your research participants;
  - if there were any issues to do with cooperation (e.g. response rates);
  - *why you implemented your research in a particular way* (e.g. how the interview questions relate to your research questions, why you observed participants in particular situations, why your focus group guide asked the questions in a particular way and order);
  - if your research required access to an organisation, how and on what basis was agreement for access forthcoming;
  - steps you took to ensure that your research was ethically responsible;
  - *how you analysed your data*;
  - *any difficulties you encountered in the implementation of your research approach*.
- ☐ Have you presented your data in a manner that relates to your research questions?
- ☐ Does your **discussion of your findings** show how they relate to your research questions?
- ☐ Are the interpretations of your data that you offer fully supported with tables, figures, or segments from transcripts?
- ☐ If you have presented tables and/or figures, are they commented upon in your discussion?
- ☐ Have you explained the **limitations** of your study?
- ☐ Do your **conclusions** clearly allow the reader to establish what your research contributes to the literature?
- ☐ Do your conclusions consist solely of a summary of your findings? If they do,

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- ☐ Do your conclusions make clear the **answer to your research questions**?
- ☐ Does your presentation of the findings and the discussion allow a clear argument and narrative to be presented to the reader?
- ☐ Have you broken up the text in each chapter with appropriate subheadings?
- ☐ Does your writing avoid sexist, racist, and disablist language?
- ☐ Have you included all appendices that you might need to provide (e.g. interview schedule, letters requesting access, communications with research participants)?
- ☐ Have you checked that your **list of references** includes *all* the items referred to in your text?
- ☐ Have you checked that your list of references follows precisely the style that your university requires?
- ☐ Have you followed your supervisor's suggestions when he or she has commented on your draft chapters?
- ☐ Have you got people other than your supervisor to read your draft chapters for you?
- ☐ Have you checked to ensure that there is not excessive use of jargon?
- ☐ Do you provide clear signposts in the course of writing, so that readers are clear about what to expect next and why it is there?
- ☐ Have you ensured that your university's requirements for submitting projects are fully met in terms of such issues as word count (so that it is neither too long nor too short) and whether or not an abstract and table of contents are required?
- ☐ 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?
- ☐ Is there a good correspondence between the title of your project and its contents?