

data gathering project has three parts, reflected in the three major parts of the write-up.... The checklist below elaborates on this nutshell:

- o The Background. What you are researching, your research questions etc., why it is of interest and where it 'comes from' in other people's theories or research studies
- o The Method. How you gather the data to carry the project out
- The Results. What you found and what it means, in relation to what was said in Background

- TITLE-containing all the relevant keywords to identify the topic
- ABSTRACT--a summary of the whole thing.
- INTRODUCTION--what the topic is, in brief
 - i) reasons for doing the work
 - ii) outline of what will come in the chapters/sections that follow
 - iii) maybe brief definitions of some key terms to be used later.

- REVIEW OF LITERATURE -covering these things but not necessarily in this order
 - 1) review and critique of previous research in the same general area
 - 2) shortcomings of methods or argumentation previously used, new areas to look at suggested by previous results).
 - 3) Their findings, esp. with respect to variables you are interested in.
 - 4) This should at every point be explicitly connected to your specific project.

- RESEARCH QUESTIONS/HYPOTHESES--the specific research questions/hypotheses this piece of research aims to deal with, mentioning the main variables in the study. Sometimes expressed as 'aims' or 'purposes'.

- METHOD
 - ⊗ Cases/Subjects/Informants and Sampling.
 - ⊗ Variables and their Observation/Measurement/Manipulation using Instruments
 - ⊗ Desig

- RESULTS
 - i) often usefully organised around each research hypothesis or question in turn
 - ii) graphs and tables showing results for groups and conditions and distribution shapes

- iii) summary and dispersion statistics for groups and conditions:
- iv) descriptive measures and inferential tests for comparisons of results of different groups, conditions, variables etc.:

- **DISCUSSION**

- integrated account of the findings, pulling together what may have been covered in different places in the preceding coverage of Results
- wider implications of the results in relation to:
 - previous work already discussed above
 - possible future research work by oneself or someone else

- **CONCLUSION**

brief underlining of main points again. Often combined with Discussion.

- **REFERENCES/BIBLIOGRAPHY**

in the right format for the recipient (see guide in course booklet, targeted journal etc.)

APPENDICES

- a) tables of all the individual scores of all the individual cases measured, properly labelled
- b) copies of any teaching materials, lesson plans etc. used
- c) one copy of every test, questionnaire, observation sheet, checklist etc. that was used, in English and in the language in which it was administered, if different
- d) samples of actual protocols (not all of them, unless they are very few). I.e. filled in questionnaires, compositions the subjects wrote, transcriptions of taped interviews and think aloud sessions...