**UNIVERSITY Of Suffolk - BABS RM assignment**

**CHECKLIST AS YOU COMPLETE YOUR assignment (PROPOSAL)**

**WORD LENGTH ALLOWED: 3000 (10% deviation allowed)**

Ensure that you have covered and/or checked the following:

|  |  |  |
| --- | --- | --- |
| **Issue/coverage** |  | **Done** |
| **Title** | Spelling/grammar/meaning and sense |  |
|  | **Abstract** |  |
| **Table of contents** | Neat and not too long – ½ page is really long enough. |  |
|  |  |  |
| **Introduction (part1)** | Background and context with some academic grounding (have academics shown previous interest in the topic? – 2 or 3 references) |  |
|  | **Research question, aim, research objectives** + smaller sub-questions if you have the words available. |  |
|  | Rationale (the reason for the proposal/the value of undertaking it/its purpose) |  |
|  | Personal reasons for wanting to do this research. |  |
|  | **Guidelines for number of words – 600-800** |  |
|  |  |  |
| **Literature Review (part2)**  *(To include an introduction, main body and conclusion)* | This is a *preliminary* literature review, so you might indicate in general what you intend to cover in the actual research to come as well as covering a small number of the main texts/research here. You simply have not got the words for a ***full*** LR at this stage.  Make sure it covers the main areas of your topic like definitions etc – remembering that a LR is not intended to answer your RQ.  You should conclude it with an identification of the key themes .  Also ensure that your sources are properly academic and from Journals, textbooks and other reliable data sources. |  |
|  | **Guidelines for number of words – 1000-1200** |  |
|  |  |  |
| **Research Methodology**  **(part3)** | The methodological factors could include a discussion of the following – the philosophical approach – positivist, interpretivist or pragmatic; whether or not you see your research as deductive/inductive, longitudinal/cross-sectional, quantitative/qualitative or both, etc.? Say why have you chosen this approach? |  |
|  | The methods need to be discussed – are you adopting primary/secondary research methods (or both)? Types of method – survey, interview, observation, experiment, case study, etc. Why have you chosen this/these approach(es)? |  |
|  | Data collection issues: Population/sampling – ***must*** be covered if you are undertaking a survey or doing interviews. How and why have you selected your sampling method(s)? |  |
|  | Data analysis methods you intend to undertake – descriptive or inferential techniques. Software to be used. |  |
|  | Ethics – issues arising from beginning to end. |  |
|  | Reliability and validity issues. |  |
|  | Any limitations to your research? |  |
|  | Time plan – Gantt chart best – remember that, for your final project you will have approximately 12-14 weeks |  |
| **Potential outcomes**  **Conclusion**  **Structure/ Presentation** | Clearly state what **you hope to find in your research** and ensure it is related to the original research objectives that you have stated at the start of your proposal.  Have a summary to wrap up the assignment. You may include the expected outcomes of the research here.  Ensure that your assignment is well structured, proof read, with pagination and a table of contents and references. |  |
|  | **Guidelines for number of words – 800-1000** |  |
| **References**  or  **Reference List** | HARVARD STYLE REFERENCING MANDATORY  The List at the end of the work:   * Alphabetical order/Second names first/initial(s) only for first name(s), etc. * Do ***not*** number or bullet point the List * Do ***not*** sub-divide the List * + other techniques.   Remember in-text (throughout the work) referencing again in **Harvard style.** |  |

If you increase the number of words in any section, make sure to check and reduce in some other section to maintain total word length of 3000.