**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 researc**h 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.