

Stage 8. Writing up your Cambridge Research Report

Planning your research report *continued*

Pre-submission Checklist: In planning and writing up your research report, have you...?

- | | | | |
|---|--------------------------|--|--------------------------|
| 1. Planned your time – realistically to cover everything you need to do? _____ | <input type="checkbox"/> | 11. Avoided and removed sweeping generalisations and overstatements? _____ | <input type="checkbox"/> |
| 2. Sub-divided/segmented your report clearly and logically? _____ | <input type="checkbox"/> | 12. Reflected on your learning – both on your research design and topic? _____ | <input type="checkbox"/> |
| 3. Synthesised your evidence in a valid way? _____ | <input type="checkbox"/> | 13. Reviewed the literature _____ | <input type="checkbox"/> |
| 4. Evaluated your evidence fairly and as objectively as possible? _____ | <input type="checkbox"/> | 14. Used the methods of critique? _____ | <input type="checkbox"/> |
| 5. Written a clear introduction in which you have:

a. Addressed your question? _____ | <input type="checkbox"/> | 15. Been charitable to opposing standpoints? _____ | <input type="checkbox"/> |
| b. Answered your question? _____ | <input type="checkbox"/> | 16. Avoided being over-critical and uncritical? _____ | <input type="checkbox"/> |
| c. Critiqued your question? _____ | <input type="checkbox"/> | 17. Quoted sparingly and appropriately? _____ | <input type="checkbox"/> |
| d. Stated your aims and theories clearly? _____ | <input type="checkbox"/> | 18. Communicated clearly without room for misinterpretation? _____ | <input type="checkbox"/> |
| e. Created a logical structure and explained it to your reader? _____ | <input type="checkbox"/> | 19. Defined your key terms and explain your terminology? _____ | <input type="checkbox"/> |
| f. Been clear about your own standpoint and values? _____ | <input type="checkbox"/> | 20. Avoided and removed irrelevancies and digressions? _____ | <input type="checkbox"/> |
| 6. Articulated an over-arching argument? _____ | <input type="checkbox"/> | 21. Written a conclusion? _____ | <input type="checkbox"/> |
| 7. Written reflectively about your methods and research design? _____ | <input type="checkbox"/> | 22. Avoided plagiarism? _____ | <input type="checkbox"/> |
| 8. Explained your decisions and arguments? _____ | <input type="checkbox"/> | 23. Referenced and cited your sources fully? _____ | <input type="checkbox"/> |
| 9. Warranted your claims using evidence? _____ | <input type="checkbox"/> | 24. Re-read your report? _____ | <input type="checkbox"/> |
| 10. Been valid in your interpretation of the evidence? _____ | <input type="checkbox"/> | 25. Anticipated your critics? _____ | <input type="checkbox"/> |
| | | 26. Re-drafted and ironed out flaws and mistakes? _____ | <input type="checkbox"/> |