**Pre-coding stage**

1. Be aware of your influence on data analysis

Researcher’s influence:

* Background
* Beliefs and biases
* Interests
* Philosophical paradigm

1. Documenting personal reflections and impressions

* Be aware of your thoughts during data collection and analysis, and write them down so you can reflect on them later

**Coding stage**

Manual coding:

Ways for manual coding in Microsoft word

* Go to Review – highlight the statement you want to code – click on New comment
* Go to References – highlight the statement you want to code – click on Insert Endnote
* Or anyway that works for you

**Coding methods**

These can be used together or where necessary.

Table

Description automatically generatedTable

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**Sorting stage**

This is the stage where we categorize the codes to generate themes.

Text

Description automatically generated

Make sure that all the labels we give to codes help to address the research question.

**Reporting methods and findings**

Text, letter

Description automatically generated

Table

Description automatically generated

References

<https://www.youtube.com/watch?v=v_mg7OBpb2Y>