

# Report content

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## Stage 0: Synopsis

Table 1:

Part/Structure	Guidance
Title	At this stage, your provisional title should capture your research area and draft aim. Your title can – and probably will – change as your work progresses ??
Abstract <ul style="list-style-type: none"> <li>Background</li> <li>Research Outline</li> <li>Research Design</li> <li>Knowledge contribution</li> </ul>	no content at this stage
Chapter 1: Introduction <ul style="list-style-type: none"> <li>Background to the research</li> <li>Justification for the research</li> <li>Definitions</li> <li>Outline of the dissertation</li> </ul>	At this stage you should be able to give an introduction to your research topic and its wider context as your Introduction, but without going into details. This will change as your understanding develops in later stages ??
Chapter 2: Literature review <ul style="list-style-type: none"> <li>Review of existing relevant knowledge</li> <li>Critical summary, including knowledge gap to be addressed by the research</li> </ul>	Your initial literature review should outline the background and identify suspected holes in the current literature. This will be added to as your reading deepens in subsequent stages ??
Chapter 3: Research Definition <ul style="list-style-type: none"> <li>Problem statement</li> <li>Aim, objectives, tasks and deliverables</li> <li>Knowledge contribution</li> </ul>	At this stage you should be able to describe your candidate research problem in terms of your problem statement, aim and knowledge contribution. This will change as your understanding deepens through the stages ??
Chapter 4: Research design <ul style="list-style-type: none"> <li>Data Generation</li> <li>Research strategy and methods</li> <li>Research procedures</li> <li>Ethical, legal and EDI considerations</li> </ul>	no content at this stage
Chapter 5: Analysis and interpretation <ul style="list-style-type: none"> <li>Summary and analysis of data</li> <li>Summary of key findings</li> <li>Interpretation in relation to aim and objectives</li> </ul>	no content at this stage

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Table 1: (Continued)

Part/Structure	Guidance
Chapter 6: Evaluation and conclusion <ul style="list-style-type: none"> <li>▪ Evaluation against aim and objectives</li> <li>▪ Evaluation against related work in the literature</li> <li>▪ Implications for practice</li> <li>▪ Validity of the research</li> <li>▪ Further work</li> <li>▪ Personal reflection on your experience</li> </ul>	no content at this stage
References	You should include those references that you cite in previous chapters.
Appendices	See below
Progress tracking <ul style="list-style-type: none"> <li>▪ Qualification fit</li> <li>▪ Personal and professional fit</li> <li>▪ Technical skills and resources needed</li> <li>▪ Statement of feasibility</li> <li>▪ Further reading to be completed</li> <li>▪ Work schedule</li> <li>▪ Risk assessment</li> <li>▪ Risk Assessment Table(s)</li> </ul>	You should consider your progress against the checklist of ?? and record it here ??
Reflection <ul style="list-style-type: none"> <li>▪ Personal reflection on research process</li> <li>▪ Key priorities in follow-up stage</li> </ul>	In this section you should reflect on the progress you have made in Stage 0 using the material in ?? and set your key priorities for work in Stage 1

## Stage 1: Full proposal

Table 2:

Part/Structure	Guidance
Title	At this stage, update your provisional title if necessary ??
Abstract <ul style="list-style-type: none"> <li>Background</li> <li>Research Outline</li> <li>Research Design</li> <li>Knowledge contribution</li> </ul>	no content at this stage
Chapter 1: Introduction <ul style="list-style-type: none"> <li>Background to the research</li> <li>Justification for the research</li> <li>Definitions</li> <li>Outline of the dissertation</li> </ul>	At this stage you should be able to give an introduction to your research topic and its wider context as your Introduction. This can now include an introduction to your research in its broader context as background, and your justification for your research in terms of your context of application ??
Chapter 2: Literature review <ul style="list-style-type: none"> <li>Review of existing relevant knowledge</li> <li>Critical summary, including knowledge gap to be addressed by the research</li> </ul>	Create sections for your review of the literature you have read (as analysis), and for your critical summary (as synthesis). Your synthesis will include key trends, ideas and possible knowledge gaps. Most of your citations should typically be academic in nature. This will not be a complete draft as yet – many references could still be missing, to be added in later stages; these references that remain to be read should be captured in your progress tracking appendix (described below) and added to as other papers come to light ??
Chapter 3: Research Definition <ul style="list-style-type: none"> <li>Problem statement</li> <li>Aim, objectives, tasks and deliverables</li> <li>Knowledge contribution</li> </ul>	Reformulation and of problem statement, aim and objectives and potential knowledge contribution based on your increased understanding from deeper engagement with the literature ?? The problem statement is your reformulation of problem statement based on your increased understanding from deeper engagement with the literature ?? The aim can be broken down into a few research objectives (?? The knowledge contribution is deepened based on your increased engagement with the literature. ??
Chapter 4: Research design <ul style="list-style-type: none"> <li>Data Generation</li> <li>Research strategy and methods</li> <li>Research procedures</li> <li>Ethical, legal and EDI considerations</li> </ul>	no content at this stage
Chapter 5: Analysis and interpretation <ul style="list-style-type: none"> <li>Summary and analysis of data</li> <li>Summary of key findings</li> <li>Interpretation in relation to aim and objectives</li> </ul>	no content at this stage

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Table 2: (Continued)

Part/Structure	Guidance
Chapter 6: Evaluation and conclusion <ul style="list-style-type: none"> <li>▪ Evaluation against aim and objectives</li> <li>▪ Evaluation against related work in the literature</li> <li>▪ Implications for practice</li> <li>▪ Validity of the research</li> <li>▪ Further work</li> <li>▪ Personal reflection on your experience</li> </ul>	no content at this stage
References	You should include those references that you cite in previous chapters ??
Appendices	See below
Progress tracking <ul style="list-style-type: none"> <li>▪ Qualification fit</li> <li>▪ Personal and professional fit</li> <li>▪ Technical skills and resources needed</li> <li>▪ Statement of feasibility</li> <li>▪ Further reading to be completed</li> <li>▪ Work schedule</li> <li>▪ Risk assessment</li> <li>▪ Risk Assessment Table(s)</li> </ul>	You should reconsider the checklist of ??, adding sections that records your understanding of why your research is feasible against the requirements for your degree and a growing list of references that you have still you read, analyse and add to your synthesis in the literature review
Reflection <ul style="list-style-type: none"> <li>▪ Personal reflection on research process</li> <li>▪ Key priorities in follow-up stage</li> </ul>	You should again reflect on the progress you have made in Stage 1 using the material in ?? and set your key priorities for work in Stage 2.

## Stage 2: Beginnings

Table 3:

Part/Structure	Guidance
Title	At this stage, update your provisional title if necessary. This will now be close to its final version ??
Abstract <ul style="list-style-type: none"> <li>Background</li> <li>Research Outline</li> <li>Research Design</li> <li>Knowledge contribution</li> </ul>	no content at this stage
Chapter 1: Introduction <ul style="list-style-type: none"> <li>Background to the research</li> <li>Justification for the research</li> <li>Definitions</li> <li>Outline of the dissertation</li> </ul>	At this stage you should be able to give an introduction to your research topic and its wider context as your Introduction, but without going into details. This will continue to change as your understanding develops in later stages ??
Chapter 2: Literature review <ul style="list-style-type: none"> <li>Review of existing relevant knowledge</li> <li>Critical summary, including knowledge gap to be addressed by the research</li> </ul>	<p>Your literature review should now be taking good shape as you get through the lion's share of the reading you will complete. Your review should be the outcome of your deep engagement with the academic (and other) literature around your chosen topic, building on the work you started in Stage 1. It should be a structured and include a good critical summary of the key insight from your review of the literature, including articulating and justifying the knowledge gap your project will address.</p> <p>There may be small additions and adjustments required later on in your project, but the main body of your literature review should now be completed. ??</p>
Chapter 3: Research Definition <ul style="list-style-type: none"> <li>Problem statement</li> <li>Aim, objectives, tasks and deliverables</li> <li>Knowledge contribution</li> </ul>	At this stage you should be able to describe your candidate research problem in terms of your problem statement, aim and knowledge contribution. This will change as your understanding deepens through the stages ??
Chapter 4: Research design <ul style="list-style-type: none"> <li>Data Generation</li> <li>Research strategy and methods</li> <li>Research procedures</li> <li>Ethical, legal and EDI considerations</li> </ul>	<p>at this stage you should be able to give a detailed account of all data needed in the project and its uses, for instance, as evidence in support of hypotheses, etc. ??</p> <p>You should be able to provide a detailed, critical account of your research design choices, including choice of strategy, and reason for that choice, and related methods, showing your engagement with relevant academic literature, and good understanding of pros and cons, and the criteria by which your research will be evaluated ??</p> <p>You should provide evidence that ethical and legal considerations for your research have been considered, including a statement showing your organisation's permission to perform the research ??</p>

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Table 3: (Continued)

Part/Structure	Guidance
Chapter 5: Analysis and interpretation <ul style="list-style-type: none"> <li>▪ Summary and analysis of data</li> <li>▪ Summary of key findings</li> <li>▪ Interpretation in relation to aim and objectives</li> </ul>	no content at this stage
Chapter 6: Evaluation and conclusion <ul style="list-style-type: none"> <li>▪ Evaluation against aim and objectives</li> <li>▪ Evaluation against related work in the literature</li> <li>▪ Implications for practice</li> <li>▪ Validity of the research</li> <li>▪ Further work</li> <li>▪ Personal reflection on your experience</li> </ul>	no content at this stage
References	You should include those references that you cite in previous chapters.
Appendices	See below
Progress tracking <ul style="list-style-type: none"> <li>▪ Qualification fit</li> <li>▪ Personal and professional fit</li> <li>▪ Technical skills and resources needed</li> <li>▪ Statement of feasibility</li> <li>▪ Further reading to be completed</li> <li>▪ Work schedule</li> <li>▪ Risk assessment</li> <li>▪ Risk Assessment Table(s)</li> </ul>	You should consider your progress against the checklist of ?? and record it here.
Reflection <ul style="list-style-type: none"> <li>▪ Personal reflection on research process</li> <li>▪ Key priorities in follow-up stage</li> </ul>	In this section you should reflect on the progress you have made in Stage 2 using the material in ?? and set your key priorities for work in Stage 3.

## Stage 3: Development

Table 4:

Part/Structure	Guidance
Title	At this stage, update your title if necessary. This will now be very close to the final version ??
Abstract <ul style="list-style-type: none"> <li>Background</li> <li>Research Outline</li> <li>Research Design</li> <li>Knowledge contribution</li> </ul>	no content at this stage
Chapter 1: Introduction <ul style="list-style-type: none"> <li>Background to the research</li> <li>Justification for the research</li> <li>Definitions</li> <li>Outline of the dissertation</li> </ul>	At this stage you should be able to give an introduction to your research topic and its wider context as your Introduction, but without going into details. This will continue to change as your understanding develops in later stages ??
Chapter 2: Literature review <ul style="list-style-type: none"> <li>Review of existing relevant knowledge</li> <li>Critical summary, including knowledge gap to be addressed by the research</li> </ul>	Continue to develop your literature review adding late-found papers ??
Chapter 3: Research Definition <ul style="list-style-type: none"> <li>Problem statement</li> <li>Aim, objectives, tasks and deliverables</li> <li>Knowledge contribution</li> </ul>	At this stage you should be able to break down your objectives into tasks and deliverables, with reference to related research methods and ensuring consistency with research design. You will continue to work on this in later stages??
Chapter 4: Research design <ul style="list-style-type: none"> <li>Data Generation</li> <li>Research strategy and methods</li> <li>Research procedures</li> <li>Ethical, legal and EDI considerations</li> </ul>	at this stage you should continue to detail your account of all data needed in the project and its uses ??, your research design choices ?? and any changes made to the ethical and legal issues ??. You should now be able to add a section Research Procedures detailing how you will generate and analyse your data, and justify how they fit the needs of your project ??
Chapter 5: Analysis and interpretation <ul style="list-style-type: none"> <li>Summary and analysis of data</li> <li>Summary of key findings</li> <li>Interpretation in relation to aim and objectives</li> </ul>	At this stage you should have a small scale application – a pilot study – of some aspects of your research design, which you assess feasibility, finalise your procedures, and generally increase your confidence in the approach you have chosen ??

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Table 4: (Continued)

Part/Structure	Guidance
Chapter 6: Evaluation and conclusion <ul style="list-style-type: none"> <li>▪ Evaluation against aim and objectives</li> <li>▪ Evaluation against related work in the literature</li> <li>▪ Implications for practice</li> <li>▪ Validity of the research</li> <li>▪ Further work</li> <li>▪ Personal reflection on your experience</li> </ul>	no content at this stage ??
References	You should include those references that you cite in previous chapters. ??
Appendices	See below ??
Progress tracking <ul style="list-style-type: none"> <li>▪ Qualification fit</li> <li>▪ Personal and professional fit</li> <li>▪ Technical skills and resources needed</li> <li>▪ Statement of feasibility</li> <li>▪ Further reading to be completed</li> <li>▪ Work schedule</li> <li>▪ Risk assessment</li> <li>▪ Risk Assessment Table(s)</li> </ul>	You should consider your progress against the checklist of ?? and record it here ??
Reflection <ul style="list-style-type: none"> <li>▪ Personal reflection on research process</li> <li>▪ Key priorities in follow-up stage</li> </ul>	In this section you should reflect on the progress you have made in Stage 0 using the material in ?? and set your key priorities for work in Stage 1 ??

## Stage 4: Completion

Table 5:

Part/Structure	Guidance
Title	At this stage, this should be unchanging for all but minor issues ??
Abstract <ul style="list-style-type: none"> <li>■ Background</li> <li>■ Research Outline</li> <li>■ Research Design</li> <li>■ Knowledge contribution</li> </ul>	At this stage, your provisional abstract should capture your research area and knowledge contributions and include key papers that have inspired your choices ??
Chapter 1: Introduction <ul style="list-style-type: none"> <li>■ Background to the research</li> <li>■ Justification for the research</li> <li>■ Definitions</li> <li>■ Outline of the dissertation</li> </ul>	At this stage you should add a definitions section, which explain your use of acronyms and other technical terms to assist the reader ??
Chapter 2: Literature review <ul style="list-style-type: none"> <li>■ Review of existing relevant knowledge</li> <li>■ Critical summary, including knowledge gap to be addressed by the research</li> </ul>	at this stage changes should be minor ??
Chapter 3: Research Definition <ul style="list-style-type: none"> <li>■ Problem statement</li> <li>■ Aim, objectives, tasks and deliverables</li> <li>■ Knowledge contribution</li> </ul>	at this stage any changes should be minor ??
Chapter 4: Research design <ul style="list-style-type: none"> <li>■ Data Generation</li> <li>■ Research strategy and methods</li> <li>■ Research procedures</li> <li>■ Ethical, legal and EDI considerations</li> </ul>	at this stage any changes should be minor ??
Chapter 5: Analysis and interpretation <ul style="list-style-type: none"> <li>■ Summary and analysis of data</li> <li>■ Summary of key findings</li> <li>■ Interpretation in relation to aim and objectives</li> </ul>	at this stage, you should be able to summarise your analysis of data and evidence up to this point, appropriately structured and presented to convey your work concisely, clearly and systematically ?? You should be able to summarise your findings from analysis of evidence to date and provide an interpretation of your findings in relation to their contribution to your aim and objectives ????

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Table 5: (Continued)

Part/Structure	Guidance
Chapter 6: Evaluation and conclusion <ul style="list-style-type: none"> <li>▪ Evaluation against aim and objectives</li> <li>▪ Evaluation against related work in the literature</li> <li>▪ Implications for practice</li> <li>▪ Validity of the research</li> <li>▪ Further work</li> <li>▪ Personal reflection on your experience</li> </ul>	no content at this stage ??
References	You should include those references that you cite in previous chapters ??
Appendices	See below
Progress tracking <ul style="list-style-type: none"> <li>▪ Qualification fit</li> <li>▪ Personal and professional fit</li> <li>▪ Technical skills and resources needed</li> <li>▪ Statement of feasibility</li> <li>▪ Further reading to be completed</li> <li>▪ Work schedule</li> <li>▪ Risk assessment</li> <li>▪ Risk Assessment Table(s)</li> </ul>	You should consider your progress against the checklist of ?? and record it here.
Reflection <ul style="list-style-type: none"> <li>▪ Personal reflection on research process</li> <li>▪ Key priorities in follow-up stage</li> </ul>	In this section you should reflect on the progress you have made in Stage 4 using the material in ?? and set your key priorities for work in Stage 5.

## Stage 5: Writing up

Table 6:

Part/Structure	Guidance
Title	After completing your work for this Stage, finalise your title ??
Abstract <ul style="list-style-type: none"> <li>Background</li> <li>Research Outline</li> <li>Research Design</li> <li>Knowledge contribution</li> </ul>	After completing your work for this Stage, finalise your abstract ??
Chapter 1: Introduction <ul style="list-style-type: none"> <li>Background to the research</li> <li>Justification for the research</li> <li>Definitions</li> <li>Outline of the dissertation</li> </ul>	After completing your work for this Stage, finalise your introduction by adding an outline to it to assist the reader in understanding its logical structure ??
Chapter 2: Literature review <ul style="list-style-type: none"> <li>Review of existing relevant knowledge</li> <li>Critical summary, including knowledge gap to be addressed by the research</li> </ul>	Read and make any minor modifications with your literature review ??
Chapter 3: Research Definition <ul style="list-style-type: none"> <li>Problem statement</li> <li>Aim, objectives, tasks and deliverables</li> <li>Knowledge contribution</li> </ul>	Read and make any minor modifications with your research definition ??
Chapter 4: Research design <ul style="list-style-type: none"> <li>Data Generation</li> <li>Research strategy and methods</li> <li>Research procedures</li> <li>Ethical, legal and EDI considerations</li> </ul>	Read and make any minor modifications with your research design ??
Chapter 5: Analysis and interpretation <ul style="list-style-type: none"> <li>Summary and analysis of data</li> <li>Summary of key findings</li> <li>Interpretation in relation to aim and objectives</li> </ul>	Read and make any minor modifications with your analysis and interpretations ??

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Table 6: (Continued)

Part/Structure	Guidance
Chapter 6: Evaluation and conclusion <ul style="list-style-type: none"> <li>▪ Evaluation against aim and objectives</li> <li>▪ Evaluation against related work in the literature</li> <li>▪ Implications for practice</li> <li>▪ Validity of the research</li> <li>▪ Further work</li> <li>▪ Personal reflection on your experience</li> </ul>	<p>at this stage you should be able to evaluation your findings against your aim and objectives based on all research conducted ??</p> <p>You should also evaluation your findings in any way in which they have added to the body of knowledge in your field of study, including whether they support or otherwise findings already known from the literature you have reviewed ??</p> <p>If relevant, you should reflect on ways in which your research may be relevant to professional practice, including how it could lead to change and improvement ??</p> <p>You should assess your research agains the indicated criteria for your chosen research strategy. This will include research triangulation, validation and consideration of biases ??</p> <p>You should discuss aspects of your research problem or related research problems which you did not have the time to explore in your project, but which may be the subject of future research that can build on the work you have done ??</p> <p>You should discuss your reflection on what you have learned from a personal standpoint in relation to thinking and behaving as an academic researcher ??</p>
References	You should complete and check for references for correctness and completeness ??
Appendices	Your appendices should be used to illustrate various aspects of your research including... ??