

# Report content

Jon G. Hall

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Need to find a way of indicating where sections change in this.

# Stage 1

Table 1:

Part/Structure	Writing goals	Ref(s)
<b>Title</b>	Captures succinctly your research problem and aim.	??
<b>1 Introduction</b>		
1 Background to the research	Provides an introduction to your research topic in its wider context (as background) and your justification of why the research is worth pursuing. Its purpose is to given an overview and justify your intended research before entering the detailed work of the subsequent sections. This section should:	??
2 Justification for the research		
3 Fitness of the research	<ul style="list-style-type: none"> <li>• be well argued and supported by appropriate citations,</li> <li>• argue how the research fits within the scope of your qualification, and</li> <li>• describe how it meets any other personal, professional or organisational criteria that might exist.</li> </ul>	
<b>2 Literature review</b>		
1 Draft review of relevant knowledge	Based on the theme summaries you constructed towards the end of Section ??.	??
2 Planned further literature review	You will build on this content in Stage 2 to write an extensive, well-argued literature review to demonstrate your in-depth engagement with the academic (and other) relevant literature. Your planned review should identify further reading you may still have to undertake in Stage 2, although the expectation is that the bulk of your reading (and writing) has taken place in Stage 1, so that you can focus on synthesising your knowledge and understanding in the next stage	
<b>3 Research definition</b>		
1 Problem statement	You should ensure that your research problem statement is well articulated, that your aim and objectives are consistent with the research problem, and that the intended knowledge contribution of your research is clearly argued.	??
2 Aim and objectives		??
3 Knowledge contribution		??
<b>4 Research design</b>		
1 Evidence and data	Demonstrate your initial engagement with research design, particularly that you have thought about the kind of evidence and methods you may need, appropriately justified in relation to your research problem, aim and objectives. It should also demonstrate your careful consideration of ethics and regulations, and that your research will comply with your course and university requirements.	??
2 Research methods		
3 Ethics and regulations		
<b>References</b>	You should keep your references in good order and ensure you apply the required bibliographical style consistently. Ideally, you should use a BMT to generate and integrate your references within your report	
<b>Progress</b>		
1 Qualification fit	In this section you should argue how your research is a good fit across all criteria. You should provide a clear rationale as to why you think what you are proposing is feasible. You should also reflect on your growing understanding of the research process, including key learning and aspects you have found particularly challenging.	
2 Personal and professional fit		
3 Technical skills and resources needed		
4 Statement of feasibility		
5 Personal reflection on research process		
<b>Reflection</b>		

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Table 1: (Continued)

Part/Structure	Writing goals	Ref(s)
<b>1 Key priorities in follow-up stage</b> <b>2 Personal and professional fit</b> <b>3 Work schedule</b> <b>4 Risk assessment</b> <b>5 Risk Assessment Table</b>	<p>In this section you should reflect on the progress you have made in Stage 1 in relation to your initial work plan and establish your priorities for the next stage. For this, you should revise your initial work plan (??) accordingly. You should also summarise the outcome of your project risk assessment (??).</p>	<p>?? ??</p>

## Stage 2

Table 2:

Part/Structure	Writing goals	Ref(s)
<b>Title</b>	Your title should capture succinctly your research problem and aim. You should refer back to Section ?? for more guidance	
<b>1 Introduction</b>		
<b>1 Background to the research</b>	This section should provide an introduction to your research topic in its wider context (as background) and your justification of why the research is worth pursuing. Its purpose is to introduce and justify your intended research in overview, before entering the detailed work of the subsequent sections. It should be well argued and supported by appropriate citations. In this section, you should also argue how the research fits within the scope of your qualification, and meets any other personal, professional or organisational criteria. Revising Section ?? should help you with this task	
<b>2 Justification for the research</b>		
<b>3 Fitness of the research</b>		
<b>2 Literature review</b>		
<b>1 Draft review of relevant knowledge</b>	This section should be based on the theme summaries you constructed towards the end of Section ?. You will build on this content in Stage 2 to write an extensive, well-argued literature review to demonstrate your in-depth engagement with the academic (and other) relevant literature. Your planned review should identify further reading you may still have to undertake in Stage 2, although the expectation is that the bulk of your reading has taken place in Stage 1, so that you can focus on synthesising your knowledge and understanding in the next stage	
<b>2 Planned further literature review</b>		
<b>3 Research definition</b>		
<b>1 Problem statement</b>	You should ensure that your research problem is well articulated, that your aim and objectives are consistent with the research problem, and that the intended knowledge contribution of your research is clearly argued. You should refer back to the activities you conducted in Sections ?? and ??, but also to the theme summaries you produced at the end of Section ?, particularly those which highlight knowledge gaps of interest	
<b>2 Aim and objectives</b>		
<b>3 Knowledge contribution</b>		
<b>4 Research design</b>		
<b>1 Evidence and data</b>	This section should demonstrate your initial engagement with research design, particularly that you have thought about the kind of evidence and methods you may need, appropriately justified in relation to your research problem, aim and objectives. It should also demonstrate your careful consideration of ethics and regulations, and that your research will comply with your course and university requirements. You should refer back to Section ?? to develop the content of this section	
<b>2 Research methods</b>		
<b>3 Ethics and regulations</b>		
<b>References</b>		
	You should keep your references in good order and ensure you apply the required bibliographical style consistently. Ideally, you should use a BMT to generate and integrate your references within your report	
<b>Progress</b>		
<b>1 Qualification fit</b>	In this section you should argue how your research is a good fit across all criteria. You should provide a clear rationale as to why you think what you are proposing is feasible. You should also reflect on your growing understanding of the research process, including key learning and aspects you have found particularly challenging.	
<b>2 Personal and professional fit</b>		
<b>3 Technical skills and resources needed</b>		
<b>4 Statement of feasibility</b>		
<b>5 Personal reflection on research process</b>		
<b>Reflection</b>		

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Table 2: (Continued)

Part/Structure	Writing goals	Ref(s)
<b>1 Key priorities in follow-up stage</b> <b>2 Personal and professional fit</b> <b>3 Work schedule</b> <b>4 Risk assessment</b> <b>5 Risk Assessment Table</b>	<p>In this section you should reflect on the progress you have made in Stage 1 in relation to your initial work plan and establish your priorities for the next stage. For this, you should revise your initial work plan (??) accordingly. You should also summarise the outcome of your project risk assessment (??).</p>	<p>?? ??</p>

## Stage 3

Table 3:

Part/Structure	Writing goals	Ref(s)
<b>Title</b>	Your title should succinctly capture your research problem and aim	
<b>1 Introduction</b>		
<b>1 Background to the research</b>	This section should provide an introduction to your research topic in its wider context (as background) and your justification of why the research is worth pursuing. It should be well articulated and supported by evidence	
<b>2 Justification for the research</b>		
<b>2 Literature review</b>		
<b>1 Review of existing relevant knowledge</b>	Your review should provide a critical account of your in-depth engagement with the academic (and other) relevant literature, including identifying key trends, ideas and possible knowledge gaps. Most of your citations should point to academic articles. Your critical summary should highlight key insights from your review and provide a strong justification for your proposed research. Both coverage and depth of your review matter. You should ensure that your review is well structured, with a logical narrative flow and your arguments are well supported by evidence	
<b>2 Critical summary, including knowledge gap to be addressed by the research</b>		
<b>3 Research definition</b>		
<b>1 Problem statement</b>	You should ensure that your research problem is well articulated and appropriate for your course and your personal and professional circumstances, that your aim and objectives are consistent with research problem, that tasks and deliverables break down your objectives appropriately and are clearly related to your chosen research methods, and that the intended knowledge contribution of your research is clearly articulated	
<b>2 Aim, objectives, tasks and deliverables</b>		
<b>3 Knowledge contribution</b>		
<b>4 Research design</b>		
<b>1 Evidence and data</b>	This section should demonstrate your critical engagement with all elements of research design, including a detailed account of the data and evidence needed in your research, the research methods and research strategies you will to apply, and how you will apply them within your project. Your account should be supported by a clear rationale and insights from the related literature, and appropriately justified in relation to your research problem, aim and objectives. It should also demonstrate your careful consideration of ethical and legal matters, and that your research will comply with your course and university requirements	
<b>2 Research strategy and methods</b>		
<b>3 Research procedures</b>		
<b>4 Ethical, legal and EDI considerations</b>		
<b>5 Analysis and interpretation</b>		
<b>1 Pilot work</b>	This section should report on a well thought-out pilot work which clearly and competently test some significant aspect of your research design. It should demonstrate good critical reflection on outcomes and highlight any adjustments needed as a result.	
<b>References</b>		
	You should keep your growing references in good order and ensure you apply the required bibliographical style consistently. Ideally, you should use a BMT to generate and integrate your references within your report	
<b>Progress</b>		
<b>1 Qualification fit</b>	In this section you should argue how your research is a good fit across all criteria. You should provide a clear rationale as to why you think what you are proposing is feasible. You should also reflect on your growing understanding of the research process, including key learning and aspects you have found particularly challenging.	
<b>2 Personal and professional fit</b>		
<b>3 Technical skills and resources needed</b>		
<b>4 Statement of feasibility</b>		
<b>5 Personal reflection on research process</b>		
<b>Reflection</b>		

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Table 3: (Continued)

Part/Structure	Writing goals	Ref(s)
<b>1 Key priorities in follow-up stage</b> <b>2 Personal and professional fit</b> <b>3 Work schedule</b> <b>4 Risk assessment</b> <b>5 Risk Assessment Table</b>	<p>In this section you should reflect on the progress you have made in Stage 1 in relation to your initial work plan and establish your priorities for the next stage. For this, you should revise your initial work plan (??) accordingly. You should also summarise the outcome of your project risk assessment (??).</p>	<p>?? ??</p>

## Stage 4

Table 4:

Part/Structure	Writing goals	Ref(s)
<b>Title</b>	Your title should continue to capture succinctly your research problem and aim. <i>It is likely this is the same as, or very similar to, that in Stage 3</i>	
<b>Abstract</b>	You should include your draft abstract providing a succinct account of your research to date	
<b>1 Introduction</b>		
<b>1 Background to the research</b>	This section should continue to provide an introduction to your research topic in its wider context (as background) and your justification of why the research is worth pursuing. Its purpose is to introduce and justify your intended research in overview, before entering the detailed work of the subsequent sections. It should be well argued and supported by appropriate citations. In this section, you should also argue how the research fits within the scope of your qualification, and meets any other personal, professional or organisational criteria. <i>You may review this section from Stage 1 to reflect your growing understanding of the topic in context derived from your literature review.</i>	
<b>2 Justification for the research</b>		
<b>3 fitness of the research</b>		
<b>Literature review</b>		
<b>1 Review of existing relevant knowledge</b>	Your review should provide a critical account of your in-depth engagement with the academic (and other) relevant literature, including identifying key trends, ideas and possible knowledge gaps. Most of your citations should point to academic articles. Your critical summary should highlight key insights from your review and provide a strong justification for your proposed research. Both coverage and depth of your review matter. You should ensure that your review is well structured, with a logical narrative flow and your arguments are well supported by evidence	
<b>2 Critical summary, including knowledge gap to be addressed by the research</b>		
<b>Research definition</b>		
<b>1 Problem statement</b>	You should ensure that your research problem is well articulated and appropriate for your course and your personal and professional circumstances, that your aim and objectives are consistent with research problem, that tasks and deliverables break down your objectives appropriately and are clearly related to your chosen research methods, and that the intended knowledge contribution of your research is clearly articulated	
<b>2 Aim, objectives, tasks and deliverables</b>		
<b>3 Knowledge contribution</b>		
<b>Research design</b>		
<b>1 Evidence and data</b>	This section should demonstrate your critical engagement with all elements of research design, including a detailed account of the data and evidence needed in your research, the research methods and research strategies chosen, with justification, and applied within your project. Your account should be supported by a clear rationale and insights from the related literature, and appropriately justified in relation to your research problem, aim and objectives. It should also demonstrate your careful consideration of ethical and legal matters, and that your research complies with your course and university requirements	
<b>2 Research strategy and methods</b>		
<b>3 Research procedures</b>		
<b>4 Ethical, legal and EDI considerations</b>		
<b>Analysis and interpretation</b>		
<b>1 Summary and analysis of evidence</b>	This section should demonstrate substantial progress towards generating and analysing your data and evidence, and interpreting them in relation to aim and objectives. It should demonstrate a competent execution of your research design, present appropriate summaries of evidence and data, supported by raw data in an appendix if needed. Key findings should be clearly identified and logically connected to evidence, with good critical reflection on their implications for aim and objectives.	
<b>2 Summary of key findings</b>		
<b>3 Interpretation in relation to aim and objectives</b>		
<b>References</b>	You should keep your growing references in good order and ensure you apply the required bibliographical style consistently.	
<b>Work planning and risk assessment</b>		

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Table 4: (Continued)

Part/Structure	Writing goals	Ref(s)
<b>1 Statement of progress</b> <b>2 Key priorities in follow-up stage</b> <b>3 Risk assessment</b>	In this section you should reflect on the progress you have made in Stage 4 and establish your priorities for the next stage. You should also review your risk assessment as appropriate.	
<b>Appendix - Raw evidence</b>	If relevant, you should include a sample of your raw data as an appendix	
<b>Appendix - Work schedule</b>	You should include your revised work plan as an appendix	
<b>Appendix - Risk assessment table</b>	You should include your updated risk table as an appendix	
<b>Progress</b>		
<b>1 Qualification fit</b> <b>2 Personal and professional fit</b> <b>3 Technical skills and resources needed</b> <b>4 Statement of feasibility</b> <b>5 Personal reflection on research process</b>	In this section you should argue how your research is a good fit across all criteria. You should provide a clear rationale as to why you think what you are proposing is feasible. You should also reflect on your growing understanding of the research process, including key learning and aspects you have found particularly challenging.	
<b>Reflection</b>		
<b>1 Key priorities in follow-up stage</b> <b>2 Personal and professional fit</b> <b>3 Work schedule</b> <b>4 Risk assessment</b> <b>5 Risk Assessment Table</b>	In this section you should reflect on the progress you have made in Stage 1 in relation to your initial work plan and establish your priorities for the next stage. For this, you should revise your initial work plan (??) accordingly. You should also summarise the outcome of your project risk assessment (??).	?? ??

# 1 Stage 5

Table 5:

Part/Structure	Writing goals	Ref(s)
<b>Title</b>	Your title should capture succinctly your research problem and aim	
<b>Abstract</b>	Your abstract should providing a succinct account of your research	
<b>Chapter 1: Introduction</b>		
1 Background to the research	This chapter should provide an introduction to your research topic in its wider context (as background) and your justification of why the research is worth pursuing. Its purpose is to introduce and justify your intended research in overview, before entering the detailed work of the subsequent chapters. It should be well argued and supported by appropriate citations. In this chapter, you should also argue how the research fits within the scope of your qualification, and meets any other personal, professional or organisational criteria.	
2 Justification for the research		
3 Fitness of the research		
<b>Chapter 2: Literature review</b>		
1 Review of existing relevant knowledge	Your review should provide a critical account of your in-depth engagement with the academic (and other) relevant literature, including identifying key trends, ideas and possible knowledge gaps. Most of your citations should point to academic articles. Your critical summary should highlight key insights from your review and provide a strong justification for your proposed research. Both coverage and depth of your review matter. You should ensure that your review is well structured, with a logical narrative flow and your arguments are well supported by data	
2 Critical summary, including knowledge gap to be addressed by the research		
<b>Chapter 3: Research definition</b>		
1 Problem statement	You should ensure that your research problem is well articulated and appropriate for your course and your personal and professional circumstances, that your aim and objectives are consistent with research problem, that tasks and deliverables break down your objectives appropriately and are clearly related to your chosen research methods, and that the intended knowledge contribution of your research is clearly articulated	
2 Aim, objectives, tasks and deliverables		
3 Knowledge contribution		
<b>Chapter 4: Research design</b>		
1 Data	This chapter should demonstrated your critical engagement with all elements of research design, including a detailed account of the data needed in your research, the research methods and research strategies chosen, with justification, and applied within your project. Your account should be supported by a clear rationale and insights from the related literature, and appropriately justified in relation to your research problem, aim and objectives. It should also demonstrate your careful consideration of ethical and legal matters, and that your research complies with your course and university requirements	
2 Research strategy and methods		
3 Research procedures		
4 Ethical, legal and EDI considerations		
<b>Chapter 5: Analysis and interpretation</b>		
1 Summary and analysis of data	This chapter should provide a detailed account of your data generating, analysis, the findings you have derived and their interpretation in relation to your research aim and objectives. It should demonstrate a competent execution of your research design, present appropriate summaries of data, supported by raw data in an appendix if needed. Key findings should be clearly identified and logically connected to data, with good critical reflection on their implications for aim and objectives.	
2 Summary of key findings		
3 Interpretation in relation to aim and objectives		
<b>Chapter 6: Evaluation and conclusion</b>		

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Table 5: (Continued)

Part/Structure	Writing goals	Ref(s)
<b>1 Evaluation against aim and objectives</b> <b>2 Evaluation against related work in the literature</b> <b>3 Implications for practice</b> <b>4 Validity of the research</b> <b>5 Further work</b> <b>6 Personal reflection on your experience</b>	<p>In this chapter you should reflect on the extent your research has met its stated aim and objectives, bringing together all your findings from both primary and secondary research work. You should also reflect how it has contributed new knowledge in relation to the literature you have reviewed. You should also assess the validity of your research and consider any implication for further research and, if applicable, for professional practice. You should also reflect on what you have learnt from a personal standpoint in relation to thinking and behaving as an academic researcher.</p>	
<b>References</b>	You should include all your references and ensure you apply the required bibliographical style consistently.	
<b>Appendix - Raw data</b>	If relevant, you should include a sample of your raw data as an appendix	