

Report content

Jon G. Hall

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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"> ▪ Background ▪ Research Outline ▪ Research Design ▪ Knowledge contribution 	At this stage, your provisional abstract should capture your research area and possible knowledge contributions and include key papers that have inspired your choices. This is likely to change in later stages ??
Chapter 1: Introduction <ul style="list-style-type: none"> ▪ Background to the research ▪ Justification for the research ▪ Fitness of the research 	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"> ▪ Review of existing relevant knowledge ▪ Critical summary, including knowledge gap to be addressed by the research 	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"> ▪ Problem statement ▪ Aim, objectives, tasks and deliverables ▪ Knowledge contribution 	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"> ▪ Data ▪ Research strategy and methods ▪ Research procedures ▪ Ethical, legal and EDI considerations 	no content at this stage
Chapter 5: Analysis and interpretation <ul style="list-style-type: none"> ▪ Summary and analysis of data ▪ Summary of key findings ▪ Interpretation in relation to aim and objectives 	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"> ▪ Evaluation against aim and objectives ▪ Evaluation against related work in the literature ▪ Implications for practice ▪ Validity of the research ▪ Further work ▪ Personal reflection on your experience 	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"> ▪ Qualification fit ▪ Personal and professional fit ▪ Technical skills and resources needed ▪ Statement of feasibility ▪ Further reading to be completed ▪ Work schedule ▪ Risk assessment ▪ Risk Assessment Table(s) 	You should consider your progress against the checklist of ?? and record it here ??
Reflection <ul style="list-style-type: none"> ▪ Personal reflection on research process ▪ Key priorities in follow-up stage 	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"> ▪ Background ▪ Research Outline ▪ Research Design ▪ Knowledge contribution 	At this stage, update your provisional abstract to capture your growing understanding of your research ??
Chapter 1: Introduction <ul style="list-style-type: none"> ▪ Background to the research ▪ Justification for the research ▪ Fitness of the research 	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"> ▪ Review of existing relevant knowledge ▪ Critical summary, including knowledge gap to be addressed by the research 	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"> ▪ Problem statement ▪ Aim, objectives, tasks and deliverables ▪ Knowledge contribution 	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"> ▪ Data ▪ Research strategy and methods ▪ Research procedures ▪ Ethical, legal and EDI considerations 	no content at this stage
Chapter 5: Analysis and interpretation <ul style="list-style-type: none"> ▪ Summary and analysis of data ▪ Summary of key findings ▪ Interpretation in relation to aim and objectives 	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"> ▪ Evaluation against aim and objectives ▪ Evaluation against related work in the literature ▪ Implications for practice ▪ Validity of the research ▪ Further work ▪ Personal reflection on your experience 	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"> ▪ Qualification fit ▪ Personal and professional fit ▪ Technical skills and resources needed ▪ Statement of feasibility ▪ Further reading to be completed ▪ Work schedule ▪ Risk assessment ▪ Risk Assessment Table(s) 	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"> ▪ Personal reflection on research process ▪ Key priorities in follow-up stage 	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

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">▪ Background▪ Research Outline▪ Research Design▪ Knowledge contribution	At this stage, update your provisional abstract to capture your growing understanding of your research. You should now be able to structure the abstract to provide more detail for the reader on the Background, Research Outline and the Knowledge Contributions you intend to make ??
Chapter 1: Introduction <ul style="list-style-type: none">▪ Background to the research▪ Justification for the research▪ Fitness of the research	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">▪ Review of existing relevant knowledge▪ Critical summary, including knowledge gap to be addressed by the research	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. 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. ??
Chapter 3: Research Definition <ul style="list-style-type: none">▪ Problem statement▪ Aim, objectives, tasks and deliverables▪ Knowledge contribution	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">▪ Data▪ Research strategy and methods▪ Research procedures▪ Ethical, legal and EDI considerations	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. ?? 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 ?? 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 ??
Chapter 5: Analysis and interpretation <ul style="list-style-type: none">▪ Summary and analysis of data▪ Summary of key findings▪ Interpretation in relation to aim and objectives	At this stage you should be able to provide a report on a small scale application of some aspects of your research design, which you conducted to assess feasibility, finalise your procedures, and generally increase your confidence in the approach you have chosen. The form of this will vary depending on your research strategy ??

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Table 3: (Continued)

Part/Structure	Guidance
Chapter 6: Evaluation and conclusion <ul style="list-style-type: none"> ▪ Evaluation against aim and objectives ▪ Evaluation against related work in the literature ▪ Implications for practice ▪ Validity of the research ▪ Further work ▪ Personal reflection on your experience 	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"> ▪ Qualification fit ▪ Personal and professional fit ▪ Technical skills and resources needed ▪ Statement of feasibility ▪ Further reading to be completed ▪ Work schedule ▪ Risk assessment ▪ Risk Assessment Table(s) 	You should consider your progress against the checklist of ?? and record it here.
Reflection <ul style="list-style-type: none"> ▪ Personal reflection on research process ▪ Key priorities in follow-up stage 	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 3

Table 4:

Part/Structure	Guidance
Title	?? At this stage, update your provisional title if necessary
Abstract <ul style="list-style-type: none"> ▪ Background ▪ Research Outline ▪ Research Design ▪ Knowledge contribution 	?? At this stage, your provisional abstract should capture your research area and possibly change in later stages.
Chapter 1: Introduction <ul style="list-style-type: none"> ▪ Background to the research ▪ Justification for the research ▪ Fitness of the research 	?? At this stage you should be able to give an introduction to your research topic and understanding develops in later stages
Chapter 2: Literature review <ul style="list-style-type: none"> ▪ Review of existing relevant knowledge ▪ Critical summary, including knowledge gap to be addressed by the research 	?? Your initial literature review should outline the background and identify suspected gaps in the research field.
Chapter 3: Research Definition <ul style="list-style-type: none"> ▪ Problem statement ▪ Aim, objectives, tasks and deliverables ▪ Knowledge contribution 	?? At this stage you should be able to describe your candidate research problem in terms of the research question and hypothesis. Your understanding deepens through the stages.
Chapter 4: Research design <ul style="list-style-type: none"> ▪ Data ▪ Research strategy and methods ▪ Research procedures ▪ Ethical, legal and EDI considerations 	?? no content at this stage
Chapter 5: Analysis and interpretation <ul style="list-style-type: none"> ▪ Summary and analysis of data ▪ Summary of key findings ▪ Interpretation in relation to aim and objectives 	?? no content at this stage

Table 4: (Continued)

Part/Structure	Guidance
Chapter 6: Evaluation and conclusion <ul style="list-style-type: none"> ▪ Evaluation against aim and objectives ▪ Evaluation against related work in the literature ▪ Implications for practice ▪ Validity of the research ▪ Further work ▪ Personal reflection on your experience 	?? 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"> ▪ Qualification fit ▪ Personal and professional fit ▪ Technical skills and resources needed ▪ Statement of feasibility ▪ Further reading to be completed ▪ Work schedule ▪ Risk assessment ▪ Risk Assessment Table(s) 	?? You should consider your progress against the checklist of ?? and record it here.
Reflection <ul style="list-style-type: none"> ▪ Personal reflection on research process ▪ Key priorities in follow-up stage 	?? In this section you should reflect on the progress you have made in Stage 0 using t

Stage 4

Table 5:

Part/Structure	Guidance
Title	?? At this stage, update your provisional title if necessary
Abstract <ul style="list-style-type: none"> ▪ Background ▪ Research Outline ▪ Research Design ▪ Knowledge contribution 	?? At this stage, your provisional abstract should capture your research area and possibly change in later stages.
Chapter 1: Introduction <ul style="list-style-type: none"> ▪ Background to the research ▪ Justification for the research ▪ Fitness of the research 	?? At this stage you should be able to give an introduction to your research topic and understanding develops in later stages
Chapter 2: Literature review <ul style="list-style-type: none"> ▪ Review of existing relevant knowledge ▪ Critical summary, including knowledge gap to be addressed by the research 	?? Your initial literature review should outline the background and identify suspected gaps in the research field.
Chapter 3: Research Definition <ul style="list-style-type: none"> ▪ Problem statement ▪ Aim, objectives, tasks and deliverables ▪ Knowledge contribution 	?? At this stage you should be able to describe your candidate research problem in terms of the research question and hypothesis. Your understanding deepens through the stages.
Chapter 4: Research design <ul style="list-style-type: none"> ▪ Data ▪ Research strategy and methods ▪ Research procedures ▪ Ethical, legal and EDI considerations 	?? no content at this stage
Chapter 5: Analysis and interpretation <ul style="list-style-type: none"> ▪ Summary and analysis of data ▪ Summary of key findings ▪ Interpretation in relation to aim and objectives 	?? no content at this stage

Table 5: (Continued)

Part/Structure	Guidance
Chapter 6: Evaluation and conclusion <ul style="list-style-type: none"> ▪ Evaluation against aim and objectives ▪ Evaluation against related work in the literature ▪ Implications for practice ▪ Validity of the research ▪ Further work ▪ Personal reflection on your experience 	?? 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"> ▪ Qualification fit ▪ Personal and professional fit ▪ Technical skills and resources needed ▪ Statement of feasibility ▪ Further reading to be completed ▪ Work schedule ▪ Risk assessment ▪ Risk Assessment Table(s) 	?? You should consider your progress against the checklist of ?? and record it here.
Reflection <ul style="list-style-type: none"> ▪ Personal reflection on research process ▪ Key priorities in follow-up stage 	?? In this section you should reflect on the progress you have made in Stage 0 using t

Stage 5

Table 6:

Part/Structure	Guidance
Title	?? At this stage, update your provisional title if necessary
Abstract <ul style="list-style-type: none"> ▪ Background ▪ Research Outline ▪ Research Design ▪ Knowledge contribution 	?? At this stage, your provisional abstract should capture your research area and possibly change in later stages.
Chapter 1: Introduction <ul style="list-style-type: none"> ▪ Background to the research ▪ Justification for the research ▪ Fitness of the research 	?? At this stage you should be able to give an introduction to your research topic and understanding develops in later stages
Chapter 2: Literature review <ul style="list-style-type: none"> ▪ Review of existing relevant knowledge ▪ Critical summary, including knowledge gap to be addressed by the research 	?? Your initial literature review should outline the background and identify suspected gaps in the research field.
Chapter 3: Research Definition <ul style="list-style-type: none"> ▪ Problem statement ▪ Aim, objectives, tasks and deliverables ▪ Knowledge contribution 	?? At this stage you should be able to describe your candidate research problem in terms of the research question and hypothesis. Your understanding deepens through the stages.
Chapter 4: Research design <ul style="list-style-type: none"> ▪ Data ▪ Research strategy and methods ▪ Research procedures ▪ Ethical, legal and EDI considerations 	?? no content at this stage
Chapter 5: Analysis and interpretation <ul style="list-style-type: none"> ▪ Summary and analysis of data ▪ Summary of key findings ▪ Interpretation in relation to aim and objectives 	?? no content at this stage

Table 6: (Continued)

Part/Structure	Guidance
Chapter 6: Evaluation and conclusion <ul style="list-style-type: none"> ▪ Evaluation against aim and objectives ▪ Evaluation against related work in the literature ▪ Implications for practice ▪ Validity of the research ▪ Further work ▪ Personal reflection on your experience 	?? 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"> ▪ Qualification fit ▪ Personal and professional fit ▪ Technical skills and resources needed ▪ Statement of feasibility ▪ Further reading to be completed ▪ Work schedule ▪ Risk assessment ▪ Risk Assessment Table(s) 	?? You should consider your progress against the checklist of ?? and record it here.
Reflection <ul style="list-style-type: none"> ▪ Personal reflection on research process ▪ Key priorities in follow-up stage 	?? In this section you should reflect on the progress you have made in Stage 0 using t