**How to Write the Methodology Section of a Report**

**Detailed Breakdown of the Methods Section**

| **Section** | **What to Include** | **Guiding Questions** |
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| **1. Research Design** | - Type of research (e.g., quantitative, qualitative, mixed methods) - Duration of the study - Overall purpose and structure of the study | - What kind of data are you collecting—numbers, opinions, both? - How long will the study last? |
| **2. Setting and Sampling** | - Where the study took place (e.g., school, university, online) - Description of participants (e.g., age, level, background) - How many participants were involved - How participants were selected (e.g., random, voluntary, purposive sampling) | - Where and with whom is the research being done? - How were participants chosen and why? |
| **3. Data Collection** | - What data was collected (e.g., sleep hours, stress levels, test scores) - How it was collected (e.g., surveys, tests, devices, interviews) - Tools used (e.g., Google Forms, Qualtrics, Fitbit, PSS scale) - Frequency of data collection (e.g., weekly, once, biweekly) | - What information did you gather and how? - What tools or platforms did you use? - How often did you collect data? |
| **4. Data Analysis** | - Software used (e.g., SPSS, Excel, NVivo) - Types of analysis (e.g., mean, correlation, regression, thematic coding) - How patterns or relationships were identified | - How did you examine the data? - What methods or tools helped you find patterns or results? |
| **5. Ethical Considerations** | - Consent (informed permission from participants) - Anonymity/confidentiality (keeping identities private) - Right to withdraw - Institutional Review Board (IRB) approval if applicable | - Did participants agree to be part of the study? - How was their privacy protected? - Could they leave the study anytime? |

**Sample on the next page**

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| **Objective:**  To explore the relationship between daily social media usage and students' academic performance over a semester.  **Study Setup:**  Location: A mid-sized public university  Duration: 12 weeks (one academic semester)  Participants: 120 undergraduate students across 4 faculties  **Data Collection:**  Method: Online self-reported survey  Tool: Google Forms  Frequency: Weekly survey submissions  Data Collected: Average daily time on social media, types of platforms used, GPA scores, and study habits  **Data Analysis:**  Quantitative data processed in SPSS for means, standard deviations, and frequency distributions  **Ethical Considerations:**  informed consent before participating |

**Research design**

Using primary data, this research employed a quantitative approach to explore the link between social media usage and academic performance in university students throughout a 12-week academic term.

**Setting and sampling**

Data was gathered through self-reported online surveys distributed to participants on a weekly basis. The study took place at a mid-sized public university, involving a sample of 120 undergraduate students from four different faculties. Participants were recruited through voluntary sampling and invited via university email.

**Data collection methods**

Data collection utilized a structured Google Forms survey that was administered weekly. The survey aimed to capture essential variables such as the average daily time spent on social media platforms like Instagram, TikTok, Facebook, and Twitter/X. Participants also

reported their GPA scores at the start and end of the semester. Furthermore, participants provided details about their study habits.

**Data analysis procedures**

Quantitative data analysis was performed using SPSS . Descriptive statistics, including means, standard deviations, and frequency distributions, were calculated to summarize trends in daily social media usage and GPA.

**Ethical considerations**

Ethical considerations were meticulously observed, with participants offering informed consent before participating.