



RESEARCH CHEAT SHEET



Researching, Analysing, and Writing is art form that all researchers are still practicing, while the below will not guarantee project success, it will make sure you cover all the appropriate elements.

THE QUESTION

THE OPENING GAMBIT OF ANY RESEARCH PROCESS IS FINDING YOUR KEY QUESTION! YOU WILL WANT TO COVER THE FOLLOWING:

- Read the surrounding literature:
- Identify 10 key search terms:
- Search for previous versions / attempts at your question:
- Engage with colleagues / specialists for advice (level dependant):
- Establish your Hypothesis & Null Hypothesis

THE PREPERATION

OK. ITS TIME TO PLAN YOUR RESEARCH. YOU CAN DO THIS! YOU WILL WANT TO COVER THE FOLLOWING:

- Search and record directly related previous research from books / articles:
- Identify how you are going to test your research question:
- Look into ethics processes and project management plans:
- Consider your research pool, subjects, and needed resources:
- Research and establish your analysis methods including programmes and formulas:
- Write up the above as a methodology section citing your literature searches:

RESEARCH PROCESS

THIS IS IT. ITS TIME TO DO IT! YOU WILL WANT TO COVER THE FOLLOWING:

- Ensure you have all appropriate ethics, sign off, and record keeping materials:
- Work with a supporting mentor / supervisor to ensure you have support:
- Ensure that you conduct your research within the guidelines you set above:
- Record everything clearly and in as much detail as possible:
- Do not worry about the results, focus on the collection of data and securely storing it:

THE ANALYSIS

THAT WAS HARD. WELL DONE YOU! NOW WE NEED TO UNSCRAMBLE IT ALL. YOU WILL WANT TO COVER THE FOLLOWING:

- Feed all of your data into your analytical method:
- Double check that you have all your data collated and included:
- Set aside corrupted data - i.e. data that can not be included for any reason and make a note:
- Write out your research questions, and a series of associated questions developed from the research process if applicable. Then test these questions against your data set.
- Record each step of the process of analysis. You may need to provide this later in the write up.

THE EVIDENCE

WHO KNEW?? NOW WE NEED TO TURN THE FINDINGS INTO DIGESTIBLE EVIDENCE! YOU WILL WANT TO COVER THE FOLLOWING:

- Organise your analysis data, connecting relevant aspects to your research questions:
- Collate your findings into tables or visual diagrams. Rule of thumb readers should be able to understand your findings, guided by your brief explanation, within 10 seconds of looking at it.
- Structure your findings according to your research question and dataset:
- Test your research findings and analysis by explaining to a non-specialist, and rerunning any findings that seem to be particularly extraneous.

THE PRESENTATION

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HOME STRETCH! ALL WE NEED TO DO IS TURN YOUR ANSWERS INTO PROSE. EASY! YOU WILL WANT TO COVER THE FOLLOWING:

- Set out your structure - (hint: check your target medium / topic - it may have different rules)
 - Standard for Science: Abstract, Introduction, Methods, Results, Discussion, References
 - Standard for Social Science: Abstract: Introduction, Methodology and Analysis, Discussion, Conclusion, References.
- Comprehensively write up your sections and provide links and signposting between them
- Review your paper and have others provide feedback

*Presenting your findings is an intricate process - see the 'Writing it all up' cheat sheet for more details