



# WRITING UP RP CHEAT SHEET



Researching, Analysing, and Writing is an 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.

A research proposal isn't just about what you want to do – it's about convincing someone you can do it well.

## THE STRUCTURE

GET YOUR SPINE SORTED FIRST! YOU WILL WANT TO COVER THE FOLLOWING USUALLY ( ALWAYS CHECK YOUR INSTITUTIONS APPROVED FORMAT)

- Title and Abstract
- Introduction – Introduce the topic, define the scope, and justify its relevance.
- Literature Review – Identify key debates, gaps, and context to your research question.
- Research Question, Aims & Objectives – What are you trying to find out, and why?
- Methodology:
- Research Approach – Qualitative? Quantitative? Mixed?
- Philosophical Assumptions – Positivist? Interpretivist? Critical realist?
- Data Collection Method – Interviews, surveys, observation?
- Sampling and Recruitment – Who are you studying, and how will you find them?
- Data Analysis Methods – Thematic analysis? Statistical modelling?
- Ethical Considerations – Consent, anonymity, data protection, and risk management.
- Conclusion – Summarise your proposal and reinforce its value.
- References – Use the correct referencing format (APA/Harvard/etc.)
- Break each section into clear, purposeful paragraphs. Open with intent, close with connection.

## THE LINKAGE

THIS IS WHAT MAKES YOUR PROPOSAL COHERENT.

- Signposting is key – let the reviewer know where they are and why it matters.
- Each section should build logically – literature sets up the gap, methods deliver the solution.
- Use bridging phrases to connect your rationale, aims, and methods.
- Return to your core research question regularly – keep the thread strong.

## THE EXPLANATION

THIS IS WHERE YOU CONVINCE THEM IT'S WORTH BACKING. USE STATE – DEBATE – RELATE: FOR EACH PARAGRAPH:

- STATE: What's the key point of the section?
- DEBATE: What does existing research or theory say?
- RELATE: Why does this matter to your research proposal?

## THE ANALYSIS

SHOW THEM YOU'VE DONE THE GROUNDWORK:

- Use relevant and recent literature to build credibility.
- Critically engage – don't just list studies, explain their contribution.
- Accurately cite using your school's referencing style.
- Recommended Reference Programmes:
- Zotero – Open-source and great for managing citation libraries.
- EndNote – Powerful and institutionally supported.
- Mendeley – Easy to use and helpful for PDF annotation.

## THE PRESENTATION

YOUR IDEA MIGHT BE GREAT. BUT IT HAS TO LOOK FUNDABLE / DOABLE:

- Proofread carefully – no errors in key sections like aims or ethics.
- Follow every formatting rule – word count, font, structure.
- Use subheadings, spacing, and bullet points for ease of reading.
- Rewrite your abstract last – make it sharp and clear.
- Step away before redrafting – return with fresh eyes.
- Ask a peer or supervisor for a structure-and-clarity check.