Theme 13: The Product

Written Report Submission Checklist

Complete the checklist below before you submit your report to Turnitin.

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| --- | --- |
| Formatting | 🗸 |
| Correct font and size used  |  |
| Header on every page (ID number, tutor name and module code) |  |
| Footer on every page (page numbers) |  |

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| Language | 🗸 |
| Language is formal and academic in tone |  |
| Signposting language used to create links between sentences and paragraphs |  |
| Spelling and grammar check completed |  |

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| --- | --- |
| Cover sheet | 🗸 |
| Module code (PM600) |  |
| Assignment title (Written Report) |  |
| Project title (approx. 10 – 20 words) |  |
| Student number |  |
| Group |  |
| Tutor name |  |
| Word count (excluding cover page, abstract, contents, reference list, appendices) |  |

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| Abstract (<200 words; not included in word count) | 🗸 |
| Research problem and aims of the research stated |  |
| Summary of methods, results and implications outlined |  |

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| Contents | 🗸 |
| All sections listed (including tables, illustrations and figures and appendices) |  |
| All sections logically numbered |  |

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| Introduction (300 – 400 words) | 🗸 |
| Contextual information about the topic (with citations) |  |
| Definitions of key terms (with citations)  |  |
| Explanation why the topic is worth studying (including who is likely to benefit from the results) |  |
| Aims (and optional: objectives) of the project |  |
| Research questions (maximum three) |  |
| Brief indication of the methodology used |  |
| An outline of the report structure |  |

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| Literature Review (1,200 – 1,500 words) | 🗸 |
| An introductory sentence to provide an overview of the key aspects to be discussed |  |
| Clearly identifiable sub-sections (sub-headings or topic sentences used) |  |
| Critical evaluation of the literature by theme (including synthesis of sources to compare and contrast existing research findings) |  |
| A gap in the literature is identified |  |
| A closing sentence to indicate how this research will contribute to existing knowledge |  |
| Accurate in-text citations with corresponding full references |  |
| Note: Do not include the Reflection on Research Questions. |  |

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| Methodology (600 words) | 🗸 |
| Primary research: |  |
| * Rationale for and explanation of research strategy (quantitative/qualitative)
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| * Data collection method and rationale (including pilot study)
 |  |
| * Sample size and sampling technique
 |  |
| * Approach to data analysis
 |  |
| * Ethical issues (including solutions to solve them)
 |  |
| * Reflections on the limitations of the methodology
 |  |
| Secondary research: |  |
| * Rationale for research strategy
 |  |
| * Evaluation of strengths and weaknesses of using secondary data
 |  |
| * Details of data sets used (including why selected and their strengths and weaknesses)
 |  |
| * Approach to data analysis (e.g. criteria used to compare options)
 |  |
| * Ethical issues (including solutions to solve them)
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| Findings (600 words) | 🗸 |
| Introductory 1-3 sentences (state aim of chapter and its organisation) |  |
| Key points from the data, highlighted and supported by graphs, charts or extracts |  |
| Clear labels for graphs, charts and extracts |  |
| In-text signposting of visuals |  |
| Concluding sentence |  |
| Note: Most secondary research projects can combine Findings and Discussion into one chapter (max. 1,200 words). |  |

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| Discussion (600 words) | 🗸 |
| Introductory 1-3 sentences (state aim of chapter and its organisation) |  |
| Analysis of key research findings |  |
| Findings are related back to existing literature |  |
| Limitations of the project are stated |  |
| Concluding sentence |  |
| Note: Most secondary research projects can combine Findings and Discussion into one chapter (max. 1,200 words). |  |

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| Conclusion (300 words) | 🗸 |
| Summary of key findings |  |
| Practical implications of the findings |  |
| Recommendations for further research |  |

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| Reference List | 🗸 |
| A minimum of 15 sources have been used |  |
| Sources are up-to-date (where appropriate) and have sufficient academic weight |  |
| All references have a corresponding in-text citation |  |
| References are formatted according to the college’s referencing guide |  |

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| Appendices | 🗸 |
| Primary: A copy of the research instrument included (e.g. questionnaire) |  |
| Primary: Letter of consent given to respondents |  |
| Optional: data collected |  |
| All appendices are referred to in the report |  |

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| Module Learning Outcomes Covered | Academic Literacies Covered |
| ML5 | AL8 |
| Choose an item. | Choose an item. |
| Choose an item. | Choose an item. |