

Pre-submission Checklist: In planning and writing up your research report, have you...?

1. Planned your time – realistically to cover everything you need to do?	
2. Sub-divided/segmented your report clearly and logically?	
3. Synthesised your evidence in a valid way?	
4. Evaluated your evidence fairly and as objectively as possible?	
5. Written a clear introduction in which you have	
a. Addressed your question?	
b. Answered your question?	
c. Critiqued your question?	
d. Stated your aims and theories clearly?	
e. Created a logical structure and explained it to your reader?	
f. Been clear about your own standpoint and values?	
6. Articulated an over-arching argument?	
7. Written reflectively about your methods and research design?	
8. Explained your decisions and arguments?	
9. Warranted your claims using evidence?	
10. Been valid in your interpretation of the evidence?	
11. Avoided and removed sweeping generalisations and overstatements?	
12. Reflected on your learning – both on your research design and topic?	
13. Reviewed the literature?	
14. Used the methods of critique?	

15. Been charitable to opposing standpoints?	
16. Avoided being over-critical and uncritical?	
17. Quoted sparingly and appropriately?	
18. Communicated clearly without room for misinterpretation?	
19. Defined your key terms and explain your terminology?	
20. Avoided and removed irrelevancies and digressions?	
21. Written a conclusion?	
22. Avoided plagiarism?	
23. Referenced and cited your sources fully?	
24. Re-read your report?	
25. Anticipated your critics?	
26. Re-drafted and ironed out flaws and mistakes?	