A person holding a pen and writing on a paper

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# **A. Topic Selection and Proposal Development**

1. **Identify a Research Area**

☐Explore interests, gaps in current research, and professional relevance.

☐Confirm feasibility within available time and resources.

1. **Formulate a Research Question**

**☐** Ensure it is clear, specific, and researchable.

**☐** Test for alignment with academic and professional goals.

1. **Draft a Research Proposal**

Components:

**☐** Background and rationale

**☐** Research objectives and questions

**☐** Proposed methodology

**☐** Preliminary literature review

**☐** Expected contributions and implications

1. **Seek Approval**

**☐** Submit to your supervisor or committee.

**☐** Revise based on feedback.

# **B. Literature Review**

1. **Conduct a Thorough Search**

**☐** Use databases like ProQuest, Google Scholar, and Semantic Scholar.

**☐** Search for journal articles, books, conference papers, and case studies.

1. **Organize and Annotate Sources**

**☐** Create a reference library using **Zotero** or **Mendeley**.

**☐** Summarize and categorize articles by themes, methodologies, and findings.

1. **Critically Analyze Literature**

**☐** Identify trends, gaps, and conflicts.

**☐** Ensure coverage of foundational and recent studies.

1. **Write the Literature Review Chapter**

**☐** Structure logically (e.g., thematic or chronological).

**☐** Highlight how your research addresses gaps or adds to the field.

# **C. Research Design and Methodology**

1. **Select Methodology**

**☐** Choose qualitative, quantitative, or mixed methods.

**☐** Justify your choice based on the research question.

1. **Develop Research Instruments**

**☐** Create surveys, interview guides, or experiment protocols.

**☐** Pilot test for reliability and validity.

1. **Address Ethical Considerations**

**☐** Obtain ethical clearance if required.

**☐** Include informed consent forms and confidentiality agreements.

1. **Plan Data Collection**

**☐** Define the sampling method and sample size.

**☐** Schedule data collection timelines.

1. **Write the Methodology Chapter**

**☐** Describe research design, instruments, data collection, and analysis plans.

# **D. Data Collection**

1. **Gather Data**

**☐** Conduct surveys, interviews, or experiments as planned.

**☐** Record responses accurately and securely.

1. **Organize Data**

**☐** Use tools like Google Sheets/Excel, and Notion/Google Drive for storage and organization.

**☐** Maintain a log of raw data for verification purposes.

# **E. Data Analysis**

1. **Prepare Data**

**☐** Clean data by removing duplicates or incomplete responses.

**☐** Convert qualitative data into codes or themes.

1. **Analyze Data**

**☐** Apply statistical tests, thematic analysis, or other relevant methods.

**☐** Visualize results with charts or graphs using tools like **Google Colab** or **Excel**.

1. **Interpret Findings**

**☐** Relate results back to your research objectives and literature review.

1. **Write the Findings Chapter**

**☐** Present results clearly, using visuals where appropriate.

# **F. Discussion and Implications**

1. **Compare Findings to Literature**

**☐** Highlight consistencies or deviations from prior research.

**☐** Discuss the implications for theory and practice.

1. **Acknowledge Limitations**

**☐** Be transparent about study constraints (e.g., sample size, generalizability).

1. **Write the Discussion Chapter**

**☐** Link findings to research objectives and broader implications.

# **G. Conclusion and Recommendations**

1. **Summarize Key Findings**

**☐** Recap results in relation to your research questions.

1. **Provide Recommendations**

**☐** Suggest actionable steps for practitioners or future researchers.

1. **Write the Conclusion Chapter**

**☐** Ensure clarity and conciseness.

# **H. Finalization**

1. **Proofread and Edit**

**☐** Review for grammar, style, and coherence.

**☐** Verify adherence to formatting and citation guidelines.

1. **Format References**

**☐** Ensure all citations and references are accurate and complete.

**☐** Use tools like **Zotero** to manage citations.

1. **Submit for Supervisor Review**

**☐** Address any final feedback.

1. **Prepare for Submission**

**☐** Check submission requirements (e.g., file format, plagiarism check).

**☐** Submit within deadlines.

# **I. Defense (If required)**

1. **Prepare Presentation**

**☐** Highlight key points from each chapter.

**☐** Create visuals, such as slides or infographics.

1. **Practice Delivery**

**☐** Anticipate questions and rehearse responses.

1. **Present with Confidence**

**☐** Stay calm and professional during the Q&A.

# **Additional AI Tips**

Use **AI tools** to automate repetitive tasks:

**☐ChatGPT**: Draft text, summarize findings, or brainstorm ideas.

**☐Grammarly**: Proofread for clarity and tone.

**☐Scite.ai**: Verify claims with supporting evidence.

**☐Google Colab**: Perform data analysis efficiently.