While not exhaustive, this list will provide guidance on what to consider including in your methods chapter.

**Introduction**

☐ What did you study? What was the aim or purpose of your study?

☐ What was the overall approach/design you used? (consider simply stating the terminology associated with it as opposed to explaining what you did or why)

☐ What did you cover in the chapter and in what order?

**Approach to Research**

☐ What was the approach you used for your research (qualitative/quantitative/mixed)?

☐ Why was this approach the most appropriate to answer your research questions (did you use empirical research to support your approach)?

☐ What was the frame of your study (think systematic level)?

**Research Design**

☐ What design type did you choose and why?

☐ What hypotheses were you testing and what methods or tools will be used to collect data?

☐ Why did you choose that design type? What rationale are you using to justify the design?

☐ What other studies were done in this same way?

**Data Collection Methods**

**Sample**

☐ What was your target population, sample group, and sampling design? How large was this sample? (how did you determine the number of participants you needed? Ex. power calculation)

☐ How was this sample representative of your target population?

☐ Where were the participants in your study located?

☐ Were there any inclusion/exclusion criteria for your participants? Why?

**Instruments**

☐ What measures did you use to answer your research questions and how did they measure the focus of your research?

☐ Which type of instrument did you use? Why?

☐ What type of data were you trying to collect?

☐ How did you structure the instrument (standardized interview protocols, open-ended vs. close-ended questions, etc.)?

☐ How did you ensure the reliability and validity of your instruments to measure your variables?

* Quantitative - have you provided specific statistics for quantitative instruments, including how they were developed?
* Qualitative - what processes have you applied to ensure the data collected is true and consistent??

**Procedures**

☐ How did you implement your methods (think step by step - pre-contact, contact, post-contact)? Did you provide enough information, so that someone could replicate your study?

☐ How did you contact your sample or access your data?

☐ What sampling method did you use? Why?

☐ How did you gain their participation and consent?

☐ Where did you conduct the study (location)? What defining characteristics are worth mentioning?

☐ How did you protect their anonymity or ensure confidentiality?

☐ What other ethical considerations did you take into account to mitigate risk?

☐ how did you administer the instruments?

☐ Where did you conduct the study (location)? What defining characteristics are worth mentioning?

☐ What information is worth noting about your participants?

**Data Analysis**

**Quantitative**

☐ How did you analyze the data (procedure)?

☐ What did you do prior to the analysis to clean the data?

☐ How did you validate the data?

☐ What type of analysis did you use?

☐ Did you use a particular software or tool to analyze the data? Describe.

☐ What statistical measure did you use?

☐ What information did the analysis provide you? (determining relationships, casual links, etc.)

☐ What probability did I use to decide significance and did you describe each test of assumptions?

**Qualitative**

☐ How did you analyze the data (procedure)?

☐ What did you do after collecting the responses from your participants?

☐ What type of analysis did you use?

☐ Did you transcribe the data? How?

☐ Did you describe your analysis approach (i.e., theming, coding process), as well as your interpretation process?

☐ Did you use any platforms or tools to classify the data?

☐ How did you avoid bias in analysis of the data?

☐ How did you validate the data?

**Limitations/Delimitations**

☐ What boundaries did you set for your study that were in your control? Why did you set them and how could they have influenced your data? (delimitations)

☐ What limitations and delimitations related to your methodology, sample, instrumentation, data collection or analysis were there in the study that may have influenced the data you collected? What strategies did you use to limit the negative consequences of the limitations and delimitations? Why were they not avoidable?