## **Write up checklist**

* Coffee / Tea / Beverage of choice
* Time
* Motivation (optional) and/or deadline
* Writing implements

|  |  |  |
| --- | --- | --- |
|  | Summary of your research findings | Title |
|  | Your main variables |
|  | Summary of main finding | **Abstract** |
|  | Summary of method, results and discussion |
|  | Introduction |
|  | Background to your research question |
|  | Explanation why your research is important  |
|  | Description of current state of research on this question | **Literature review** |
|  | Outline of gap in current knowledge |
|  | Explanation of how your research can fill this gap |
|  | Theoretical framework in which your research rests |
|  | Hypotheses |
|  | Null hypotheses, if required |

|  |  |  |  |
| --- | --- | --- | --- |
|  | How many approached, how many recruited | Participants | Method |
|  | Selection criteria of participants  |
|  | Reason for participation (e.g., course credit, voluntary?)  |
|  | Incentives, if offered |
|  | Key relevant demographics of participants, e.g. gender, age, education, etc. |
|  | Dependent and independent variables | Design |
|  | Number and type of conditions |
|  | Whether between- or within-subject or mixed |
|  | How participants were allocated to conditions | Procedure |
|  | Sequence of conditions |
|  | Material used, e.g. tests, test programs, tools |
|  | Layout of test premises, if relevant |
|  | Duration and nature of tasks |
|  | Time limits, where applicable |
|  | Ethics information: limitations, debriefing, ethics approval, etc. |
|  | Removal of outliers, including rationale for removal | **Data Analysis** |
|  | Handling of missing data and errors |
|  | Coding and re-coding of variables |
|  | Transformation of variables |
|  | Descriptives of dependent & independent variables, overall & by condition  | **Results** |
|  | Details of statistical analyses, including assumption testing & post-hoc tests |
|  | Manipulation checks, if applicable |
|  | Whether hypotheses were confirmed | **Discussion** |
|  | How results answer the research question |
|  | How results fit with existing research |
|  | Limitations of method and findings |
|  | Implications of findings |
|  | Potential next steps, future research |
|  | Every cited source in the main text has a corresponding reference | **References** |
|  | There is at least one matching citation for each reference |
|  | All references follow the prescribed format |
|  | Copy of any material used | **Appendices** |
|  | Copy of ethics approval |
|  | Printout of statistical analyses (SPSS /Excel output, manual calculations) |