Work schedule

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| --- | --- | --- | --- | --- |
| **Stages** | **Time required** | **Start date** | **Finish date** | **Stocktaking** |
| 1. **Generate ideas**
 |  |  |  |  |
| 1. **Pin down your research question/ hypothesis**
 |  |  |  | Submit to supervisor |
| 1. **Organise your retrieval system**
 |  |  |  |  |
| 1. **Search the literature**
 |  |  |  | Stage deadline |
| 1. **Critically evaluate sources**
 |  |  |  |  |
| 1. **Analyse/ synthesise ideas**
 |  |  |  | Stage deadline |
| 1. **Plan the review**
 |  |  |  |  |
| 1. **Write first draft**
 |  |  |  | Submit to supervisor |
| 1. **Revise structure – check logic, signposting, paragraphs**
 |  |  |  |  |
| 1. **Revise content 1 – check citing, plagiarism**
 |  |  |  |  |
| 1. **Reference list/ bibliography**
 |  |  |  |  |
| 1. **Revise content 2 – check sentences, word use, de-clutter**
 |  |  |  | Submit to supervisor |
| 1. **Final presentation – check word count, pagination, tables**
 |  |  |  | Final deadline |