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 |