Template Research Project Checklist

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| Section | Tick when completed |
| **Title page**  This should include your name, the year, your course and institution, and the total word length. |  |
| **Acknowledgements**  Early Years institution, family, friends, supervisor |  |
| **Abstract**  Very short (about 300 words) summary of entire project |  |
| **Table of contents**  This should note the page numbers for all the chapters with their introductions and sub-headings and conclusions |  |
| **List** of tables, figures and appendices with page numbers |  |
| **Introduction**  Short rationale for the project; your personal and professional motivations; the research questions and an overview methodology |  |
| **Chapter 1**: Literature review |  |
| **Chapter 2**: Methodology |  |
| **Chapter 3**: Findings |  |
| **Chapter 4**: Discussion and conclusions |  |
| **References**  Ensure you are familiar with university expectations |  |
| **Appendices**  Ethical approval letters, informed consent forms, brief information on early years institution, sample questionnaire, sample transcript interview |  |