Before You Begin Analysis

Research questions and hypotheses are clearly defined

Dataset is complete and all variables are correctly labeled

Data has been cleaned — missing values addressed, outliers identified

Appropriate analysis method has been selected to match research design

IRB approval and participant consent documentation is on file

Data storage and security protocols are in place

Quantitative Analysis

Descriptive statistics computed — mean, median, standard deviation, range

Data distribution checked for normality

Appropriate statistical test selected — t-test, ANOVA, regression, etc.

Assumptions of the statistical test verified

Statistical significance determined and p-value threshold established

Effect sizes calculated and reported

Tables and figures formatted clearly and labeled accurately

All statistical outputs interpreted in relation to research questions

Results written in plain language alongside statistical notation

Statistical software output saved and documented

Qualitative Analysis

Transcription of interviews or focus groups is complete and verified

Initial codes developed from raw data — open coding

Codes grouped into categories and themes — axial and selective coding

Codebook created and documented

Member checking or peer debriefing completed for trustworthiness

Negative cases or disconfirming evidence considered

Thick, rich descriptions included to support credibility

Researcher positionality addressed in the methodology chapter

Themes directly linked to research questions

Representative quotes selected to illustrate each theme

Mixed Methods

Integration strategy clearly defined — convergent, explanatory, or exploratory

Point of integration between qualitative and quantitative strands identified

Both strands analyzed separately before integration

Joint display or meta-inference developed

Rigor criteria addressed for both strands

Mixed methods rationale clearly explained in methodology chapter

Writing Up Your Results

Results section organized to directly address each research question

Findings presented objectively without interpretation — save that for Discussion

Tables and figures are independently understandable with titles, labels, and notes

Numerical data checked for accuracy across text, tables, and figures

Appropriate academic language used throughout

Results chapter reviewed for consistency with methodology chapter