

GLOSSARY

- Access** Access to data and access to the field of the research project.
- Aim of your research** To keep things simple, the aim of your research is your research statement/question re-stated as an aim.
- Aims and objectives** A general statement of what you intend to accomplish. **Objectives** specify how you intend to accomplish this aim.
- Analytical framework** Emerges from the conceptual framework, the theoretical framework and the methodological framework. Contained in the data analysis chapter in the thesis.
- Anonymity** means free from identification.
- Appendices** Used to detail any document or artefact relevant to the research but not detailed in the body of the research project.
- Bias** Anything that contaminates or compromises the research or data.
- Bibliography** A list of all of the published work cited in the research project must all be listed in the bibliography.
- Bivariate analysis is** Analysis conducted on two variables e.g. chi-square tests, one-way ANOVA, t-tests, correlation, and simple regression
- Bogardus social distance scale** Developed by psychologist E.S. Bogardus. Measures the social distance between different social and/or ethnic groups.
- Bracketing** The process through which the researcher acknowledges their preconceptions about the phenomenon under investigation.
- Case study methodology** Useful in the in-depth study of bounded entities, such as an organization, or a single incident or event.
- Closed questions** Questions that elicit short responses, e.g. a yes/no. Often used to establish factual information.
- Cluster sampling** Used when the population of the study can be divided into discreet groups based on any particular characteristic, e.g. geographic location.
- Code** Developed by the researcher for each of the responses to each of the questions asked in the course of the data gathering, in other words, for each piece of data gathered.
- Coding keys** A guide to all of the codes used in coding data to input the data into a computer software program.
- Computer Assisted Qualitative Data Analysis (CAQDAS)** Computer software designed to support qualitative data analysis.
- Concepts** Every discipline and theory is made up of concepts, e.g. key ideas and key words.
- Conclusion** Essentially a judgement or a final decision.
- Confidentiality** The non-disclosure of certain information.
- Contingency table** A tabular representation of categorical data, (nominal level data).
- Convenience sampling** Using a this technique the researcher engages conveniently located participants.
- Covert observation** Carried out without the knowledge of those being observed.
- Critical analysis** Critical analysis is a questioning analytical approach to any phenomenon.
- Critical engagement** The process by which the researcher takes a critical perspective on the research being reviewed.
- Critical perspective** Is a reflective, thoughtful, evaluative perspective or view.
- Crosstabulations (Cross-Tabs)** How joint distribution of two variables are displayed. Easy to use and understand.
- Cyclical process** A cycle of research, as opposed to a linear (or straight line) process.
- Data** Information or evidence gathered for a research project.
- Data analysis** The means by which data is gathered for a research project, e.g. observation, interviews, focus groups, questionnaires.
- Data collection methods** The means by which data is gathered for a research project, e.g. observation, interviews, focus groups, questionnaires.
- Data management** The correct, safe and secure management of data while data is being gathered, stored and analyzed.

Data set A complete collection of interrelated data, e.g. all of the data in a research project.

Data stream Various data from different streams.

Dependent variable What is measured in an experiment. The variable that responds to the independent variable.

Descriptive statistics Used to describe variables in the data such as gender, education, income, age etc. Presented as percentages, ratios, ranges, averages, and standard deviations.

Dichotomous variable A variable with only two values.

Discourse analysis The analysis of data through the use of discourses.

Empirical Information or evidence gained from observation, experience or experiment.

Epistemology Relates to knowledge, to what constitutes knowledge, and to the processes through which knowledge is created.

Ethics Moral principles governing the conduct of an individual, a group, or an organization.

Field work The means by which data gathering is undertaken in order to provide primary data for a research project.

Final draft The edited and polished fully integrated and correct copy of the thesis that is finally submitted for examination.

First draft The draft before the process of editing and getting feedback begins.

Fit Every step in the research project, should 'fit' with the purpose and focus of the project, including the philosophical framework.

Five Forces Model for industry analysis A framework for industry analysis and business strategy developed by Professor Michael Porter.

Focus groups Data collection where a researcher uses a group of participants in a focused discussion on the issue under investigation, designed to produce new knowledge and new insights

Four frameworks approach An approach to carrying out research whereby the conceptual framework, shapes, supports and directs the other three frameworks.

Four stages of data analysis Description, interpretation, conclusions and theorization.

Gatekeeper Any person or structure that governs or controls access to people, places, structures and/or to organizations.

Generalizability The application of the findings of a research project beyond the specific context of the study.

Group dynamic Energy that develops naturally within a group. It can be positive or negative and is often affected by strong personalities.

Group interviews A researcher interviews the participants in a group.

Histogram Similar to a bar chart except that the bars in a histogram are side by side touching each other.

Hypothesis A predicted or expected answer to a research question.

Idea for a research project Your idea for your research project is properly expressed in your very well conceptualized research statement or question.

Inclusion and exclusion criteria The criteria potential participants must meet in order to be included in the study. Exclusion criteria is the criteria on which potential participants will be excluded from participation in the study.

Independent variable In examining the relationship between two variables, the assumed cause is the independent variable.

Inferential statistics Inferential statistics infer, based on a study of a sample population, what the entire population might think, or do.

Informed consent Agreement given by a person to participate in some action, after being informed of the possible consequences.

Integrity The honesty and scholarship of the researcher in engaging with, conducting and concluding research.

Inter coder reliability Two or more researchers, observers or coders measure the same phenomenon and then compare their results. If their results are consistent, inter coding can be deemed reliable.

Interval variables Data with a meaningful and measurable distance between values e.g. an age.

Intervening variable The means by which the independent variable affects the dependent variable.

Interview schedule The list of questions the researcher develops to ask participants, or the list of points, or the key issues, the researcher develops to discuss/explore with participants.

Interviewer verification An interviewer gives each of the interviewees a transcript of their interview. Each interviewee then verifies that the transcript is an accurate record of their interview.

Interviews The social science researcher develops a series of questions or a series of points of interest to discuss with the interviewees.

Intrusion Unwarranted, unnecessary or unwelcome engagement on a person or place.

Judgemental sampling The researcher decides who to include in the research.

Justify The researcher is obliged to justify, or explain the choices they make in relation to the research they decide to undertake and their methodological choices.

Key concept A key idea, a word, or phrase.

Key word searches An important word or big word, or idea, in the research project.

Likert scale Developed by Rensis Likert. Used to measure the direction and force of attitudes on a three, five or seven point scale.

List of references A complete list of all of the works cited in your research project.

Literature review Always undertaken in order to embed the researcher and research project in the body of knowledge.

Literature Research that has already been carried out and published of research.

Longitudinal Research Research that takes place over a long period of time.

Matrices Data displays that the researcher creates for the purposes of reduction of qualitative data.

Measurement validity Refers to the degree to which the data collection methods as they are designed can accomplish what it is that they are designed to accomplish.

Measures of central tendency The mean: the arithmetic average; the mode: the most commonly occurring value; the median: the middle value of a range of values.

Measures of dispersion The interquartile range (IQR); the standard deviation; variance.

Method Used to denote methodology and data collection such as data collection methods such as observation, interviews, focus groups, and questionnaires.

Methodological framework An outline and a justification of the methodology selected for the research project; e.g. justification of population, sample.

Methodological pyramid Shows how the fundamental philosophies and different data collection methods fit with the different methodologies.

Methodology The way in which the research is carried out, as means of supporting the philosophical assumptions that underpin the research project

Multivariate analysis Analysis conducted on more than two variables e.g. examples of multivariate statistics include multiple regression analysis.

Narrative analysis The analysis of data through the use of narratives.

Narrative research Narrative inquiry or narrative analysis is a research methodology that is used in the gathering and analysis of narratives (stories).

Nominal variables Each value is a distinct category and serves simply as a label. Categories cannot be ranked e.g. gender, nationality, race.

Non-participant observation Carried out when the researcher does not participate in the action or in the phenomenon being observed.

Non-probability sampling In situations where it is not possible to compile a complete sampling frame, researchers use nonprobability sampling techniques.

Objectives of the research The steps the researcher takes in order to accomplish the aim of the research.

Observation A data collection method where the researcher engages in observing and recording the phenomenon under investigation, or some part of the phenomenon under investigation.

Observation schedule An observation schedule, like an interview schedule, is a form or series of forms on which the results of an observation are recorded.

One-to-one interview The researcher interviews each participant, one at a time and in great depth and detail.

Online interviews Interviews conducted online. Can be synchronous or asynchronous.

Ontology relates to the study of being, the nature of being and our ways of being in the world.

Open questions Used to explore understandings, feelings and beliefs. Usually require thought and reflection generate longer responses.

Ordinal variables Values are ranked according to criteria e.g. social class (upper, middle, working).

Participant observation Carried out by the researcher when the researcher does participate in the action or in the phenomenon being observed.

Peer-reviewed sources Are published accounts of research which have been subjected to critical review by the peers of the authors of the research.

Philosophical framework The worldview within which the research is situated.

Photo-elicitation interview The researcher takes the interviewee through an exploration and analysis of a series of photographs.

Pilot study An aid to improving the rigour and the validity of the research. This is a test of the data gathering instrument(s) designed for the research.

Plagiarism The use and/or presentation of somebody else's work or ideas as your own. A serious offence and avoidable through proper referencing.

Population Every person who, or every entity which, could be included in the research.

Potential harms A potential harm is a harm that might occur.

Primary data Data directly observed or gathered by the researcher engaged in a research project.

Primary sources Sources that provide new insight into any phenomenon. Sometimes called original sources.

Privileged access Access to an individual or site which provides an advantage to those in securing access.

Probability sampling Each case, individual or element has an equal probability of being selected.

Projective techniques Are indirect techniques through which researchers probe the beliefs, attitudes and feelings of respondents.

Qualitative data Non-numerical data.

Qualitative data set A complete set of qualitative data used or to be used in a research project.

Qualitative research Qualitative research to focus on words rather than numbers in the collection of data. Qualitative research as a research strategy is inductive and subjective, constructivist and/or interpretivist.

Quantitative data Data in the form of numbers, numerical data.

Quantitative data set A complete set of quantitative data used or to be used in a research project.

Quantitative research Quantitative research usually focuses on the gathering of numeric data or data in numerical form, i.e. data in the form of numbers. Quantitative research is deductive. It is said to be objective and situated within a framework of positivism.

Questionnaires Questionnaires are structured means of gathering data.

Quota sampling The researcher fills a sample of participants in the research using different quota criteria.

Rating scales The researcher asks participants to rate different aspects or elements of the phenomenon under investigation.

Recommendations The courses of action that the researcher recommends based on the findings and

subsequent conclusions drawn from those findings.

References Give details of the source of ideas or theories or models within literature.

Reflexivity Researcher's active thoughtful engagement with every aspect and development of their research, e.g. selfreflection, selfconsciousness, self-awareness.

Reliability The dependability of the research, to the degree to which the research can be repeated while obtaining consistent results.

Representation The degree to which a sample selected from a population can be said to be representative of that population.

Representative A sample selected from a population, under certain circumstances, is representative of that population.

Research ethics committee are convened by organizations to monitor and police the ethical standards of research projects in which the parent organization has some gatekeeping role.

Research idea This broad area within which you want to situate your research.

Research methodology Signals to the reader how the research was conducted, and what philosophical assumptions underpin the research.

Research methods Data collection methods.

Research process The means by which research is carried out.

Researchability Deems a project achievable in relation to the money and data access needed.

Researchable A project is **researchable** if you have the time, money, data and the level of access to the data needed.

Response rate A count of the number of valid responses received to a data gathering exercise.

Rigorous For a research project to be rigorous, it must adhere to the scientific principles of research. The research must be systematic and valid.

Rigour For a research project to be rigorous, it must adhere to the scientific principles of research, e.g. systematic and valid research.

Role play A projective technique. Researcher and respondent take on character roles in a discussion.

Sample A sample is a subset of a population. If probability sampling is used, the sample said to be representative of the population.

Sampling frame A complete list or chart of every individual, unit or case within the population.

Saturation point When the researcher no longer hears any new thoughts, feelings, attitudes etc.

- Scales** Specially designed, highly structured, very focused and usually short data collection instruments.
- Scope** The breadth and depth of a project influence a researchers decision to commence a project.
- Search strategy** The plan the researcher makes for their search of the body of knowledge for relevant literature for their literature review.
- Secondary data** Data that already exists; it not created by the researcher.
- Secondary sources** Sources of secondary data, e.g. places and organizations, libraries, websites, books, etc. that contain discussion.
- Semantic differential scale** Uses opposite adjectives and asks respondents to indicate which of the adjectives best describes the phenomenon under investigation.
- Semi-structured observation** Carried out when the researcher knows broadly speaking what aspects or elements of the research should or could be observed
- Sentence completion exercises** A projective techniques. The researcher starts a sentence and asks the respondent to complete it.
- Simple random sampling** Involves selecting a sample at random from a sampling frame.
- Skew (Skew or skewness)** A symmetry in the distribution of the data.
- Skips and filters** Devices used in questionnaires to allow respondents to skip over questions that do not relate to them.
- Snowball sampling** The researcher finds a suitable participant, asks them to recommend another participant and so on.
- Social research paradigms** Different perspectives taken by social scientists on the social world e.g. interpretivism and social constructionism.
- Social research** Research conducted by social scientists on some aspects of the social world. Can be inductive or deductive.
- Split-half method** Used to tests equivalence reliability. The researcher halves the questionnaire and then tests whether or not both halves yield consistent results.
- SPSS** Statistical Package for the Social Sciences. A computer software package designed for the analysis of quantitative data.
- Statistical analysis** Analysis of quantitative data through the use of statistics.
- Statistical inference** Uses the data gathered from a sample population to draw conclusions about the population.
- Stratified sample** A sample selected based on some known characteristic of the population, a characteristic which will have an impact on the research.
- Structure** The structure of a chapter, or any written work, is the way in which it is organized.
- Structured observation** Carried out when the researcher knows precisely what aspects or elements of the research project should or could be observed.
- Summarizing statistics** Summarizing statistics are examples of descriptive statistics. Descriptive statistics are statistics that are used to describe data.
- Survey** Used to denote survey research methodology in order to also used is particularly useful in facilitating the study of big populations and geographically scattered samples.
- Systematic** Systematic means there must be a system in place and the action is carried out in a systematic manner, using the system.
- Systematic sampling** Involves selecting items at systematic or regular intervals from the sampling frame.
- Test re-test method** Used to estimate reliability. A questionnaire is used in a pilot test, then later, the same test is repeated and compared for consistency.
- The conceptual framework** The entire research project rests on the conceptual framework, which is contained in the research statement or question.
- The theoretical framework** The framework the researcher builds from the literature (theory) s/he reviews for the research project.
- thematic analysis** The analysis of data through the use of themes.
- Theorization** The researcher draws on the work of other researchers and theorists to enrich the reporting of their conclusions.
- Theorizing data** Explaining and demonstrating how research findings and conclusions support or contradict the current research.
- Theory** Research that has already been carried out, completed and published, sometimes in the context of the research project.
- Thick description** Developed by Clifford Geertz, to explain the complex in-depth representation qualitative researchers attempt to accomplish when describing their research projects.

Triangulation Studying the phenomenon under investigation from more than one perspective, e.g. researcher, theoretical, methodological triangulation.

Univariate analysis Analysis conducted on only one variable e.g. frequencies.

Unobtrusive observation Carried out unobtrusively, with or without the knowledge of the research participants.

Unstructured observations Carried out when the researcher does not know what aspects of elements of the action or the phenomenon should or could be observed.

Validity Relates to how logical, truthful, robust, sound, reasonable, meaningful and useful the research in question is.

Value Values make up different variables.

Variable A characteristic with more than one value.

Vignettes A projective technique. The researcher shows respondents images or narratives and respondents are asked to engage and respond to them.

Vulnerable populations Populations which have some vulnerability, in terms of their social position or their age or their state of well-being.