

# How to complete a PhD in time and up to standard?

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# Useful tools



- **References management:**

Google Scholar Button (free):

<https://chrome.google.com/webstore/detail/google-scholar-button/ldipcbpaocekfooobnbcddclnhejkcpn>

EndNote

Mendeley

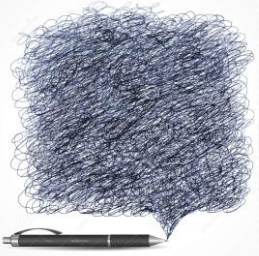
RefWorks

- **Notes management**

Folders for each part/stage of your thesis (lit review, theoretical framework, methodology, fieldwork, data analysis, discussion, references, admin)

- **Time management**

Planners



## Literature review, Theoretical Framework and Methodology

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- Paradigms: GPS through knowledge;
- Set up writing targets with your supervisors (8-10, 000 words/month);
- Take notes so you can reflect on and organise your knowledge (baby steps towards data analysis!);
- Mimic structure, vocabulary and writing style from academic literature;
- Baby steps towards writing like an academic: one statement/claim = one sentence; avoid demonstrative pronouns; use active voice to identify gaps; avoid trying to overcome deficiencies in the extant research – use it instead as an opportunity to make a contribution);
- When you are stuck, write various justifications 😊



# Data generation, analysis and findings

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- Ethics approval;
- Access negotiations;
- Transcriptions;
- Data management/analysis tools (SPSS; NVivo; free, pedestrian style).
- Link between your RQ and presentation of your findings

# Discussion, Conclusion

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- Plan it carefully
- Break your research question into discrete areas (use a whiteboard or colour-coded paper)
- Articulate your contribution according to those areas (what the author says – what do you say? What is left unsaid by authors but present in your findings? What is left unsaid by you and why)
- Reorganise your contribution according to your findings structure (optional).

# Submission and Viva

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- Remember that admin folder from the first slide? (formatting, filling the forms, following the protocol)
- Leave enough time for your supervisors to read your thesis;
- Choose your examiners with your supervisors (who would you like to have a conversation with about your thesis?);
- Think about the budget for binding your thesis in advance;
- Try to enjoy your viva 😊