## **CONTENTS**

About the Author		XI
Abo	out the Author	xiii
Pa	rt 1 Starting Documentary Research	1
1	Introduction	3
	What this Book is for	4
	What the Book Contains	5
	How to Use this Book	6
2	Documents and Documentary Research	7
	Introduction	8
	What is a Document?	8
	Varieties of Document	10
	The Possibilities and Advantages of Documentary Research	13
	Documents in, or as the Focus of, Research	15
	The Purpose and Usage of Documents	18
	Conclusion	19
	Key Readings	19
3	Finding and Reading Documents	21
	Introduction	22
	Accessing Documents	22
	Using Online Search Engines	24

	Ethical Issues	24
	Sampling and Selection	27
	Issues to Consider when Researching Documents	29
	How to Read Documents	32
	Keeping Records	34
	Conclusion	35
	Key Readings	35
4	Documentary Research in the Disciplines	37
	Introduction	38
	Documentary Research in the Social Sciences	38
	Anthropology	40
	Business/Management	42
	Economics	43
	Education	4
	Geography	40
	Information Science	47
	Law	48
	Media Studies	48
	Political Science	49
	Psychology	51
	Social Work	52
	Sociology	54
	Documentary Research outside the Social Sciences	55
	Conclusion	56
	Key Readings	50
Pa	rt 2 Genres of Documentary Research	59
5	Designing Documentary Research	6
	Introduction	62
	Documentary Research Designs	62
	Literature Reviews	62
	Systematic Reviews and Meta-Analyses	63
	Secondary Data Analysis	64
	Archival and Historical Research	64
	Policy Research	6
	The Five Genres in Combination	6.
	Documentary Research and Other Research Designs	6
	Documentary Research as a Research Design	6
	The Qualitative/Quantitative Debate	6
	Documentary Research in Combination with Other Research Designs	68

		CONTENTS	vii
	Conclusion Key Readings		71 71
6	Literature Reviews		73
	Introduction The Nature of Literature Reviews The Functions of Literature Reviews Types of Literature Review Conclusion Key Readings		74 74 76 78 82 83
7	Systematic Reviews and Meta-Analyses		85
	Introduction Systematic Reviews Meta-Analyses Conclusion Key Readings		86 87 91 94
8	Secondary Data Research		95
	Introduction Secondary Data and Secondary Data Analysis Advantages and Disadvantages of Secondary Data Research Types of Secondary Data Analysis Examples of Secondary Data Analysis Where to Get Secondary Data Conclusion Key Readings		96 97 98 100 102 105 108
9	Archival and Historical Research		109
	Introduction The Nature of Archival and Historical Research Types of Data and Sources Examples of Archival and Historical Research Conclusion Key Readings		110 110 111 115 119 119
10	Policy Research		121
	Introduction The Nature of Policy and Policy Research Types of Policy Research Examples of Policy Research Conclusion Key Readings		122 122 125 126 130 131
	2		

Pa	rt 3 Techniques for Documentary Analysis	1	133
11	Analysing Documents		135
	Introduction		136
	Analysis of Written Texts		136
	Analysis of Audio-Visual Texts	,	139
	Conclusion		142
	Key Readings	1	143
12	Quantitative Approaches	.e. 3	145
	Introduction		146
	Simple Quantitative Analysis		146
	Quantitative Content Analysis		148
	Other Forms of Quantitative Documentary Analysis		153
	Conclusion	ĺ	154
	Key Readings		155
13	Qualitative Approaches	Ī	157
	Introduction	Ĭ	158
	Thematic Analysis	Í	158
	Qualitative Content Analysis	s I	160
	Discourse Analysis	Ĭ	163
	Conversation Analysis	Ĵ	167
	Narrative Analysis	1	169
	Conclusion	1	172
	Key Readings	1	173
14	Mixed Methods Approaches	1	175
	Introduction	1	176
	Triangulation and Mixed Methods	ĵ	176
	Why and How to Combine Quantitative and Qualitative		
	Approaches in Documentary Research	İ	177
	Examples of Mixed Method Documentary Research	, 1	178
	Conclusion	1	180
	Key Readings	1	180
Par	rt 4 Where Next?	1	181
15	Sharing and Disseminating Your Research		183
	Introduction		184
	Evaluating Your Research		184
	Seminars and Conference Presentations		185
	Writing Up for Publication	1	186

		CONTENTS	1X
	Planning Further Research		188
	Conclusion		189
	Key Readings		189
16	Conclusions		191
	ferences dex		193 215
1110	<i></i>		210