

Methodology document

A methodology document should be the introduction to any published or shared research report or data set. Its purpose is to explain why and how the research was conducted, allowing a reader or user to evaluate the validity of the findings, their limitations, and their compatibility with other studies. The detailed description of a methodology also allows for the replication of the study, while a thorough explanation of the challenges and strategies adopted lets a reader not only appreciate the findings of the research but also know whether other sources – claiming to be able to provide information that the study cannot – are credible.

It should include:

- A recap of the purpose of the research and research questions;
- A literature review or secondary data review, explaining how secondary data was integrated or where it was lacking, hence requiring primary data collection;
- A clear description and justification of the research design and methodology, with an explanation of why a method was chosen over another;
- How the data was analysed;
- An honest evaluation of the limitations;
- When applicable, documents such as the administered questionnaire should be attached (seeing how a question was phrased allows a reader or an analyst to understand the answer).

[IOM Counter-Trafficking in Emergencies: Information Management Guide \(Page 63\).](#)