IPA analysis: step checklist

Steps after Smith, Flowers & Larkin (2022). Tick each step per participant and note where your analysis record is kept.

Done	Step	Notes / file location
[ ]	**1. Reading and re-reading** Immerse yourself in the first transcript (listening to the recording helps). Note your own first impressions separately so they do not drive the analysis.	
[ ]	**2. Exploratory notes** Line-by-line notes on anything of interest: descriptive (what is said), linguistic (how it is said: metaphor, pauses, repetition) and conceptual (more interpretative questions).	
[ ]	**3. Constructing experiential statements** Turn chunks of transcript and notes into concise statements that capture what the experience means for this participant. In the 2009 edition these were 'emergent themes'.	
[ ]	**4. Searching for connections across experiential statements** Cluster statements that relate to one another, for example by abstraction, polarisation, function or context. Some statements will be set aside.	
[ ]	**5. Naming the personal experiential themes (PETs) and organising them in a table** Give each cluster a title, organise PETs and any sub-themes in a table for that participant, with supporting quotes and line references.	
[ ]	**6. Continuing the individual analysis with other cases** Repeat steps 1 to 5 for each participant, treating each case on its own terms (bracketing what you found before as far as you can).	
[ ]	**7. Working with PETs to develop group experiential themes (GETs)** Look for patterns of similarity and difference across cases' PETs, and build a table of GETs (with sub-themes) showing which participants contribute to each, keeping idiosyncratic and divergent accounts visible.	

Terminology crib

2009	2022
Emergent themes	Experiential statements
Superordinate themes (one participant)	Personal experiential themes (PETs)
Master / group superordinate themes	Group experiential themes (GETs)

Quality self-check

[ ]	Each experiential statement is grounded in a specific passage (line reference kept)
[ ]	Themes interpret meaning, not just topics
[ ]	Each case was analysed on its own terms before cross-case work
[ ]	Divergence and idiosyncratic accounts are kept and reported
[ ]	Each GET is evidenced from several participants, and you state how many
[ ]	Reflexive notes kept separately throughout

PET table: participant _____

PET	Sub-theme	Key quote	Line ref.

GET table with participant contributions

GET / sub-theme	P1	P2	P3	P4	P5	P6	P7	P8	Divergence notes

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