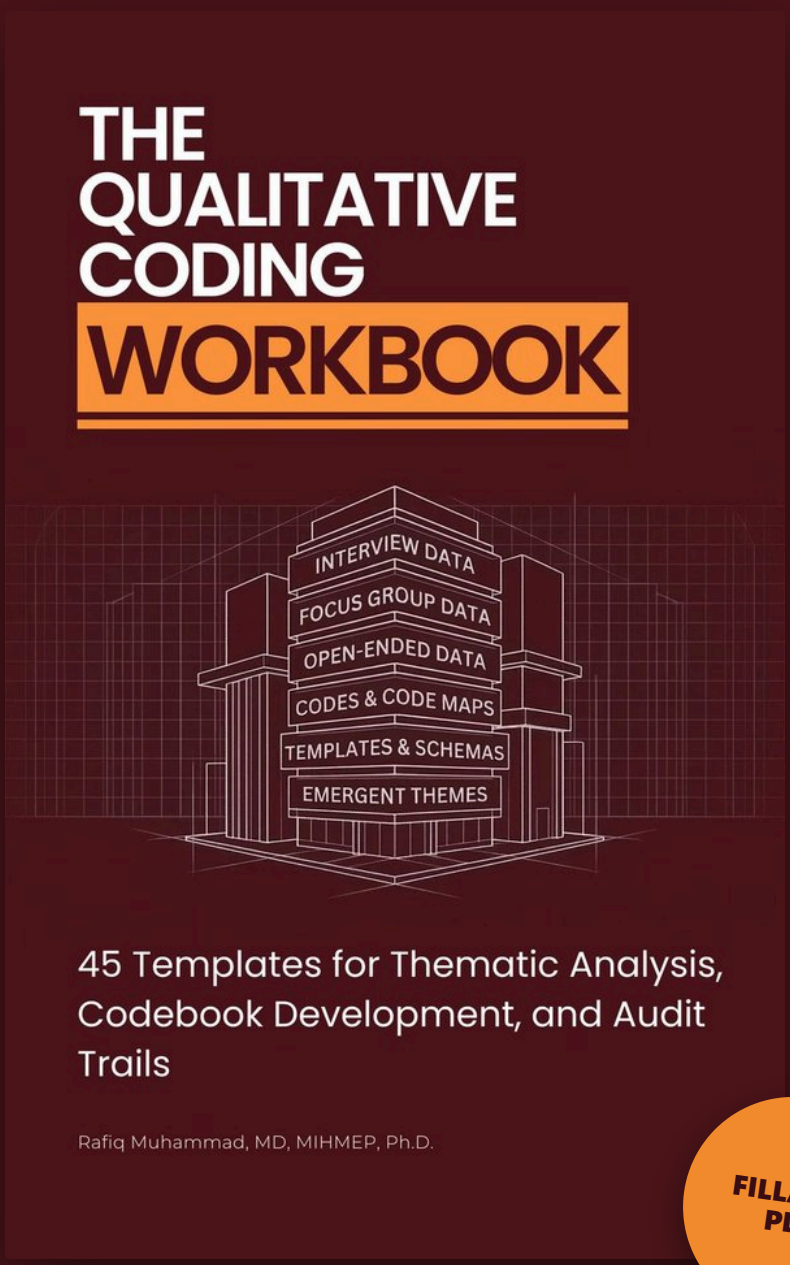
FILLABLE TEMPLATE KIT



FILLABLE PDF

The Qualitative Coding Kit

45 fillable templates · US Letter & A4 · type, save, print

The companion kit to the workbook shown above. It contains the templates only. The chapters and the completed examples are in the book.

Rafiq Muhammad, MD, MIHMEP, PhD · Kit Edition 1.0 · 2026 · KIT-QCW

How to use this kit

This kit contains every fill-in template from *The Qualitative Coding Workbook*, one per page, in the order you will use them. Each page tells you in a few lines how to fill it in.

> **On screen:** open the PDF in Adobe Acrobat Reader (free), Microsoft Edge, Google Chrome or macOS Preview. Click any white box and type; boxes grow to more lines where answers are long. Tick boxes with a click. **Save often** (Ctrl/Cmd + S) — your answers stay in the file.

> **On paper:** print any page; every box is sized for handwriting.

Working with a supervisor? Each template ends with a sign-off line, so you can bring pages to meetings as they are done.

First time doing this? The kit gives you the tools; the workbook teaches the method. *The Qualitative Coding Workbook* explains every template and shows a completed example of each one, built around a single study from start to finish.

The workbook, with a completed example of every template: https://www.gradsummit.com/workbooks/qualitative-coding-workbook/

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Template map

45 templates in the order the workbook uses them. Click a row to jump to it; tick **Done** as you finish each one.

#	Template	Page	Done
Chapter 1 · Preparing for Qualitative Coding			
1.1	Qualitative Coding Readiness Checklist	6	☐
1.2	Research Question–to–Coding Alignment Matrix	8	☐
1.3	Qualitative Tradition Selector Worksheet	10	☐
1.4	Coding Method Decision Guide	11	☐
1.5	Coding Timeline & Milestone Planner	13	☐
Chapter 2 · Researcher Positionality & Reflexivity			
2.1	Positionality Statement Builder	16	☐
2.2	Pre-Coding Assumptions Inventory	18	☐
2.3	Reflexivity Journal: Baseline Entry Template	20	☐
2.4	Epistemological Positioning Worksheet	22	☐
Chapter 3 · First Reading & Memoing			
3.1	Transcript Immersion Reading Log	23	☐
3.2	Guided Memoing Template (Per Transcript)	25	☐
3.3	Cross-Transcript Pattern Sensing Matrix	28	☐
3.4	Data Inventory & Preparation Checklist	30	☐
Chapter 4 · First Cycle Coding: Open Coding			
4.1	Line-by-Line Open Coding Worksheet	33	☐
4.2	Segment-by-Segment Coding Worksheet	35	☐
4.3	In Vivo Code Collection Sheet	37	☐
4.4	Coding Comparison Worksheet (Transcript-to-Transcript)	39	☐
4.5	First Cycle Coding Reflexivity Journal Entry	41	☐
Chapter 5 · Building & Managing Your Codebook			
5.1	Master Codebook Builder Template	44	☐
5.2	Code Definition Refinement Worksheet	46	☐
5.3	Code Frequency & Distribution Log	48	☐
5.4	Codebook Version Control Log	50	☐
Chapter 6 · Second Cycle Coding: From Codes to Categories			
6.1	Code-to-Category Clustering Matrix	51	☐
6.2	Rule-of-Inclusion Definition Worksheet	54	☐
6.3	Category Relationship Mapping Canvas	56	☐
6.4	Axial Coding Worksheet (for Grounded Theory Studies)	58	☐
6.5	Second Cycle Coding Reflexivity Journal Entry	59	☐

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CHAPTER 2 · RESEARCHER POSITIONALITY & REFLEXIVITY

2.3 Reflexivity Journal: Baseline Entry Template

Purpose: Creates the first entry in an ongoing reflexivity practice that continues through every chapter of the workbook. Aligned with Braun & Clarke's (2019) emphasis on reflexivity as integral to — not separate from — analysis.

Estimated time: 20–30 minutes

Completed example: Template 2.3 in The Qualitative Coding Workbook.

How to fill this in

1. This is the first of four reflexivity journal entries in this workbook (baseline here; coding entry in Ch.4; second-cycle entry in Ch.6; final synthesis in Ch.10).
2. Each entry uses the same five-prompt structure, allowing you to track how your subjectivity shifts across the analysis.
3. Read each prompt carefully.

Entry Type	Date	
Researcher	**Analysis Phase**	Pre-coding — Chapter 2 complete

PROMPT 01 My emotional response to this research topic is...

	Your response: Describe your genuine affective relationship to the subject matter. Enthusiasm, anxiety, anger, grief, excitement — all are valid. Undisclosed emotional investment is one of the most common sources of unmanaged analytic bias.

PROMPT 02 The aspect of this study I find most challenging is...

	Your response: Where do you anticipate analytic difficulty? Challenging participant groups, emotionally activating content, data that may contradict your framework?

PROMPT 03 If I could predict the findings right now, I would say...

	Your response: State your predicted conclusions honestly. This prediction becomes your primary analytic check — at the end of analysis, you will compare actual themes to this prediction.

PROMPT 04 The participant group I anticipate feeling most/least connected to is...

	Your response: Differential researcher-participant connection shapes rapport, probing depth, and interpretive generosity. Naming this in advance helps you monitor its effect.

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CHAPTER 4 · FIRST CYCLE CODING: OPEN CODING

4.3 In Vivo Code Collection Sheet

Purpose: A dedicated running log for in-vivo codes — participant's own language. Saldaña (2021) identifies in-vivo codes as especially powerful for honouring participant voice and generating evocative theme labels. Collect these continuously across all transcripts.

Estimated time: 10–15 minutes per transcript (ongoing)

Completed example: Template 4.3 in The Qualitative Coding Workbook.

How to fill this in

1. Complete this sheet continuously throughout the coding process — one row every time you encounter a phrase worth collecting.
2. You do not need to wait until you have finished a transcript.
3. Add rows as needed (photocopy blank sheets).

P ID	LINE	PARTICIPANT'S EXACT PHRASE (in quotation marks)	ANALYTIC NOTE — Why this phrase matters / potential use

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End of the sample

This sample shows 2 templates: 2.3 Reflexivity Journal: Baseline Entry Template; 4.3 In Vivo Code Collection Sheet.

The full The Qualitative Coding Kit has 45 fillable templates, each on its own page, with the template map, bookmarks and a Done box for every template, in US Letter and A4.

You can buy the full kit on the page where you downloaded this sample.

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