

TCSJ RESEARCH FORMAT GUIDELINES

Research Format Guidelines

The master's project will be presented as a five-chapter manuscript. It will be written using the *American Psychological Association's Publication Manual, 7th Edition*. The manuscript will be double-spaced on a standard-sized paper with 1-inch margins on all sides. You may choose to use sans serif or serif fonts in either 11-point or 12-point according to the recommendations of the APA. Please include a running head for the project as it is our intention that you write this manuscript following the submission guidelines for publication. It is necessary that you refer to the *APA Publication Manual, 7th Edition*, on how to present tables, figures, charts, and graphs.

The following two formats are guides to prepare your manuscript to follow TCSJ's requirements. Please use the format that most closely aligns to your project – research study or non-research study.

Project Format (for research studies)

Please follow the correct levels of heading for your manuscript.

Preliminary Pages

Title Page

[Use the **Page Break** tool after each of the preliminary pages to start the next page at the top of a new page]

Dedication (optional)

Acknowledgments (optional)

Table of Contents

List of Tables/List of Figures (if applicable)

Abstract

[Use the **Page Break** tool to have "Chapter One" start at the top of a new page]

Chapter One: Introduction

Purpose of the Study

The first part of the introduction should clearly state the purpose of the study. There should be a concise statement of purpose provided in this section. It should encompass some part of TCSJ's mission, core values, or philosophy taught in the master's core courses – 21st century skills, growth mindset, Habits of Mind, rigor, relevance, relationships and reflection, communication, critical thinking, collaboration, and creativity, etc.

Research Question(s) or Statement of the Hypothesis

A clear statement that identifies the precise research question(s) should be included. Each specific measurement to be conducted should be identified.

Significance of the Study

As part of the purpose of the study, there should be justification for conducting the project. This section should exhibit a clear understanding of what makes your study significant and why it should be conducted.

Definition of Terms

A simple list of definitions of terms that directly pertain to this study should be provided. The list should include definitions of terms that might be unclear to the reader and be written in alphabetical order.

Delimitations, Limitations, and Assumptions (if any)

A brief statement identifying the delimitations, limitations, and assumptions associated with your study should be provided.

Delimitations – Describe what factors were controlled by the researcher.

Limitations – State any limiting factors that were not under the control of the researcher.

Assumptions – Explain any assumptions made by the researcher regarding the study.

[Use the **Page Break** tool to have “Chapter Two” start at the top of a new page]

Chapter Two: Literature Review

The literature review provides the justification for your master’s project. This chapter is where you share information regarding previous research that has been conducted relating to the topic of your project. You should provide a breakdown of sub-topics influencing the processes of the research project. Each sub-topic should contain a thorough examination of the literature that influences or is representative of current research on that subtopic. The literature review should collectively support the process and purpose of the study. A theoretical framework as applicable to the field of study may be included here.

[Use the **Page Break** tool to have “Chapter Three” start at the top of a new page]

Chapter Three: Methods

The methods section is the section that should clearly present each aspect of the process by which the study will be completed. Every attempt should be made to leave no question as to the procedures used to complete the study. Clear justification of the type of study (qualitative, quantitative, mixed, teacher action research, or any other research) is provided.

Setting/Research Site

This section should explain where the research took place. Please ensure all identifying data is removed for the research site and replaced with pseudonyms.

Participants

This section should identify the process for selection, recruitment, and delineation of the participant pool used for your study. Describe who they are and how they were chosen. Please ensure all identifying data is removed for the participants and replaced with pseudonyms.

Instrumentation

The instrumentation section should identify the tool(s) used for collection of data. Explain how the instrument was acquired or created. Discuss the reliability and validity of the instrument (if adapted from research).

Procedures

All aspects pertaining to the entire process conducted should be described. Careful consideration should be paid to approval of methods and treatment of human subjects. All treatments should be carefully described as well as notification of risks for participation (as required with IRB proposal).

Statistical Analysis

Provide a clear description of the statistical process used for analysis of data. The type of statistical tests should be reflective of the research question(s) or hypothesis.

[Use the **Page Break** tool to have “Chapter Four” start at the top of a new page]

Chapter Four: Results

In this section you will only present the results and statistical analysis of the data you collected.

Order of Presentation

Offer your results in the order you presented your research questions or hypothesis.

Descriptive Data and/or Qualitative Data Analysis

Provide analysis of the descriptive data or qualitative data.

Results of Statistical Testing

Give the results of the statistical processes conducted for your study. Provide only the results and avoid offering conclusions or interpretations of the results.

Interpretations of Statistical Results

Offer a summary of the results with foundational interpretations of what the statistics provide.

[Use the **Page Break** tool to have “Chapter Five” start at the top of a new page]

Chapter Five: Conclusions/Discussion

This chapter is where you, as the researcher, share your conclusions and discussion of the research.

Summary of Findings

Share inferences and implications that the finding of the study provides to the reader or others who may have interest in the results. This is a time to expound on your results and offer insight into what your study does or does not contribute to the body of information on your topic.

Conclusions Drawn by Results

Identify specific conclusions resulting from your study. Offer specific insight to what your findings reveal. This section should synthesize your findings with the current knowledge in your area of study.

Recommendations for Further Research

Provide recommendations to further research on this topic or how parts of your study could be improved upon. If, because of your study, you found that another topic should be researched to offer more insight into this topic, then suggest that at this time. It is important that this part of your conclusion chapter incorporates the implications of your findings in terms of other research in your area of study.

[Use the **Page Break** tool to have “References” start at the top of a new page]

References

Provide a list of *References* used for this paper. Cite them using the *APA Publication Manual, 7th Edition*.

[Use the **Page Break** tool to have “Appendix” start at the top of a new page]

Appendix (or Appendices, if plural) (if any)

Examples of items which can be provided in the appendix:

- Surveys
- Student assessments, student work
- Interview guidelines and questions
- Demographic data
- Lesson plans that were used for the research study
- Information regarding intervention strategies which may have been used for the research study