

An NCF-REO Guide and Template for Preparing Your Research Manuscript Using IMRaD Format and APA 7th Edition Guidelines (Format: Times New Roman, 20pt, Center)

Author One, Author Two, and Author Three (Times New Roman, 11pt, Center)

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Abstract (Format: Times New Roman, 16pt)

The abstract provides a concise summary of the entire study. It briefly presents the research problem, the purpose of the study, the methodology employed, the major findings, and the conclusions drawn from the results. It should allow readers to quickly understand the essence of the research without reading the full paper. The abstract is typically written in a single paragraph containing 150 to 250 words, followed by a list of keywords that represent the main concepts of the study. (Times New Roman, 11pt, Justify)

Keywords: keyword 1, keyword 2, keyword 3, keyword 4, keyword 5 (Times New Roman, 11pt, Justify)

Introduction (Format: Times New Roman, 16pt)

The introduction presents the Background of the Study, Statement of the Problem, Research Objectives, Research Hypotheses, Significance of the Study, Scope and Delimitations, Theoretical Framework, Conceptual Framework, and Definition of Terms. It establishes the context of the research, identifies the knowledge gap, and justifies the need for the investigation.

The background of the study introduces the research topic and provides the context necessary for understanding the problem being investigated. It discusses relevant trends, issues, and developments related to the topic while citing scholarly sources to establish credibility. This section gradually narrows from a broad discussion of the topic to the specific problem addressed by the study, highlighting the existing knowledge gap and explaining why the research is necessary and relevant. (Format: Times New Roman, 11pt, Justify)

Guide Questions for Writing the Background of the Study

- What is the general topic or issue being investigated?
- What recent trends, developments, or issues make this topic important?
- What do previous studies reveal about the topic?
- What knowledge gap, unresolved issue, or practical problem exists?
- Why is this gap significant?
- How will the present study address this gap?
- Why is the study relevant in the current context?

The review of related literature and studies examines scholarly writings, theories, and empirical investigations relevant to the research topic. It synthesizes existing knowledge, identifies common themes, compares methodologies and findings, and highlights gaps that justify the conduct of the present study. (Format: Times New Roman, 11pt, Justify)

Guide Questions for Writing the Review of Related Literature and Studies

- What theories, concepts, or models are related to the study?

- What have previous local and international studies found?
- What methodologies have been commonly used?
- What similarities and differences exist among previous studies?
- What limitations or gaps remain in the existing literature?
- How does the present study differ from or build upon previous research?

The statement of the problem clearly identifies the issue that the research seeks to address. It explains the central concern of the study and presents the specific questions that guide the investigation. These questions establish the focus of the research and serve as the basis for data collection, analysis, and interpretation. (Format: Times New Roman, 11pt, Justify)

Guide Questions for Writing the Statement of the Problem

- What specific problem does the study seek to address?
- Why is this problem important?
- What are the main questions the study intends to answer?
- Are the research questions clear, specific, and aligned with the objectives?
- Can each question be answered through the proposed methodology?

The research objectives specify what the study intends to accomplish. The general objective states the overall purpose of the research, while the specific objectives break this purpose down into measurable and achievable goals. These objectives provide direction for the study and ensure alignment between the research problem, methodology, and findings. (Format: Times New Roman, 11pt, Justify)

Guide Questions for Writing the Research Objectives

- What is the overall purpose of the study?
- What specific objectives must be achieved to accomplish the general objective?
- Are the objectives measurable and attainable?
- Do the objectives correspond directly to the research questions?

The theoretical framework presents the theories, models, or principles that provide the foundation for the study. It explains the concepts and relationships that underpin the research problem and guides the formulation of the research objectives, questions, hypotheses, and interpretation of findings. The selected theory or theories should be relevant to the study and supported by scholarly literature. (Format: Times New Roman, 11pt, Justify)

Guide Questions for Writing the Theoretical Framework

- What theory or theories support the study?
- Who developed these theories?
- What are the major concepts and assumptions of the theory?
- How does the theory explain the research problem?
- How does the theory guide the formulation of the research questions, objectives, hypotheses, and interpretation of findings?

The conceptual framework illustrates the relationships among the key variables or concepts investigated in the study. It is developed from the theoretical framework and relevant literature, providing a visual or narrative representation of the proposed relationships among the independent, dependent, and, where applicable, mediating or moderating variables. The conceptual framework serves as a guide for the research design, data collection, and analysis, ensuring alignment with the objectives of the study. (Format: Times New Roman, 11pt, Justify)

Guide Questions for Writing the Conceptual Framework

- What are the key variables or concepts in the study?
- Which variables are independent, dependent, mediating, or moderating, if applicable?
- How are these variables expected to relate to one another?
- How was the framework derived from the theoretical framework and literature?
- How does the framework guide the research design, data collection, and analysis?

The research questions specify the particular inquiries that the study seeks to answer based on the identified research problem and objectives. They define the scope and direction of the investigation by translating the research problem into clear, focused, and answerable questions. Well-formulated research questions guide the selection of the research design, data collection methods, and data analysis procedures, ensuring that the findings directly address the objectives of the study. (Format: Times New Roman, 11pt, Justify)

Guide Questions for Writing the Research Questions

- What is the main problem that the study seeks to address?
- What specific questions must be answered to achieve the research objectives?
- What variables, concepts, or relationships need to be investigated?
- Are the research questions clear, focused, and answerable?
- Are the research questions aligned with the research objectives, framework, and methodology?

(Format: Times New Roman, 11pt, Justify)

Methods (Format: Times New Roman, 16pt)

The method section explains how the study was conducted. It includes the research design, locale, participants or respondents, sampling technique, research instrument, validity and reliability measures, data gathering procedure, ethical considerations, and data analysis plan. This section provides enough detail for the study to be replicated by future researchers. (Format: Times New Roman, 11pt, Justify)

Guide Question for Writing the Methods

Research Design

- What research design will be used?
- Why is this design appropriate for addressing the research problem?
- How does the design align with the research objectives and questions?

Research Locale

- Where will the study be conducted?
- Why was this research setting selected?
- What characteristics of the locale are relevant to the study?

Participants/Respondents

- Who will participate in the study?
- What are the characteristics and criteria for selecting participants?
- How many participants are needed for the study?

Sampling Technique

- How will participants be selected?
- Why is the chosen sampling technique appropriate?
- How will the sample represent the target population?

Research Instrument

- What tools or instruments will be used to collect data?
- How does the instrument measure the variables or concepts of the study?
- Was the instrument adopted, adapted, or developed by the researcher?

Validity and Reliability Measures

- How will the instrument's validity be established?
- How will the reliability or consistency of the instrument be assessed?
- What evidence supports the quality of the instrument?

Data Gathering Procedure

- What are the steps involved in collecting data?
- What permissions and preparations are needed before data collection?
- How will data collection be conducted systematically?

Ethical Considerations

- What ethical principles will guide the conduct of the study?
- How will informed consent, confidentiality, and participant rights be protected?
- How will potential risks be managed?

Data Analysis Plan

- What methods will be used to analyze the collected data?
- How do the selected analysis techniques address the research questions?
- How will the findings be interpreted and presented?

(Format: Times New Roman, 11pt, Justify)

Results (Format: Times New Roman, 16pt)

The results section presents the findings of the study in an organized and objective manner. Data are typically presented according to the research questions or objectives using tables, figures, charts, and narrative explanations. This section focuses on reporting the findings without interpretation. (Format: Times New Roman, 11pt, Justify)

Guide Questions for Writing the Results

Profile of Participants/Respondents

- Who participated in the study?
- How many participants/respondents were included in the study?
- What relevant characteristics describe the participants/respondents?

Presentation of Findings

- What are the findings for each research question or objective?
- How can the results be presented clearly using tables, figures, or text?
- What patterns, trends, or significant results are observed?

Table 1. (Times New Roman, 11pt, Bold, Left) (Sample Table)

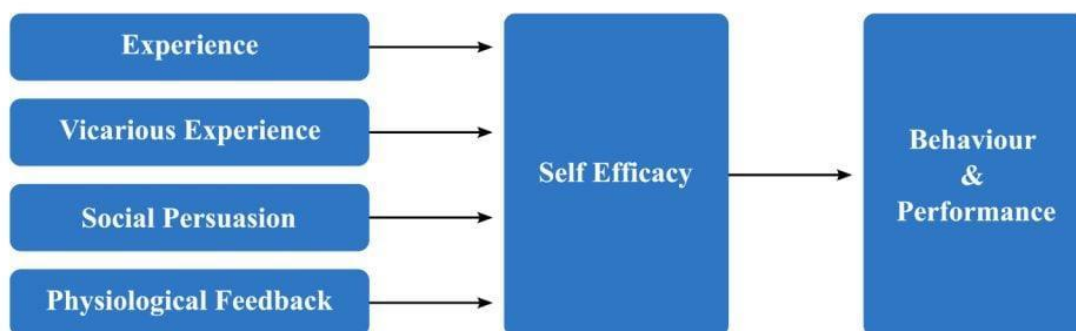
Sample Table in APA 7th Edition Format (Times New Roman, 11pt, Italic, Left)

Configuration	Leadership	Resources	Engagement	Consistency	Coverage
1	High	Any	High	0.88	0.52
2	Moderate	High	High	0.85	0.47

Note: sample APA table, round all decimal values to two decimal places.

Figure 1. (Times New Roman, 11pt, Bold, Left) (Sample Figure)

Self-Efficacy Theory of Motivation (Bandura, 1977) (Times New Roman, 11pt, Italic, Left)



Discussion (Format: Times New Roman, 16pt)

The discussion section interprets and explains the meaning of the findings. It examines how the results relate to the research questions, objectives, theoretical framework, and previous studies. The implications of the findings for theory, practice, and future research are also discussed. (Times New Roman, 11pt, Justify)

Guide Questions for Writing the Discussion

- What do the findings mean?
- How do the findings relate to the research objectives and theoretical framework?
- How do the findings compare with previous studies?
- What are the implications of the findings?

Conclusion and Recommendations (Format: Times New Roman, 16pt)

The conclusion summarizes the major findings of the study and presents the overall insights derived from the research. It revisits the purpose of the study, highlights the most important results, and provides a final statement regarding what was learned from the investigation. (Times New Roman, 11pt, Justify)

Conclusion

- What are the main findings of the study?
- How do the findings answer the research questions and objectives?
- What overall insights or meanings can be drawn from the results?
- What contribution does the study provide to the field, practice, or existing knowledge?
- What final statement summarizes the significance of the study?

The recommendations section proposes actions based on the findings and conclusions of the study. These recommendations may be directed toward practitioners, institutions, policymakers, stakeholders, or future researchers and should be practical and evidence-based. (Times New Roman, 11pt, Justify)

Recommendations

- What actions or improvements are suggested based on the findings?
- Who can benefit from or implement these recommendations?
- What future research directions can be proposed based on the study limitations or identified gaps?
- Are the recommendations practical, specific, and supported by the findings?

Acknowledgement (Format: Times New Roman, 16pt)

References (Format: Times New Roman, 16pt)

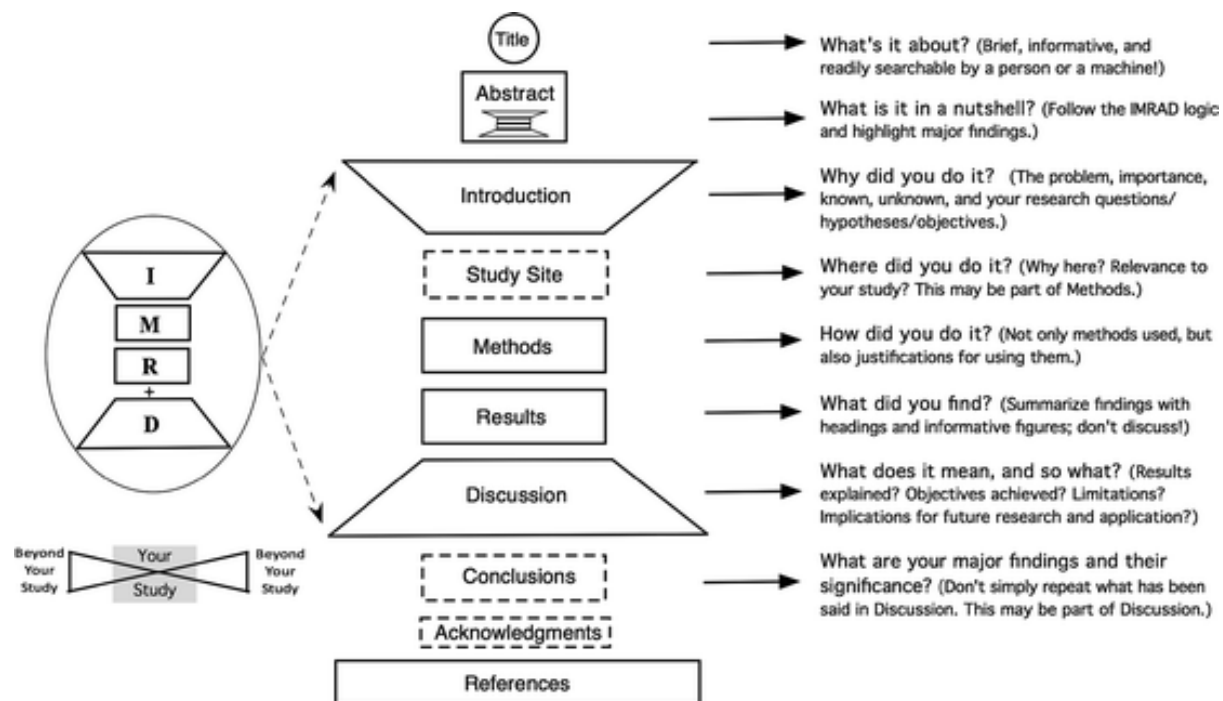
The references section contains a complete list of all sources cited in the study. Entries must follow APA 7th Edition guidelines, be arranged alphabetically, and be formatted consistently throughout the paper.

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>
- Ragin, C. C. (2008). *Redesigning social inquiry: Fuzzy sets and beyond*. University of Chicago Press.
- Schneider, C. Q., & Wagemann, C. (2012). *Set-theoretic methods for the social sciences: A guide to qualitative comparative analysis (QCA)*. Cambridge University Press.
- Bandura, A. (1977). Self-efficacy: Toward a unifying theory of behavioral change. *Psychological Review*, 84(2), 191–215. <https://doi.org/10.1037/0033-295X.84.2.191>

Appendices (Optional)

The appendices contain supplementary materials that support the study but are too detailed to include in the main text, such as instruments, consent forms, approval letters, and raw data.

Appendix A: IMRaD Research Format (Times New Roman, 14pt)



Appendix B: Sample Survey Instrument (Times New Roman, 14pt)

APEX INNOVATION

EMPLOYEE QUESTIONNAIRE

EMPOWERING PROGRESS
WHERE VISION MEETS EXCELLENCE

This questionnaire is designed to understand employees' experiences, satisfaction, and overall engagement within the workplace. It aims to gather valuable feedback that will help us improve work conditions, communication, and support systems to ensure a thriving and productive environment for everyone. Your insights are instrumental in shaping the future of our company and fostering a positive work culture.

Q1: Describe your satisfaction with this company?

I feel quite satisfied with working at this company. The opportunities for growth, combined with the supportive team environment, create a fulfilling and positive experience.

Q2: Where you contribute the most to the company?

My most significant contribution has been leading the successful implementation of the new client management system. It improved efficiency across teams and resulted in better client satisfaction.

Q3: How has your role evolved during time at the company?

Over time, my role has grown from handling individual tasks to managing a larger team and more complex projects. I've taken on leadership responsibilities and become more involved in strategic decision-making, which has enhanced my understanding of the business as a whole. Additionally, I've developed stronger relationships across departments, allowing me to collaborate effectively on cross-functional initiatives.

Employee Name

Rebecca Morisson

Job Title

Marketing Specialist

Department

Marketing Department

Line Manager

Jennifer Davis (Marketing Director)

Start Date

October 13, 2022

Employment Type

☒ Full-Time
☐ Half-Time
☐ Contract

Date of Questionnaire Filling

June 25, 2025

Q4: Are your responsibilities clearly defined in your role? (1 = Not clear, 5 = Very clear)

1 2 3 4 5
☐ ☐ ☐ ☒ ☐

Q5: Do you feel adequately supported by your team and manager? (1 = Never, 5 = Always)

1 2 3 4 5
☐ ☐ ☐ ☒ ☐

Q6: Are the company's goals communicated effectively? (1 = Not at all, 5 = Extremely well)

1 2 3 4 5
☐ ☐ ☐ ☒ ☐

Q7: Do you feel recognized for your contributions at work? (1 = Not at all, 5 = Always)

1 2 3 4 5
☐ ☐ ☐ ☐ ☒

Q8: What challenges have you faced in your position?

Managing competing priorities has sometimes been challenging, especially when balancing long-term projects with urgent tasks.

Q9: What additional resources or support would help you succeed?

Access to more advanced software tools and training sessions on emerging industry trends would greatly enhance productivity.

Q10: Do you have suggestions for improving team collaboration?

Schedule regular brainstorming sessions. Create shared spaces for informal discussions.

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