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## Parts of the Research Paper

### TITLE PAGE

- The title should describe contents clearly and precisely so that readers can decide whether to read the report.
- The title should **NOT** include wasted words such as "studies on," "an investigation of", etc. and abbreviations, jargon, and "cute" language. On the other hand, avoid using words which are too broad and do not tell the reader what is being studied such as "Philippine Politics".
- A good title should provide information about the focus of your research study.

Examples:

✓ **Good Titles** – The Relationship of Luteinizing Hormone to Obesity in the Zucker Rat

× **Poor Titles** – An Investigation of Hormone Secretion and Weight in Rats  
Fat Rats: Are Their Hormones Different?

### CERTIFICATION & APPROVAL SHEET

### ABSTRACT

- Extract key points from each section. Condense in successive revisions.
  - State main objectives
  - Describe methods
  - Summarize the most important results
  - State major conclusions and significance
- Do **NOT** include references to figures, tables, or sources.
- Do **NOT** include information, not in the report.

### ACKNOWLEDGMENT

### TABLE OF CONTENTS

### LIST OF TABLES/FIGURES/GRAPHS

### CHAPTER 1:INTRODUCTION

**Background of the Problem** – What is the basis of your research?

- Describe the problem investigated.
- Present relevant background or contextual materials.
- Move from general to the specific, i.e., problem in real world/research literature to your research report.
- Be selective, **NOT** exhaustive, in choosing studies to cite and amount of detail to include.

**Theoretical & Conceptual Framework (for Quantitative Research Data)** – What fundamental structure will best support the purpose of my research?

- Reveal the plan of organization.
- Take note that a theoretical framework must also be presented as basis of the conceptual framework

**Research Hypothesis/Hypotheses** – What is your assumption on the research?

- Present null/alternative hypothesis/hypotheses for quantitative research.

**Statement of the Problem** – Based on your thesis/research statement, what do you want to understand?

- This should be in line with the purpose of the research.

**Definition of Terms** – What are the terms you used in the research that should be defined operationally?

**Importance of the Study** – What conflict or unanswered question, untested population, untried method in existing research does your experiment address? What findings of others are you challenging or extending?

- Explain the focus of the paper and its specific purpose.
- Review relevant research to provide rationale.

**Scope and Limitations/Delimitations of the Study** – What are the scope and coverage of your research?

- Present the boundaries of the research.

## **CHAPTER 2: REVIEW OF RELATED LITERATURE AND STUDIES**

- Use your outline and prospectus as flexible guides.
- Build your essay around points you want to make (i.e., do not let your sources organize your paper).
- Integrate your sources into your discussions (even on other chapters of the study).
- Summarize, analyze, explain, and evaluate published work rather than merely reporting it.
- Move up and down the "ladder of abstraction" from generalization to varying levels of detail back to generalization.

## **CHAPTER 3: METHODOLOGY**

- Do **NOT** include details of common statistical procedures.
- Do **NOT** mix results with procedures.

**Research Design** – How did you study the problem?

- Briefly explain the general type of scientific procedure used.

**Population** – What/Who are the subject of your research?

**Sampling Method** – What materials did you use in your research?

**Data Collection Procedure** – How did you execute the research?

- Explain the steps taken in conducting the research.

**Statistical Treatment of Data** – What statistical tool will you use in analyzing your quantitative research data?

**Data Analysis** – How will you analyze your qualitative research data?

## **CHAPTER 4: RESULTS AND DISCUSSIONS**

- Present the results for each statement of the problem cited in the introduction part through graphs, tables, and figures.
- Include the data analysis method used (for quantitative) and/or the conceptualized framework used (for qualitative) for the interpretation of the research data.
- Do **NOT** simply repeat the data from the table in your write-up.
- Emphasize important results as shown in your table, chart, etc.

- Follow the order below in constructing your research report:
  - **Explanation** of the Results
  - **Analysis/Interpretation** of the Results
  - **Justification** of the Analysis/Interpretation
  - **Implication** of the Findings
- Use your reviewed literature and studies in constructing your research report.
- You may add more citations if needed. But, make sure to include all citations in your references.
- Avoid extra and unnecessary words.

## CHAPTER 5: SUMMARY OF FINDINGS

- Do **NOT** ignore or bury the major issue – did the study achieve its goal?
- Make explanations complete and provide evidence for each conclusion.
- Discuss possible reasons for expected and unexpected findings.
- Do **NOT** overgeneralize.
- Do **NOT** ignore deviations in your data.
- Avoid speculation that cannot be tested in the foreseeable future.

**Summary** – What are the important results you obtained?

- Present the summary of your findings for each statement of the problem?

**Conclusions** – What do your observations mean?

- Summarize the most important findings for each statement of the problem.
- For each major result:
  - Describe the patterns, principles, relationships your results show.
  - Explain how your results relate to expectations and to literature cited in your Introduction. Do they agree, contradict, or are they exceptions to the rule?
  - Explain plausibly any agreements, contradictions, or exceptions.
  - Describe what additional research might resolve contradictions or explain exceptions.
- If the argument or point of your paper is complex, you may need to summarize the argument for your reader.
- If prior to your conclusion you have not yet explained the significance of your findings or if you are proceeding inductively, use the end of your paper to add your points up, to explain their significance.
- Move from a detailed to a general level of consideration that returns the topic to the context provided by the introduction.

**Recommendations** – How do your results fit into a broader context?

- Suggest what further research the topic needs.
- Suggest the theoretical implications of your results.
- Suggest practical applications of your results.
- Extend your findings to other situations.
- Give the big picture on how the findings help the readers to understand a broader topic.

## REFERENCES

## APPENDIX/APPENDICES

### Reference:

The Writing Center. (2017). *Academic and professional writing*. Retrieved from <https://writing.wisc.edu/Handbook/PlanResearchPaper.html>