

Brief Guidelines and Outline
On the parts of GADTC'S Research Paper

Prepared by:

TITLE

- Must be revealing; short, clear and specific; should not have non-standard acronyms or abbreviations; should not exceed two printed lines; should not exceed to 15 words including articles, etc.; font size 14, centered; ("Informal Guidelines", 2010)
- All in capital letters
- If the title is more than one line continue to the next line after the other
- Leave 2 double space line spaces to begin the next line

Author's name

- center text, in font size 14

APPROVAL SHEET

(leave 2 double line spaces below to begin
Text: font size 12; each line single space)

ACKNOWLEDGEMENT

(leave 2 double line spaces below to begin)
(text: font size 12; leave 1 double-space every after each line)

DEDICATION

(leave 2 double line spaces below to begin)
(text: font size 12; leave 1 double-space every after each line)

ABSTRACT

(font size of 12; bold letters for the word "ABSTRACT")
(leave 1 double line space below the word abstract to begin)

Characteristics of an abstract:

- Brief distinct paragraph; would be 300 words or less; unintended; single space; summary of the study; comprehensive sentences; should be easily grasped; to the point description of the research; avoid citing references at this point; should be brief, clear, logical; should not have abnormal acronyms or abbreviations; (Informal Guidelines", 2010)

Content of Abstract:

- Reason of the study, theory, overall issue (research topic/question), purpose/fundamental goal; accurate statistics; relevant results; key findings; conclusions (“Informal Guidelines”, 2010)

TABLE OF CONTENTS

(leave 2 double line spaces below to begin; should be based on research output)

LIST OF TABLES

(leave 2 double line spaces below to begin; should be based on research output)

LIST OF FIGURES

(leave 2 double line spaces below to begin; should be based on research output)

LIST OF APPENDICES

(leave 2 double line spaces below to begin; should be based on research output)

Chapter 1

(leave 1 double line space followed the title of the chapter 1)

THE PROBLEM AND ITS SCOPE

(leave 2 double line spaces from the last line to begin)

Background of the Study (- sort of introduction; state the problem that needs to be addressed. It should be composed of four paragraphs: first paragraph talks about the researchers own ideas of the study; second paragraph contains related literature and studies that support the study; third paragraph discusses about the gaps and lapses of the study and last paragraph talks about the researcher’s objectives and purposes of the study.)

(leave 1 double space below to begin)

Key points:

- thoughts must be arranged from general view point of the researcher to specific (mirror principle); employ common terms; discuss sufficient background information; present the basis of the study; specifically outline the theory/purpose of the study; describe, explain the problem in a reasonable way visibly; logically; construct key point with every section; reason/s that encourage the researcher to investigate or conduct the study (“Informal Guidelines”, 2010)

(leave 2 double line spaces from the last line to begin)

Theoretical Framework / Conceptual Framework

(leave 1 double line space below to begin; brief introduction of this section is needed)

This section provides the theories, principles, philosophy, premise, foundation, basis or groundwork which the proposed study is anchored on. This also impart conceptual basics upon which an issue is based (Salier, 2008).

This part introduces a summary, synthesis of principles, theories in which the study is anchored on that can be used to support Chapter 3, recommendations from the researchers of similar study; take notice: consult your statement of the problem and questionnaire.

(lave 2 double line spaces from the last line to begin)

Statement of the Problem

(leave 1 double line space below to begin; short introduction is needed in this section)

This section would be in a question form; state the general problem, then specifically enumerate the question/s that need to be addressed or answered.

(leave 2 double line spaces from the last line to begin)

Significance of the Study

(leave 1 double space below to begin; introduction is needed in this section)

This segment of the research paper will tell the reader who will be benefited on the results of the study.

Research Methodology

(leave 2 double line spaces to begin; a short introduction of this section is needed)

Research Design

(leave 1 double line space below to begin)

This part presents the research method used in the study.

(leave 2 double line spaces from the last line to begin)

Research Setting

(leave 1 double line space below to begin)

This section presents the description of the environment ; the setting or place where the research is conducted.

(leave 2 double line spaces from the last line to begin)

Research Respondents

(leave 1 double line space below to begin)

This part describes specifically the respondents of the study.

(leave 2 double line spaces from the last line to begin)

Research Instrument (tool in gathering the data)

(leave 1 double line space below to begin)

This part supplies information to the reader on what tool is utilized in gathering the data of the study. The tool could be an adopted, standard survey questionnaire; a modified questionnaire from the original; or a self-devised or constructed questionnaire.

(leave 2 double line spaces from the last line to begin)

Validation of Instrument

(leave 1 double line space below to begin)

This part supplies information to the reader the validity of the instruments. It shows if the instrument used by the researchers is standardized or modified. Moreover, pilot testing (if applicable) will also be presented in this part.

Data Gathering Procedure

(leave 1 double line space below to begin)

This section explains the course of actions / approaches / procedures / processes / methods / techniques / manners / mode or way on how the data are gathered.

(leave 2 double line spaces from the last line to begin)

Statistical Tool / Treatment of Data

(leave 1 double line space below to begin)

This part introduces the statistical method used to interpret the gathered data (ex ANOVA, chi-square, weighted mean, frequency distribution, percentile and the like).

Definition of Terms

(leave 1 double line space below to begin; terms should be defined alphabetically.)

Chapter 2

(leave 1 single line space below followed by title of chapter 3)

PRESENTATION, ANALYSIS AND INTERPRETATION OF DATA

- a short introduction is needed before the results begin

(leave 1 double line space to begin)

This is research-based section. The gathered data should be arranged correctly and accurately. Each table presented in the study must have corresponding title. It should also present the interpretation based on the results of the study. The discussion should be well organized. The compiled related literature / related studies may be used to support or contrast the results of the present study.

CHAPTER 3

(leave 2 double line spaces below to begin the title of chapter 4)

SUMMARY OF FINDINGS, CONCLUSION AND RECOMMENDATIONS

(leave 1 double line space to begin)

The brief introductory statements should be written in this part to give the readers an idea on what to expect in this section.

(leave 2 double line spaces from the last line to begin)

Summary of Findings

(leave 1 double line spaces below to begin; opening statements are needed)

This may be in an enumerated form or paragraph form. The researcher/s in this part should present the noteworthy, remarkable or significant matters observed from the results of the study other than what were presented in results and discussion section. The FINDINGS should have to answer the problems stipulated in Chapter 1, and other indispensable results found in the study must be laid down as part of this section.

(leave 2 double line spaces from the last line to begin)

Conclusion

(leave 1 double line space below to begin; laid an introductory statements)

The **CONCLUSION** is in a paragraph form. This part state what the researcher found after the investigation or study was conducted. This is the end point of the discussion. This will disclose the **“sorted-revealed fact”**.
(leave 2 double line spaces from the last line to begin)

Recommendations

(leave 1 double line spaces below to begin; opening statements are needed.)

The **RECOMMENDATION/S** should be in an enumerated form. This section confers suggestion, proposition, idea, and proposal on what should be done to address the issue investigated.

References

(leave 2 double line spaces to begin)

The word “References” should be written at the center, list of references must be in alphabetical order.

(leave 1 double line space every after each source)

Appendices

- the word “Appendices” should be written at the center of the page intended for it.

Everything in the appendix should be singled spaced.

Important Note:

A Chapter must start in a new page; pagination is silent; meaning a chapter page must not contain a page number.

Note:

Font size	:	12		Chapter Title	:	Caps lock
Font	:	Times	New	Chapter	:	Notcaps
Roman				Sub-titles	:	Not Caps
Margin				(Bold)		
Top	:	1 inch		Spacing	:	Double
Bottom	:	1 inch		Abstract/Appendices:		Single
Left	:	1.5 inches		References	:	APA Format
Right	:	1 inch				

TITLE

*[The ideal Research Title states clearly the focus of the research.
It should be concise, catchy and captures the essence of the research work.]*

[Proponent Name]
[Program]

A. INTRODUCTION

[Introduce the research study in a gradual, smooth and logical manner. State the motivation of the study. Discuss the ideas that led to the conceptualization of the research problem. Present the scenario surrounding the research topic – the conditions in the environment, variables or issues that led to the conceptualization of the research study. This part aims to provide the reader the necessary information regarding all the areas surrounding the proposed research problem.]

B. PRELIMINARY REVIEW OF RELATED LITERATURE

[Cite the information sources (books, journal articles, white papers, internet sources, etc.), giving a rundown of the key discussion points. Here, the available information sources are reviewed, and critically abstracted to provide the foundation for the proposed research. The objective is to show that existing works have not solved the research problem at hand, thus, there is a need to do the proposed study to provide new insights and more relevant information, methods and solutions. In short, this part aims to build the case of the proposed research work and to convince the reader that your concept is thought out and has not simply been written off the top of your head. (Presentation should not be done by author or by book, as this is not supposed to be a survey but rather a coherent discussion of key ideas.)]

[It is important that the proponent does adequate preliminary review of literature first before writing the concept paper]

C. STATEMENT OF THE PROBLEM

3.1 General

3.2 Specific

[State the main research topic/question (the general problem), followed by the underlying investigative questions (the specific problems). The general problem is an expanded reiteration of the title itself. Thus, identify the general problem in precise terms, i.e., provide information on the *what, where, who, why* and *how* of the proposed area of research. Then, break down the main problem into sub-problems. (This is the top-down approach.) The sub-problems, when tested, investigated or synthesized, provide answers to the main/general problem.]

D. SIGNIFICANCE OF THE STUDY

[Establish a logical need for the study, that it does not duplicate a previous investigation and that past studies are inadequate. Illustrate the importance of the study in terms of content and methodology. Give a straightforward statement of the *value of investigation to groups, institutions, organizations and other segments of the society*, or to other persons or entities which could benefit from the study. State the academic significance, addressing how the research output would yield an 'improved' knowledge, that applies to an immediate problem. Differentiate between academic significance and practical significance of the intended output.]

E. RESEARCH DESIGN

[Provide a 'blueprint' for fulfilling the research objectives and answering the research questions. Describe the detailed technical/scientific activities pertaining to sample selection size (when applicable), data collection method, instrumentation, procedures, data analysis and ethical requirements. When more that one way to approach the research design exists, discuss the methods rejected and why the selected approach is superior.

Simply put, when you are doing research, what is it that you will be doing?]

F. WORKING BIBLIOGRAPHY

[Include an annotation of each item in the list. For internet sources, cite the URLs. Follow the APA Style for Referencing]

G. TIME FRAME

[Chart the important activities in your research and set the target dates of completion. You may use a Gantt Chart]