

**Comment [cb1]:** Note that the first page has a running head that is < 50 characters, including spaces. **Only the first page should say "Running head"**; subsequent pages should just include the running head without labeling it as such. The running head should be flush left. The page numbers should be flush right. See the **tutorial** on creating a running head for more information.

Study Title

**Comment [cb2]:** The study title should concisely capture the purpose of the study. It should be 12 words or fewer, centered, using upper and lower case, and placed approximately 2.5" from the top margin of the page.

Student Name

**Comment [cb3]:** Your name should be approximately 3 double-spaced lines below the title. The university name should be one double-spaced line below your name.

University of St. Thomas

Research Professor: Instructor's name

**Comment [cb4]:** Be sure to include title— Ph.D./Ed.D. If you have two professors (one for 6320 and one for 6321), include both names and write Research Professors.

Month, Year

**Comment [cb5]:** This information should be placed approximately 5 double-spaced lines below the university name.

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**Comment [cb6]:** The table of contents should contain all of the headings and subheadings of each chapter and the page number on which each begins. You may include space markers (.....) before each page number if you wish; this sample does not include space markers.

**Comment [cb7]:** Only include the number of heading levels that are necessary for organizing your paper. You might not include L2 and L3 headings in some chapters (e.g., Chapter 4).

Abstract

**Comment [cb8]:** Note that the title of the abstract is not in bold font, in accordance with APA style.

Abstract text is presented here as a single paragraph. Do not indent the first line of the paragraph. Remember: No more than 200 words. The heading is not bolded here (unlike in the chapters).

**Chapter 1**

**Introduction**

**Heading Level Two**

Chapter 1 should include information about the problem statement, self-reflection, and the research hypotheses and justification.

**Heading level three.** Additional subheadings may be helpful, depending on the complexity of each chapter. Follow APA style for each level of heading.

**Heading level four.**

**Heading level five.**

**Comment [cb9]:** Note that the main heading for Chapter 1 **does not** follow APA style. You should include the label Chapter 1 and the heading Introduction in bold, title case (i.e., upper and lower case letters).

**Comment [cb10]:** Main divisions of the text can be identified with a subheading using bolded text in title case (i.e., uppercase and lowercase letters). The text begins on the next line.

**Comment [cb11]:** Further division of each section of text can be identified with an indented, bold subheading using Sentence case (i.e., all words lowercase except the first word and proper nouns, which are capitalized), followed by a period. The text begins immediately after a space after the period (not on the next line).

**Comment [cb12]:** These heading levels are relatively less common in an action research study. For both L4 and L5, the text starts immediately after a space following the period (as in L3).

**\*\*Note:** At least 5 scholarly references (i.e., from journals, book chapters, professional reports) must be included in this section. Aim to include sources that are ≤ 10 years old in each chapter.

**\*\*Note:** Instructors may have a preference about certain aspects of writing style (e.g., using first person). APA permits first person (e.g., “I” rather than “the researcher”) and prefers active voice (e.g., “Students completed the questionnaire individually”) to passive voice (e.g., “The students were given the questionnaire to complete individually”). Please consult with the instructor about his or her preference.

## Chapter 2

### Literature Review

#### Heading Level Two

**Comment [cb13]:** Use APA L1 heading for each chapter title.

**Comment [cb14]:** A chapter may begin with an L2 heading, or it may begin with a general introductory paragraph, followed by L2 headings for each topic covered.

The literature review is the bulk of the paper; however, it need not include every article ever written about the topic. Choose conciseness over over-incorporativeness. Include a review of at least 10 articles and explain how they provide a rationale for the current (proposed) study. Explain any limitations of the studies and how the current study will address these.

**Heading level three.** Further subheadings are useful for organizing content within a general heading.

**\*\*Note:** At least 10 peer-reviewed references (i.e., from scholarly journals) must be included in this section. Other references may be included, but non-peer-reviewed sources will not included in the minimum of 10. At least 6 of these must be empirical studies (i.e., journal articles that include a Method section).

**\*\*Note:** Be sure to summarize the major findings of the literature review at the end of this chapter, to set the stage for the method section.

### Chapter 3

#### Method

#### Participants

Describe the sample here. Include sample size, expected demographic characteristics, and any other relevant information. Explain how the sample will be recruited and describe the site where the research will take place. Describe any consent procedures that will be used.

#### Measures

Describe the instruments used, including their reliability and validity.

#### Design

Describe the general method that will be used (e.g., survey, correlational, experimental, etc.). If applicable, state the independent/predictor and dependent/criterion variables in terms of their place in the design. Explain why this design was chosen and describe any threats to internal and external validity associated with the design and how these will be addressed.

#### Procedure

Describe, step-by-step, the procedure, including any interventions, apparatus, or materials involved. For the proposal, include a timeline for completing the study. (This will be changed to a description of the actual timeline for completion in the final study.)

#### Data Analysis Plan

**Comment [cb15]:** The method must include the following subsections: participants, measures, design, procedure, and data analytic plan.

**Comment [cb16]:** Please do not use the term "Methodology" here.

**Comment [cb17]:** The participants subsection should include a description of sampling procedures.

Describe how data will be organized, maintained, and analyzed with quantitative and/or qualitative methods. Describe procedures for keeping data secure and ensuring confidentiality of data.

\*\*Note: References are included as needed (e.g., published measures).

\*\*Note: The method may be written in past tense in the proposal, although the study will be conducted in the future. This facilitates the final write-up.

\*\*Note: The method should include a brief discussion of ethical issues, either as a separate section or woven into the rest of the chapter's sections.

## Chapter 4

### Results

The results of statistical analyses (or other method of data analysis) go here. Remember to pay close attention to the correct format for reporting statistics. Example for *t* test: Students who received individualized instruction had higher scores on the Word Problems Test than those who received group instruction,  $t(34) = 2.39, p < .05$ . (See *APA Publication Manual* for additional guidance.)

Refer to the Appendix for the table(s) and figure(s). Example: Table 1 (found in Appendix 1) presents the means and standard deviations for the outcome measures.

\*\*Note: References should be included as needed.

**Comment [cb18]:** Note that it is less common to include subheadings in chapter 4. However, L2 and L3 headings may be appropriate if several analyses or several outcome measures were used.

## **Chapter 5**

### **Discussion**

Interpret the findings at the beginning of the discussion. State whether the findings do or do not support the hypothesis, and describe how this was consistent (or inconsistent) with the previous literature. (Note that no subheading is needed for this part, as the interpretation usually is part of the introductory paragraph of the discussion.)

### **Strengths and Limitations**

Identify at least two strengths and two limitations and discuss how the latter affect the internal and/or external validity of the study.

### **Recommendations and Action Planning**

Make at least two recommendations to the target audience. Describe how the study will affect your own work. Discuss possible next steps for future research.

References

**Comment [cb19]:** Consistent with APA, do not bold the word References.

The first line of a reference should be left justified. Subsequent lines should be indented, like this. Be sure to follow APA format! Note that the word References is not in bold (unlike the chapter titles). Sample reference for a journal article:

Popular, I. M. (2012). How to be a better writer in just three days. *Journal of Essential Knowledge*, 31, 44-50.

**Comment [cb20]:** The author's last name is followed by a comma and then the author's first and middle initials.

**Comment [cb21]:** The year of publication goes in parentheses, with a period after.

**Comment [cb22]:** Use Sentence case for journal article titles. Only the first word (and any proper nouns and any words that begin a clause following a colon) should be capitalized. Font should be regular.

**Comment [cb23]:** The journal title should be Title Case (main words capitalized) and italicized. The volume number should also be italicized.

**Comment [cb24]:** Page numbers go at the end, followed by a period.

Appendix

Table 1: Means (*M*) and Standard Deviations (*SD*) for Outcome Measures

Figure 1: Boys and Girls' Performance on the Block Design subtest of the WISC

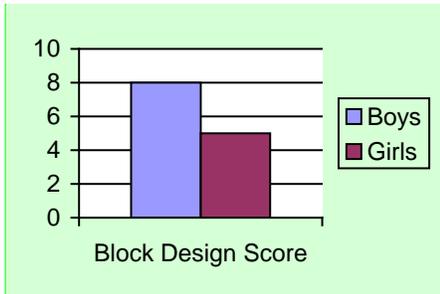
**Comment [cb25]:** Note that the appendix goes at the end. If an appendix contains more than one item (e.g., a table and a figure), follow this guide. If the appendix contains only one item, it is acceptable to include the title Appendix at the top of a single page, with the item (e.g., the table) beneath the title. There should be only one appendix.

Table 1

*Means (M) and Standard Deviations (SD) for Outcome Measures*

Measure	<i>M</i>	<i>SD</i>
Attitude Scale	12.18	3.14
Preference Questionnaire	20.20	6.12
Interest Inventory	49.70	5.57
Test of Achievement	89.42	3.34
Knowledge Base Test	82.31	10.72

**Comment [cb26]:** Note that the title goes at the top of the table, under the line identifying the number of the table (i.e., Table 1). The title should be in title case (all main words capitalized).



**Comment [cb27]:** Note that the font should match the text font. Color is optional.

*Figure 1.* Boys' and girls' performance on the Block Design subtest of the WISC.

**Comment [cb28]:** Note that the caption goes below the figure. The caption should be in sentence case—only the first word and proper nouns should be capitalized. End the caption with a period.