

Title of Paper (up to 12 words)

Your Name, Including Middle Initial

School

Title of Paper

Your first paragraph (or two) should be an introduction to the broad topic of your paper. Many people write the introduction after writing the rest of the paper! Information in your introduction should provide a foundation for the hypotheses of your experiment. In your introduction, your goal is to convince readers that your research topic is (a) interesting and (b) important. You may choose to begin your paper with a story, quotation, or relevant statistics about your topic. You can think of your paper as a story about your dependent variable.

You generally will present broad background information about the topic in the first paragraph of so. You will include at least two sections in the body of your paper. You will summarize relevant information from prior research studies in the first section, which we refer to as the “literature review” portion of a paper. You will present your detailed research proposal in the second section (details are provided below). Some overall formatting rules to keep in mind are: (a) use Times New Roman font, size 12; and (b) double-space the entire paper.

Information about the Literature-review Section

Content. In the first section of your paper, you should provide a literature review of prior research and theory that relates to your experiment. The information you present should be from diverse sources (e.g., journal articles, book chapters, web sites). Make sure it is clear to the reader how information is related to your experimental hypotheses or procedure. So, if you are using their method, then talk about their method; if they found similar results, talk about their results; if they operationally defined their DV like you want to, then talk about that, etc. To make this section of your paper effective, you should explicitly relate information from various sources to each other and to your proposed research. After you discuss past research, you should make it

Almost all of the information in the literature-review portion of your paper will be from outside sources; it will be necessary to cite at least one source in each paragraph. (The exception to this rule would be if you are writing a “short” research proposal and have been told by your instructor that outside sources are not required.) You should be selective in the information you choose to include from each source. Avoid quoting information from an article; it is rarely necessary and is likely to disturb the flow of your paper. Also, avoid including information from a source that is not relevant to your experiment; it is unnecessary to completely summarize all articles that you cite. You may write only one sentence about one article, but an entire paragraph about another, more relevant article. It is possible that several sources provide similar information. If this is the case, then summarize the information and cite multiple sources at once: Research suggests there is a relationship between X and Y (Davis, 2001; Davis & Rusbult, 2001; Green et al., 2001). Note the format of this multiple-article citation: articles are in alphabetical order and are separated by semicolons.

Proposed Method

In the second section of your paper, you should provide details about your proposed experiment. It would be appropriate to label this section of your paper “Proposed Research” or “Method”, using the level of heading that was used for the title of the paper. It is a good idea to highlight the way in which your experiment will extend past research; for example, you could include a one sentence statement claiming that past research has focused on _____, but left out _____. The first paragraph or two of this section should include your hypotheses and your reasoning (theory). The next paragraphs should present information about your research method. It is likely that you will use subsections such as the ones that I include below.

procedures that have been used in prior research, be sure to cite the article(s) in this section. It may be appropriate to include other subsections after this one as well.

Results

In the Results section, you will summarize what are your predicted results. Typically, you also will explain the planned statistical analysis strategy. If you include a figure at the end of the paper it (e.g., your graph of expected results), be sure to refer to it in the text (e.g., “please refer to Figure 1”).

Discussion

In the Discussion section, you will broadly evaluate your proposed experiment. What are the strengths and limitations of your experiment? Are there other ways to test the same hypothesis? What future experiments might be important? Are there any ethical concerns about your procedure? You should touch back on ideas that you mentioned in your introduction as well.

PICK problem, EBP
In nursing.

Components of a Successful Research Proposal Ivan Karp

The research proposal is a very particular genre of writing. It does not have the same structure as a dissertation prospectus or a research article. A successful research proposal is divided into four parts, which should use descriptive headings.

1. "What"

The description of the project specifies the topic of research independently and without reference to the temporal, spatial, or formal and generic contexts of research. This is customarily referred to as the "Review of the Literature," and in this section the applicant describes the state of play with respect to a field of knowledge that usually encompasses more than a single discipline. This section of the proposal provides evidence that there is a problem or gap in knowledge on which research can make an important contribution. For some research agencies, it can be valuable to specify what is to be learned in terms of propositions called "hypotheses." For other agencies this would be very counterproductive and a more discursive style is associated with successful grants. It is very important to describe your project in terms that the particular funding committees find to be comfortable.

2. "Where" or sometimes "When"

This section of the proposal specifies the spatial or temporal contexts of the research. This may be a region, such as the American South, a time, such as the Renaissance, or, usually both—for example, "Renaissance Florence," or "Precolonial Western Kenya." It includes a description of what forms of human behavior, culture or society are to be investigated—for example, "The Epic Among the Precontact Quechua Speaking People of Ecuador," or "Political Consensus in the European Parliament." In this section the applicant presents what is known, what aspects of the knowledge base are contested, and describes what the research will find out. Customarily the temporal or geographical scale of this section starts out large and moves to smaller scale topics that will be the actual research topic. Thus a proposal might move from "Democratic Politics in Africa," to "Multiparty Elections in Kenya," or an art historian might start with the iconography of religion in Renaissance art and wind up with a study of municipal buildings in Sienna. In this section the applicant specifies his or her contribution to understanding social, cultural and formal processes in a broadly defined place and/or time and moves to more specific locales. This is a critical part of the proposal for many applicants wishing to conduct international research, since many of the committees that fund this type of research are composed of an interdisciplinary array of scholars who are held together by a shared commitment to place, such as African Studies or Latin American or European Studies. They want to know what the payoff is not for a specific discipline, but for knowledge of a region and/or time.

3. "How"

Commonly called methodology, this section of a proposal specifies the methods that will be used in the research. The selection of methods is determined almost entirely by the nature of the research and not by a predetermined set of methods learned in a course. This means that you have to justify each and every method by its relationship to the topic, place and time of research, and, especially, the nature of what is to be studied. Fulfilling this requirement, which is vital for a successful proposal, can only be achieved when the "How" section refers continually to the specifics of the research context. It is not enough to say that "I will do close readings of archival

A good budget always has two parts: a) the specific budget categories/figures and b) justifications for the figures listed. The budget can be presented in a number of ways, but must always include both parts.

Budget categories might include air travel, local travel, accommodation while in the field, specific supplies or services, and so forth, depending on the project design and needs. The items included should clearly relate to the research plan you outline in your proposal.

Figures listed for each budget category must be justified. Research the costs and options so that you can explain what the figures are based on.

For example:

Roundtrip airfare to archives in Gaborone (SAA, Cape Town - Gaborone fare)	ZAR 4,500.
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Accommodation (Sunshine guesthouse/dorm for 4 weeks @ ZAR 250/day)	ZAR 7,000.
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Examples of other budget formats can be found online. For instance, the example at this website lists budget categories and figures in a table, with justifications explained below:
<http://writingcenter.unc.edu/handouts/grant-proposals-or-give-me-the-money/#example1>.

In general, your budget should be realistic, reasonable and economical. It should cover research expenses that are necessary, adequate, and appropriate. Don't over-budget, don't under-budget, and don't include a large "miscellaneous" category. Those are all signs to reviewers that you have not thought the project and budget through thoroughly. A well-crafted, thorough budget, however, can help you plan your project and demonstrate that you have thought it through and are ready to complete it.

APA Basics

- **Paper:** Your paper must be word-processed on unlined 8 ½" x 11" white paper.
- **Margins:** Use 1" margins on all sides of the page.
- **APA papers must consist of a 1) cover page, 2) abstract, 3) essay, and 4) reference page:** Each section of the paper must begin on a separate page. The title of the paper may appear on the third page, prior to the start of the body of the paper, centered and not bolded.
- **Text:** standard font: Times New Roman, 12 pt.
- **Spacing:** Double space your entire paper. That includes headings, long quotations, and works cited. Do Not triple or quadruple space.
- **The running head:** is a shortened version of the paper's full title (cannot exceed 50 characters). The paper's title is in capital letters. The running head should be flush left, and page numbers should be flush right. On the title page, the running head should include the words "Running head." For pages following the title page, repeat the title only in all caps without "Running head."
- **Indentions:** Indent one-half inch from your left margin. (one tab), except for the abstract—this paragraph must start flush left, underneath the title "Abstract," un-bolded.
- **References:** Your references should begin on a new page separate from the text of the essay; label this page "References," centered at the top of the page, un-bolded. References should appear in alphabetical order by the author(s) last name on the reference page. Double spaced—there should be no extra spaces between references. All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.

Any information, including ideas, theories, or research that is not your own, or has directly influenced your writing, must be cited within the body of your paper and have a corresponding reference on the reference list.

Direct Quotes: When using word-for-word quoted material from an outside source, you have to make reference to the author(s), year of publication, and the page number (if there is no page number, identify the paragraph number).

- (Smith, 2018, p. 3).
- (Smith, 2018, para. 7).

Introduce direct quotations with a signal phrase:

- According to Jones (1998), “Students often had difficulty using APA style, especially when it was their first time” (p. 199).

If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.

- She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199).

Long quotations: Use long quotations sparingly, and only if the language is so exact/perfect that it must be used within your work.

Place direct quotations that are 40 words or longer in a free-standing block of typewritten lines and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation double-spaced on the new margin, and indent the first line of any subsequent paragraph accordingly. The parenthetical citation should come after the closing punctuation mark.

Indirect Quotes (summaries and paraphrases): If you are referring to an idea from another work but NOT directly quoting the material, you only have to make reference to the author and year of publication and not the page number in your in-text citation. However, it is important to note that APA guidelines encourage you to also provide the page number (although it is not required).

- (Smith, 2018).
- APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

A Work by Two Authors: Name both authors in the signal phrase or in parentheses each time you cite the work. Use the word “and” between the authors' names within the text and use the ampersand in parentheses.

- Research by Wegener and Petty (1994) supports...
- (Wegener & Petty, 1994)

A Work by Six or More Authors: Use the first author's name followed by et al. in the signal phrase or in parentheses.

- Harris et al. (2001) argued...
- (Harris et al., 2001)

number (Hall, 2001, para. 5). If the paragraphs are not numbered and the document includes headings, provide the appropriate heading and specify the paragraph under that heading.

- According to Smith (1997), ... (Mind Over Matter section, para. 6).

References

Journal Article:

Last name, Initials. (date). Title of the article. *Title of the Journal*, volume(issue), pages.

- Levey, T. (2010). The effect of level of college entry on midcareer occupational attainments. *Community College Review*, 38(1), 3-31.

Book:

Last name, Initials. (date). *Book title*. City, State: Publisher.

- Pincus, M. (2005). *Managing difficult people*. Avon, MA: Adams Media.

Book Chapter:

Last name, Initials. (date). Chapter title. In Initials, Last name (Ed.), *Book title* (pages). City, State: Publisher.

- Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

Website:

Last name, Initials. (date). Title. Retrieval statement.

- Friedland, L. (2008). Top 10 natural and wildlife adventure travel tips. Retrieved from <http://adventuretravel.about.com/od/ecotourism/tp/Nature---WildlifeAdventures.htm#>

If the page's author is not listed, start with the title instead. If the date of publication is not listed, use the abbreviation (n.d.).

- Spotlight Resources. (n.d.). Retrieved from https://owl.purdue.edu/owl/about_the_owl/owl_information/spotlight_resources.html

Corporate Author (Organization as Author):

Coalition for the Homeless. (2010). First step job training program. Retrieved from <http://www.coalitionforthehomeless.org/programs/first-step>

Two or More Authors:

Last name, Initial, & Last name, Initial.

ShORE 2015 Proposal Presentation Scoring Rubric

Judge's Name: _____

Presenter's Name: _____

Please rate the presentation from 0 to 3 on each of the following (circle one):

Score Key:
0 = No Attempt
1 = Developing
2 = Competent
3 = Exemplary

1. Statement of Research Problem/Rationale:

- | | | | | |
|---|---|---|---|---|
| a. Clearly stated questions or hypotheses being addressed | 0 | 1 | 2 | 3 |
| b. Well-explained rational/justification for the study | 0 | 1 | 2 | 3 |
| c. Project objectives are clearly outlined | 0 | 1 | 2 | 3 |

2. Literature Review/Background Theory:

- | | | | | |
|---|---|---|---|---|
| a. Relevant previous work thoroughly reviewed | 0 | 1 | 2 | 3 |
| b. Gap in knowledge/exploration identified | 0 | 1 | 2 | 3 |
| c. References are acknowledged appropriately | 0 | 1 | 2 | 3 |

3. Methods (Explanation/Appropriateness):

- | | | | | |
|--|---|---|---|---|
| a. Clear description of methods to be used | 0 | 1 | 2 | 3 |
| b. Methods are appropriate to answer question/address hypothesis | 0 | 1 | 2 | 3 |

4. Projected Results:

- | | | | | |
|--|---|---|---|---|
| a. Figures/tables to be used are appropriate and will clearly present the data | 0 | 1 | 2 | 3 |
|--|---|---|---|---|

5. Presentation overall:

- | | | | | |
|---|---|---|---|---|
| a. Effective overall aesthetic/organization of presentation | 0 | 1 | 2 | 3 |
| b. Flow of information is logical and facilitated understanding | 0 | 1 | 2 | 3 |
| c. Presenter summarized proposed study clearly | 0 | 1 | 2 | 3 |
| d. Length of presentation was appropriate | 0 | 1 | 2 | 3 |

Total: _____/39

Comments: _____
