

## **EDU651 Course Project-Action Research Proposal Final Submission Guidelines**

Your course project will take the form of participatory "action research". The purpose of participatory research is to become professionally involved in solving real world problems while systematically observing and documenting changes due to your involvement in classroom teaching - your own teaching or your observation of others' teaching (if you are not currently teaching). Your final draft of the research proposal is a culminating research project that should incorporate the progress from all the previous three drafts, and should be coherent and comprehensive. The formatting of the final draft will follow the APA guidelines from the course text book: *Concise Rules of APA Style*. (2005). Washington, DC: American Psychological Association (ISBN 1-59147-252-0).

### Format of the Final Course Project

**Length:** About 15-20 pages double spaced for **text**.

**Font:** Use 12-point font. 10-point font may be used for footnotes, subscripts and tables. Commonly used fonts such as Times New Roman or Arial are suggested. Other fonts may be used but fancy fonts that are hard to read are not suggested.

**Spacing and Margins:**

- Suggested margins: Top, Bottom, Left: 1"; Right: 1". Three staples on the left-hand side (if it is not comb binding with clear vinyl cover).
- The abstract and the general text of the manuscript must be double-spaced.
- Single-space each bibliographical entry and double-space between entries.
- Single-space may be used for long tables, long quotations, footnotes, appendices

**Page number:** Pages should be numbered in the top right hand corner.

**Section Headings and Quotations:** Section Headings and Quotations will follow APA style:

- Section headings will capitalized major words and are center aligned.
- First level subheadings in the text capitalize major words and are aligned to the left of the page, italicized.
- Second level subheadings in the text capitalize the first word only, are italicized, indented, and followed by a period. The text follows immediately after the subheading.
- Direct quotations will use double quotation marks. Provide the author, year of publication and page citation in the text (e.g., Bell, 1996, p.12). Full bibliographic details appear on the reference page.

### Required Components for the Final Course Project

While each student's research project may be highly individualized, they will all be evaluated based on several common standards. All research proposals are composed of the following parts and are presented in the following way:

- Title Page (see sample on p.2)
- Abstract (on a separate page)
- Text pages (about 15-20 pages double spaced in length).
- Reference (only works that that you cited in the text)

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