

Bethlehem Moravian College

Malvern P.O., St. Elizabeth

Student Research Handbook

(DRAFT)

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September 3, 2014

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Acknowledgement

I would like to thank the following persons for reviewing aspects of this Handbook and making valuable suggestions.

Dr. Heather Sherwood

Mrs. Andrea Wilson Graham

Introduction

Action Research is a critical part of the Teacher Education Programme and teachers' daily routine in the classrooms. All teacher education candidates at Bethlehem Moravian College are required to complete five credits in Research Methods, develop an action research proposal and implement their purposed study during the practicum exercise. As Bethlehem Moravian College moves into the fourth year of the Bachelor of Education Programme there were some issues and concerns with the research process. Faculty and students were unclear of their roles and responsibilities. Students were unsure as to what exactly they were expected to do.

Rationale

This Student Research Handbook was conceptualized and written out of the need to create a seamless research process at Bethlehem Moravian College. There was also the need to standardize the research activities and to minimize possible misunderstanding between supervisors and students. This handbook serves to provide students and supervisors with information and tools to assist them in navigating the research process. This is however the first draft of the handbook and revisions will be done as the need arises.

Student's Responsibilities

1. To produce original work and maintain academic and research integrity.
2. To use the Research Completion Checklist in the Appendix to guide his/her work.
3. To maintain communication with lecturer/supervisor through face-to-face consultations and email.
4. To use the supervisor's comments and recommendations to improve his/her paper.
5. To complete and turn in his/her work on or before the due date to his/her lecturer/supervisor for review/grading.
6. To adhere to established standards regarding the research process.
7. To maintain sufficient backup of his/her work to prevent loss of information.
8. To undertake all research related expenses.
9. To submit TWO copies of the final work to the Education department (one hard copy and one electronically).

Supervisor's Roles and responsibilities

1. To maintain professional and supporting relationship with the student.
2. To maintain communication with the student through face-to-face consultations and email.
3. To review the student's work and provide usable written comments that the students can use to improve his/her work.

4. To ensure that student's work adhere to established Bethlehem Moravian College Guidelines and APA format and style.
5. To assist the student in identifying information sources that can be used to improve the student's writing.
6. To make initial contact with student preferable through email after supervisor has been assigned to student.
7. To report incidence of plagiarism in students' work to the Office of Academics.

Plagiarism

Simply put, Plagiarism is taking someone else's work or idea and submitting it for credit as if it is your own. This practice is academic dishonesty that is punishable by Bethlehem Moravian College. The practice of buying, stealing, borrowing a paper or hiring someone to write your paper is prohibited by the College. Copying large amount of texts from sources without proper citation is also prohibited. Some other forms of plagiarism include only changing few words in paraphrasing; using someone else's written or spoken idea without proper citation of their work (Purdue University Writing Lab, 2014).

Bethlehem Moravian College has adopted a Zero-tolerance approach to plagiarism; hence, a grade of ZERO will be awarded for plagiarized work. A Plagiarism Report Form has been developed for supervisors to report incidences of plagiarism to the Office of academics.

Student's Accountability

The student is fully accountable for his/her work submitted to the College for credit. The student must therefore ensure that the work is original and free from plagiarism. Each student is required to complete a Certificate of Authorship Form (See Appendix), signed and submitted with his/her paper to the supervisor. A soft copy of all papers must be submitted to the Education Department. The paper may be run through a Plagiarism Checker such as Turnitin before a final grade is awarded to the student. The Certificate of Authorship is to be placed in the Appendix of the paper.

Permission for Library Release

Each student is required to grant the College permission to display his/her research paper in the library, departments etc. Students are to complete and sign a Library Release Form to facilitate same. The completed form is to be included in the Appendix of the student's paper.

Research Activities

The research process starts in third year and ends in Semester 8 in the fourth year. There are many activities that the student will be engaged in during this period. Each student is to print and complete a copy of the Research Completion Checklist to guide his/her activities through the research process. Students are to work closely with their supervisors during this time to mitigate unnecessary rewrites. It is the responsibility of the student to manage his/her time and to meet set deadlines that may be given.

Format for Title Page

Students are to format their Title Page as outlined in the given template in the Appendix.

Format for Table of Contents

A Table of Contents Template is provided to assist students in formatting of this section of their papers.

Writing the Abstract

The abstract, even though it appears in the preliminary section of the paper is written last. The abstract is a summary of the research problem, methodology, participants, research questions, findings and conclusion in no more than 120-150 words.

Pagination

Pages are to be numbered in the bottom right hand corner starting with the Introduction Page in Chapter 1 using Arabic numbers. The preliminary pages are counted but not numbered.

Line Spacing and Indentation

All text should be double line spaced; however, there are some exceptions. Block quotations are single spaced. Table of Contents is single spaced. References are double spaced between each entry/source and single spaced between each line.

Paragraphs and block quotations are indented. You could use the Microsoft Word default indentation. Consult the APA 6th Edition for additional information.

Appendix

Forms, Templates and Checklist

Bethlehem Moravian College
Department of Education
Action Research Completion Checklist
(Years 3 & 4 Students)

Name _____ ID _____

Number _____ Date _____

Activities to be Completed	Anticipated Completion Date	Check if completed
1. Take Introduction to Educational Research Course		
2. Write the Proposal- Chapters 1,2 & 3		
a) Complete Introduction		
b) Complete Literature Review		
c) Complete Methodology		
d) Complete Reference Pages		
e) Write Preliminary Pages (Title Page, Table of Contents)		
f) Check Use of Language and APA Style		
g) Complete and include Certificate of Authorship Form (<i>Forms are available in the Action Research Center Link on BMC Website</i>)		
h) Submit the Rubric/Mark Scheme with Proposal		
i) Submit Proposal to the Education Department on or before the due date		

j) Lecturer Review/grade		
k) Revise and Re-submit (if necessary)		
l) Lecturer review/grade the Proposal		
m) Proposal Approved		
3. Fill out Student Data Card and return to Research Coordinator		
4. Supervisor assigned		
5. Submit copy of Proposal /Action Plan to supervisor		
6. Finalise instruments (pre-test, post-test etc		
7. Field Work : Collect Research Data (during the Practicum)		
8. Expand the Literature Review to the required number of sources (15-20 sources, no older than five years)		
9. Take Research Applied course (Year 4)		
10. Analyze the data collected		
11. Write the Final Report		
a) Write up the Research Findings/Results (Chapter 4)		
b) Write up Action Plan, Recommendations & Conclusions (Chapter 5)		
c) Complete the Reference Pages		
d) Complete the Appendices(copy of instruments etc)		
e) Complete Preliminary Pages (Title Page, Table of Contents, Abstract, etc)		
f) Change tense in first three chapters to past tense		

g) Review paper for Use of Language and APA Style		
h) Check in-text citations against sources listed on reference pages for correctness		
i) Include a copy of the given mark scheme/ rubric as the last page in the Appendix section.		
j) Complete and include a Certificate of Authorship Form (<i>Forms are available in the Action Research Center Link on BMC Website</i>)		
k) Bind and submit Final Report (approximately 35 pages of content, five chapters) to the Education Department. l) Email soft copy to educationdepartment@bmc.edu.jm		
m) Final Report Approved		

[Insert Title of Proposal/Research here]

by

[Insert Name and ID Number here]

[Insert Supervisor's Name here]

An Action Research Proposal Submitted to the
Bethlehem Moravian College
in Partial Fulfillment of the Requirements
for the Degree of Bachelor of Education

[Insert Date Here]

Table of Contents Template

	Page
Chapter 1: Introduction	1
XXXXXXXXXXXX xx XXXXXXXXX	1
XXXXXXXXX XXXX XXXXXX	2
XXXXXXXXX XXXXX	4
Chapter 2: Literature Review	6
XXXXXXXX XXXXXXXXX	7
XXXXXX XXXXXXXXXXXXX	15
XXXXXX xx xxx XXXX	24
XXXXXXXXXXXXXX xx xxx XXXXXXXX xx xxx XXXXXXXXX	31
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2 Title in Initial Caps and Lower Case	51
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Title in Initial Caps and Lower Case	49

Certification of Authorship Form

Submitted to:

Student's Name:

Date of Submission:

Title of Paper:

Certification of Authorship: I hereby certify that this work is original and I am the author of this work. I have also disclosed any assistance given in the preparation of this paper and I have given full acknowledgement to such persons. I have also properly cited all sources from which I obtained information, ideas, or words that are copied directly or paraphrased in the document. Sources are credited according to APA 6th Edition Style and Format. I also certify that this paper was prepared by me for this course.

Student's Signature: _____

Library Release Form

NAME OF AUTHOR:

TITLE OF RESEARCH:

DEGREE:

YEAR GRANTED:

I hereby grant permission to Bethlehem Moravian College to reproduce single copies of this study and to make available such copies for private, scholarly, or scientific research purposes only. This will give the College permission to display the students' work in the Library and in the Departments.

The author reserves all other publication rights, and neither this study nor extensive extracts from it may be printed or otherwise reproduced without the author's prior written permission.

Author's Signature

Sample Action Research Report Outline

Title Page

Table of Contents

Acknowledgement

Chapter 1: Introduction

- Area of Focus Statement

- Statement of the Problem

- Purpose Statement

- Research Questions

- Definition of Variables

Chapter2: Review of Related Literature

Chapter3: Methodology

- Research Design

- Description of Participants

- Description of Intervention

- Data Collection Instruments/Strategies

- Ethical Considerations

Chapter 4: Data Analysis and Interpretation

- Presentation of findings

Chapter 5: Action Plan, Recommendations and Conclusion

References

Appendices

Type of citation	First citation in text	Subsequent citation in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by three authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
One work by four authors	Bradley, Ramirez, Soo, and Walsh (2006)	Bradley et al. (2006)	(Bradley, Ramirez, Soo, & Walsh, 2006)	(Bradley et al., 2006)
One work by five authors	Walker, Allen, Bradley, Ramirez, and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
One work by six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Groups (readily identified through abbreviation) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Groups (no abbreviation) as authors	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

Adopted from APA 6th Edition

Sample Reference Page

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- Kuh, G. D. (2001a). Assessing what really matters to student learning. *Change*, 33(3), 10-19. doi: 72587276
- Kuh, G. D. (2001b). Organizational culture and student persistence: Prospects and puzzles. *Journal of College Student Retention*, 3(1), 23-39. doi: 609488691

Useful Links

1. APA Format 6th Edition : <http://web.calstatela.edu/library/guides/3apa.pdf>
2. Creating APA Tables and Figures, Purdue University Writing Lab:
<https://owl.english.purdue.edu/owl/resource/560/19/>
3. Purdue Writing Lab: <https://owl.english.purdue.edu/owl/section/2/>
4. The Writing Centre, University of Wisconsin:
<http://writing.wisc.edu/Handbook/Transitions.html>
5. How to format your Reference Page:
<http://www.youtube.com/watch?v=ld-locTPW5I>