Each student will select a classroom problem of interest. The graduate student will then contact school officials for permission to gather research data. Some research will only require the permission of the principal, but in other research, a research review committee in the school district may require permission.

This project will be completed within the timeframe of the eight week Action Research for Teachers course, meaning that the research question and literature review compose the first two weeks, the data collection plan and methodology the next two, implementation in the classroom weeks 5 and 6, results and conclusions weeks 7 and 8. By that time, the sections of the paper should be complete.

- Submission will be electronic. Only clear black print is acceptable with 12-point font type in Times New Roman.
- The written project will follow APA style. Please consult the Friends University Writing Center or the latest edition of the APA Publication Manual for citation format as well as excellent tips on grammar, diction, and punctuation.
- APA style requires double spacing throughout with no extra spacing between paragraphs.
- Margins should be 1" on all sides.
- Indent the first line of every paragraph five spaces—except the abstract page.
- Every page should be numbered—including the title page.
- Center headings for this project in upper and lower case Times New Roman 12 font (**bold** is allowed but no *italic* or underlining).
- Seriation helps the reader understand the organization of key points within sections, paragraphs, and sentences. Bullets (symbols such as small squares, circles, and so forth) should identify items in a series.

The following is the sequence of formatting style and what should be included in each section of the paper; remember that you do not have to start a new page with each section:

Title Page

List the title of your work, your name, previous degrees earned and school, as well as month and year of anticipated submission of the project; all are centered on separate lines. Space the separate items of information attractively on the page.

Introduction and Identification of the Problem

The title of paper should appear centered on the first line of page three. If it is a long title, use two lines centered at the top. No extra spacing is required between the title and the first line of text.

The introduction section does not require a section heading to identify it. Two or three sentences should state the need and/or the purpose for study. Possible information items to include are the historical view of the problem or the relevance of the problem to practice and theory. One or two brief paragraphs should compose the introduction, ending with the research question.

Each of the following sections will require a printed section heading. Only the References is required to begin on a new page, but if you have only a few lines at the bottom of a page to begin a new section, begin a new page.

Review of the Literature

Summarize or explain main findings in the literature. Include everything found in the literature even if your study does not support it or you do not agree with it. Integrate the literature and interpret it; don't just list it sequentially. If you do use direct quotes, they should be used sparingly and only when absolutely necessary. Cite the source of information, using correct APA style. All of the literature review should be in past or present perfect tense to describe others' research.

- All information is factual and objective; no commentary from researcher's point of view;
- Cite at 4-5 sources—make sure they relate to topic of study;
- If you are paraphrasing a specific idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number or paragraph number, especially when it would help the reader locate the relevant passage in a long or complex text.
  Students in both high school and college have found the formatting rules of APA difficult (Smith, 2007).
  A recent study of college freshmen in 100 private universities showed that APA style is a difficult citation format for first-time learners (Jones, 2014, p. 199).
- Summary citations—include parenthesis and have author's last name along with year of publication; if more than one study is cited, put them in alphabetical order—using "**&**" before last name in list of multiple authors, and semi-colons between the citations within the same parentheses.
  (Brown, 2010; Downing & Notingham, 2012; Gleason, 2010)
- Each source must also be cited more thoroughly on the "References" page.

Method

Describe how you conducted your research project. Include as much detail as possible. What specific actions did you take that make this true Action Research? What instrument(s) was/were used? What was the source of each instrument or how were the instruments developed? Who were the participants or subjects? What were the major steps taken to implement the research? When did each step take place? Over what time period were data collected and how long did the research project last?

What specific data were collected over that period of time? How were these data collected? How were the data analyzed? Basically, you should tell the reader what you did and how you did it in enough detail that anyone reading your study could easily do exactly what you did. Be sure to include everything a reader would need to know if he or she would like to replicate the study exactly as you conducted it. You might include appendices for specific forms, instruments, or detailed information.

Results

State or show the results of the study in sufficient detail to justify your conclusions. It is best to restate the research question or objective and then proceed to provide clear results that are directly related to the study's purpose. Do not hide uncomfortable results by omission. Discussing the implications of the results should be saved for the Discussion section. Charts, tables, and graphs are expedient and the most effective ways to show results, but they will require some explanatory narrative text.

- Make sure to restate the study's purpose.
- Summarize the data collected and all relevant results.

- When referring to tables and figures, make sure to label them in the text of the paper (see Table 2 for raw RT values for each of the two age groups; see Figure 1 below).
- Narrative that is included should only discuss numbers and data—make no commentary.
- This section should be easy to interpret for the reader.

Discussion or Conclusion

After giving your results, you are now able to evaluate and interpret the implications of your study. Clearly state the conclusions you have drawn concerning your purpose in this study. Conclusions should be reasonable and logical and should relate directly to the purpose of the study.

Suggestions for Further Study

You should discuss what further study is suggested by the work you have done. Would you have tried a slightly different approach if you had it to do over? Would it be better if others who were interested in this topic focused the topic differently? List the next steps if research were to continue.

References

On the References page, you will cite only the sources used and cited in the text of the paper. You will center at the top of the page the words: **References**. You will need to carefully follow the APA format for citing reference citations. Use the *Publication Manual of the American Psychological Association (6th Ed.)* We have several copies located in the Academic Resource Center, and you can access any of our handouts based on the Publication Manual. An example will be provided with this guideline.
- Make sure to list every source that you have cited in the text of your paper.
- Every citation will include author's name, date of publication, title of article, source (along with volume number, issue number, and possibly page number in some cases), and how you accessed the information.
- Double space throughout—no extra spacing between entries.
- Use hanging indent on second and all following lines of reference citations.
- Arrange in alphabetical order by author's last name.

Appendices and Supplemental Materials

Material that supplements the paper can be included in the body of the paper or in an Appendix section that will follow the References page. An appendix is appropriate for "materials that are relatively brief and that are easily presented in print format." Supplemental materials are usually web-based, online supplemental archives that tend to be more appropriate for material that is available as a direct download as well as materials that are not as easily presented in print format.

A Quick Checklist of Sections:
- ✓ Title page
- ✓ Introduction (include full title centered on first line)
- ✓ Review of Literature
- ✓ Body of Paper (method, results, discussion/conclusion, etc.)
- ✓ References