Paper Title

Sheila Doe

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Chapter One: Introduction

**To enter page numbers on the table of contents, simply click at the end of the dot row and type the number.**

**On this Table of Contents page, the Tab Key has been converted to a “Dot Leader” key to ensure that your page numbers line up evenly on the right margin. If you need to change some of the sample headings to fit the contents of your own paper, be aware that you cannot indent by using the Tab key (which has been formatted to insert dots on this page). Instead do one of the following:**

**Click Format, Paragraph and change left indentation to .5”**

**-Or-**

**Use the Ruler Bar to drag the indentation into place.**

**When you leave the Table of Contents page, the Tab key returns to normal for indenting paragraphs.**

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**Level 1 heading**

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**On the first two pages of the text below, the heading styles are labeled to indicate their relationships and formatting. To delete a label, click on its outer edge and press the Delete key.**

Title of Paper

**Place title on first page of text, one double-space above the first line or first heading. Title does not count as a level of heading.**

**Chapter 1**

**Level 2 heading**

**Introduction**

In this section, inform the reader what the study is about and what they can expect to read in the current chapter. Do not start a new page for each new section unless the section heading is the last line on a page.

**Research Issue**

**Level 2 heading**

This section has an opening sentence that captures the reader’s interest. Indicate why studying the problem is important, framing the problem in a manner consistent with the study (qualitative, quantitative). State research questions using the following format:

The research proposal will address the following questions:

1. Indent and write your first question here.
2. Indent and write your second question here. If the question extends beyond the end of

the line, start the next line at the left margin.

1. Indent and write your third question here.

**Summary of the Literature Review**

Address major findings in the existing literature as well as gaps.

**Purpose Statement**

**Qualitative purpose statement.** The qualitative purpose statement uses words such as “purpose,” “intent,” or “objective” to signal intention, focuses on a single phenomena (not relating variables), and uses action verbs and neutral terms. Provide a working definition of the central phenomenon or idea and denote the strategy of inquiry to be used. Describe the participants, site, and scope of the study.

**([or]Quantitative purpose statement.** The quantitative purpose statement uses words such as “purpose,” “intent,” or “objective” to signal intention; identifies the theory, model, or conceptual framework; and identifies the independent and dependent variables. Use words that link the independent and dependent variable, placing the independent variable before the dependent variable. Identify the specific type of inquiry, the participants and the study site, and define each key variable.

**Significance of the study**

Describe the importance of the problem/study for particular groups. Identify how the study adds to the scholarly research and improves practice, policy, and decision-making.

**Definitions**

Identify and define key terms.

**Chapter 2: Literature Review**

**Level 1 heading**

Indent and start with an introductory paragraph for your literature review. Write your literature review using the third person and the past tense to describe results and the present perfect tense to discuss the results and what they mean. In at least ten pages, review at least 15 materials (articles, books, and manuscripts), synthesizing ideas from multiple sources and identifying gaps in the existing literature. Include major variables in your study. Divide your literature review into sections and subsections.

**Subheading One**

**Level 2 heading**

Indent and objectively present the best information you have found relevant to your first research question.

**Subheading Two**

**Level 2 heading**

Indent and objectively present the best information you have found relevant to your second research question.

**Subheading Three**

Indent and objectively present the best information you have found relevant to your third research question.

Indent and write a concluding paragraph for your literature review.

**Level 1 heading**

**Chapter 3: Research Plan**

**Research Plan**

**Level 2 heading**

For this section and for all other subsections of the research plan, indent to start each paragraph in the section.

**Level 3 heading**

**Research questions.** For qualitative studies, list one or two central questions that begin with “what” or “how.” The research questions should focus on a single phenomenon and use exploratory language (explore, understand, discover). The research question should be expected to evolve and change, and the participants and research site should be specified. For quantitative studies, state the hypothesis as a declarative statement in the future tense.

**Definition of Terms**

**Term one.**Define the term, using a grammatically complete sentence. If the definition comes from a source, include an APA style citation.

**Term two.**Define the term, using a grammatically complete sentence. If the definition comes from a source, include an APA style citation.

**Research Design**

In this section, first provide a one-sentence identification of the design methodology (for example, “This study was a quantitative, non-experimental comparative study”). Then identify the specific design that will be used and provide reference to the literature that discusses the approach. Provide some background information about the design and discuss why it is an appropriate strategy to use in the proposed strategy.

**Researcher’s role.** Include statements about past experiences, researcher’s positionality, and connections between the researcher and participants. Address ethical issues, including steps that will be taken to obtain permission (IRB, site administration, and participants).

**Context and/or sample.** In this section, try to describe the sample and/or context of the study as completely as possible, including, for example, number, gender, socio-economic level, learning level, and any other relevant information.

**Data Collection**

In this section, describe the instrument(s) you will use to collect data (e.g., observation, interviews, document survey), including information about where the instrument came from or how you designed it, how you piloted it, improvements (if any) you made as a result of the pilot, and so on.

**Data recording procedures.** Discuss specific protocol for recording data collected (recording observation, interviews, surveys, etc.)

**Data analysis.** Describe specific steps of data analysis.

**Validity and Reliability**

In this section, describe the methods you used to assure the internal and external validity and the reliability of the study.For a qualitative study, focus this discussion in terms of credibility, transferability, dependability and confirmability.

**Ethical Considerations**

In this section, describe steps you took to assure the study meets ethical standards for educational research.

**Limitations**

Describe any limitations that exist in your research design. If possible, describe how you will try to minimize these limitations.

References

Begin typing here. Do not press the Enter key until the entire entry has been typed. Press Enter to begin the next entry.

**Unlike other sections of the text, the reference section must start on a new page. (If Appendix materials follow, each appendix title page also starts on a new page.)**

**The reference page is double-spaced, just like all other text in the paper.**

**For additional word processing help, see *Introduction to the APA*, "Part 3: Using Microsoft Word for APA tasks."**

**Pay particular attention to the formatting of titles on the reference list. For guidelines see the APA manual p. 185, section 6.29, or *Introduction to the APA*, pp. 11-24.**

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Appendix A

Title of Appendix

Appendix material begins after the appendix "title page." Appendix page numbers continue from the rest of the text.

**If you have only one appendix, do not assign a letter to it.**

**Material in appendixes does not have to be in APA style, but does have to be clear and, as far as practical, in keeping with the formatting of the rest of the paper.**

**Appendixes are lettered in the order in which the appendix material is first presented in the paper.**

**Be sure that each appendix has a “call-out” at the appropriate place in the paper. A call-out is a statement in the text that alerts readers to appendix material. Often call-outs are placed in parentheses. Here are examples:**

**(See Appendix A.).**

**Appendix B provides a transcript of the interview.**

**Teachers completed a Likert-type scale (see Appendix C) to express their level of satisfaction.**

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