



ACTION RESEARCH GUIDELINES ON WRITING THE ACTION RESEARCH PROPOSAL





Parts of the Action Research Proposal

ACTION RESEARCH PROPOSAL

- I. Context and Rationale
- II. Proposed Innovation, Intervention, or Strategy
- III. Action Research Questions
- IV. Action Research Methods
 1. Research design
 2. Sample/Participants and/or other sources of data and information
 3. Data gathering methods
 4. Data analysis plan
- V. Work Plan and Timeline
- VI. Cost Estimates
- VII. Plans for Dissemination and Utilization
- VIII. References



Writing Guidelines

Below are the writing guidelines one should consider in writing the research proposal.

A Writing Paragraphs

- 1 In writing a paragraph, it is helpful to consider the following elements:
 - a the reason why you composed the paragraph (purpose);
 - b the approach that you use to convey the paragraph's subject (tone); and
 - c the individual or group whom you intend to address (audience).
- 2 Use plain and simple language as well as short words and brief sentences.
- 3 Arrange sentences in logical order. Connect related ideas through appropriate transition words.
- 4 When using an acronym, indicate what the letters stand for at the first occurrence in your Action Research proposal.

Example: The Office crafted its second Division Education Development Plan (DEDP).
- 5 The Action Research proposal is written in present and/or future tense.

- 6 The use of the first-person (I, we, our), second-person (you, yourself), and third-person (he, him, she) point of view in writing the Action Research proposal is acceptable. However, once you have chosen a point of view, you must use it consistently throughout a sentence or paragraph.

B In-text Citation

An in-text citation documents sources within the body of the paper. For Action Research proposal, it is recommended to use the American Psychological Association (APA) style for in-text citation. The following are some examples according to the number of authors of a book.

- 1 Single author (book): Provide the author's last name followed by a comma and the year of publication.

Example: Action research enables teachers to improve their classroom practices (McNiff, 2013).

- 2 Two authors (book): Use an ampersand (&) before the second author's last name followed by a comma and the year of publication.

Example: As observed, an action research is meant to address the needs of learners in a particular setting (Herr & Anderson, 2014).

- 3 Three to five authors (book): Give all the authors' last names the first time the citation occurs in the document. For subsequent citations, include only the last name of the first author followed by "et al."

Examples:

First citation—Collaboration among school administrators, teachers, students, and parents are contributory to successful educational reform (Nugent, Malik, & Hollingsworth, 2012).

Second citation—Parents are important in implementing changes in educational practice (Nugent et al., 2012).

You can refer to this link for more information regarding APA style of in-text citation: <https://owl.english.purdue.edu/owl/resource/560/02/>.

C Reference List

All sources cited in your paper should appear in the References section of the proposal. Observe the APA style in doing this. Consider the following guidelines in preparing the entries for the reference list.

- 1** Reference entries should include the following information:
 - a** name of the author(s)
 - b** year of publication and, where applicable, the exact date of publication
 - c** full title of the source
 - d** city of publication (for books)
 - e** name of the periodical or book in which the article or essay appears
 - f** volume number, issue number, and pages (for magazine and journal articles)
 - g** URL where the material is located (for online reference materials)
- 2** Entries must be arranged alphabetically by the last name of the first author. However, works by same author/s are arranged in order of year of publication with the earliest one first.
- 3** Use hanging indentation for each entry where the first line should be left aligned while any line that follows is indented five spaces.
- 4** The following are examples of listing entries for various types of references.
 - a** Books: author, date, title of book, location of publication, publisher
Burns, A. (1999). Collaborative action research for English language teachers. Cambridge, England: Cambridge University Press.
 - b** Journal articles retrieved from the internet: author, date, article title, journal title, [electronic version], volume number, page numbers
Buschman, L. (2001). Using student interviews to guide classroom instruction [Electronic version], *Teaching Children Mathematics*, 8, 222-227.

A complete guide to citing various references in APA format can be found in this link: <https://owl.english.purdue.edu/owl/resource/560/01/>.

D Formatting

- 1** The recommended font style is Times New Roman with 12 pt. font size. Typeface must be regular and consistent throughout the entire paper to facilitate reading. Bold and italics may be used to emphasize words.
- 2** Observe the use of double line spacing. However, use only one space between words, after every comma, semicolon, or colon. Leave two spaces at the end of every sentence before beginning a new one.
- 3** The first line of each paragraph and subheading should be indented one half inch (0.5”).
- 4** The most commonly used paper size for research proposal is A4 (8.27 × 11.69 inches).
- 5** Observe one inch margins on all sides (top, left, bottom, and right).

- 6 Check the entire document for misspellings, typographical errors, grammatical errors, etc. or have someone else do it. As an alternative, you may use the built-in features of a word processor. For example, in Microsoft Word click Review on the menu bar then select Spelling & Grammar.
- 7 Set the section heading “REFERENCES” in all capital letters and centered at the top of the page.
- 8 Have double space from the heading to the first line of the text.

Getting Started

The following are practical tips to help Action Researchers move from planning to writing the Action Research proposal.

- 1 Work in a well-lighted and conducive place.
- 2 Try to write at least one paragraph or section each day. Before you know it, you already have written the whole proposal as scheduled or even ahead of it.
- 3 Write. Write. Write. It is better to write more than less.
- 4 Research is disciplined inquiry. Make sure to have an index card or notebook with you all the time to scribble some notes, words, or phrases that you find essential in your writing.
- 5 Collect different sources and organize them by topics or by themes for easy reference.
- 6 Review what you have written after you have completed a part or section. Get feedback. Find a writing buddy to give good and thoughtful suggestions.
- 7 Forget other papers or research that you have or want to write as you work on your proposal to be able to keep your focus.
- 8 Have fun as you work on your proposal and try to write from the heart.

Checklist for the Action Research Proposal

Use the following checklist to make sure that you have all the important parts of the proposal and that they are in the correct sequence.

Action Research Proposal

Context and Rationale
Proposed Innovation, Intervention, or Strategy
Action Research Question/s
Action Research Methods

- o Research design
- o Sample/Participants and/or other sources of data and information
- o Data gathering methods
- o Data analysis plan

Work Plan and Timeline
Cost Estimates
Plans for Dissemination and Utilization
References

"If at first you don't succeed, search, search again. That is why we call it research."

—Anonymous



References

Hendricks, C. (2013). Improving Schools through Action Research: A Reflective Practice Approach. Boston, MA: Pearson.

Department of Education. (2017). Research Management Guidelines. DepEd Order 16, s. 2017.

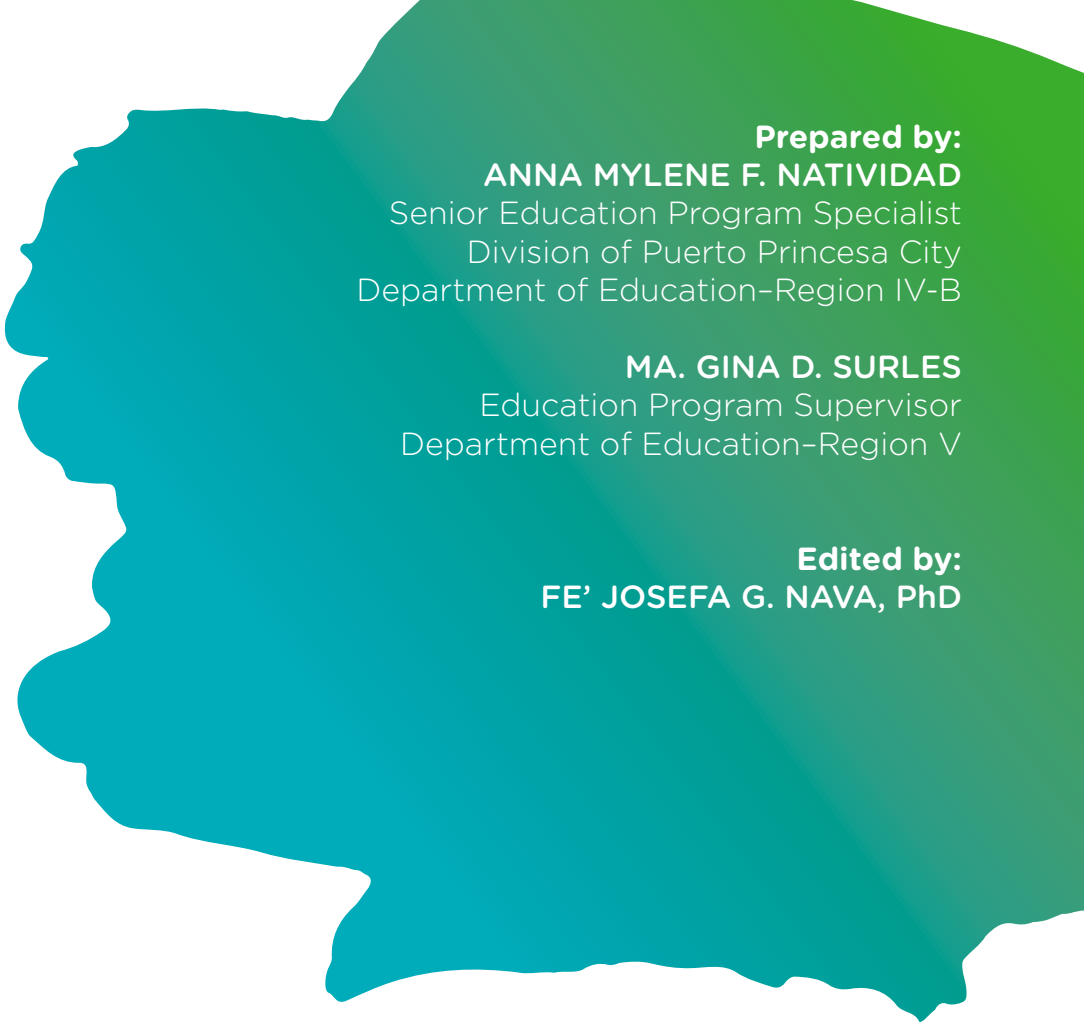
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Paiz, J., Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., Brizee, A., & Keck, R. (2018, March 30). In-text citations: The basics. Retrieved from <https://owl.english.purdue.edu/owl/resource/560/02/>

Final Review by:

Fe' Josefa G. Nava, Ph.D.

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Prepared by:

ANNA MYLENE F. NATIVIDAD

Senior Education Program Specialist
Division of Puerto Princesa City
Department of Education–Region IV-B

MA. GINA D. SURLES

Education Program Supervisor
Department of Education–Region V

Edited by:

FE’ JOSEFA G. NAVA, PhD



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