RESEARCH GUIDELINE

BENAWA INSTITUTE OF HIGHER EDUCATION

CHAPTER I INTRODUCTION - *This chapter is highlighting several issues as an introduction to the study (regardless whether that be a proposal or final report)* - *The researcher should be able to present the whole idea of the study by explaining the main issues which later could be considered as the research variables and also to present the idea why this study should be conducted (or worth conducted)* - *The following subheadings are more to refining the issues identified* - *This chapter is so critical as it reflects to the whole of the study – the direction, the reasons, the ideas, expected findings, the implications and so on*		The pages are normally around: - 15 pages (UG) - 25 pages (Masters) - 35 pages (PhD)
1.1 Introduction	- *introduce the whole idea of the chapter in order to refine the reason for this study to be conducted* - *in many occasions it was found that the researcher will utilize this section by presenting the main issue of the study in general – to attract the attention of the readers to research focus* - *example – presenting general issues in student's learning before discussing what are the specific issue that will be elaborated in great details later*	The pages are normally around: - 1 pages (UG) - 2 pages (Masters) - 2 pages (PhD)
1.2 Problem Background	- *this is the section where the main issue of the study is presented* - *the researcher must be able to explain the current situation of the issues based on the specific previous findings (research studies, articles, reports, artefacts, and other related)* - *at the end of the discussion the research must conclude the main issue which and why it becomes the focus of the study – which sometimes can be considered as a 'license' for the study to be conducted*	The pages are normally around: - 4 pages (UG) - 5 pages (Masters) - 6 pages (PhD)
1.3 Problem Statement	- *in this section the problem should be formulated especially in defining the main focus of the study (i.e; the variables) and the direction of the each of the variables (to measure the levels, difference, association, effects, and so on) a what so called 'mini summary' of the discussion should be presented by highlighting specific issues at the end – the gaps that existed in the literatures*	The pages are normally around: - 1 page (UG) - 2 pages (Masters) - 2 pages (PhD)

1.4 Research Objectives	- *list of the variables of the study which normally be presented in a statement form (to measure the level, to measure the difference, to identify the association, to predict the effect and so on* - *the researcher need to list down based on the issues that he or she have identified and verified in the problem background the main objectives of the study one by one* - *in certain situation the researcher may have what so called primary and secondary research objectives – remember that the list of the objectives of the study are also a guide for the researcher how to work on the his or her research*	The pages are normally around: - 1 page (UG) - 1 page (Masters) - 1 page (PhD)
1.5 Research Questions	- *list of the variables of the study which normally be presented in a question form (to measure the level, to measure the difference, to identify the association, to predict the effect and so on* - *usually the research questions should align with the research objectives which most of the time are considered as guidance to the studies' direction* - *specific words like 'is there,' 'what' and 'how' are examples which are commonly be found in many research reports* - *in certain situation the researcher may have what so called primary and secondary research questions to guide the direction of the research in a more specific and concise manner*	The pages are normally around: - 1 page (UG) - 1 page (Masters) - 1 page (PhD)
1.6 Research Hypotheses	- *hypotheses are normally be seen in quantitative studies where testing out such situation like differences, correlation, effects, prediction and so on are the main purposes* - *normally there are 2 types of hypotheses namely null and alternative hypotheses are presented to test whether the assumptions are exist or other wise* - *another important point with hypothesis is that it can provide guidelines in constructing model or alike* - *some examples which normally be seen like 'there is no significance different…' and there is not significance association…' but again is up to the researcher to determine what and how many as long it follows the research hypotheses writing it will benefit to create the path of the research direction*	The pages are normally around: - 1 page (UG) - 2 pages (Masters) - 2 pages (PhD)

1.7 Theoretical Framework	- *this section is very important especially for research-based project (Masters and PhD) because it allows the researcher to provide specific theories related to the studies being conducted* - *as one of the nature of the postgraduate researches to challenge the existing theories it is imperative for the researcher to propose specific theories that underlying specific processes like behaviors, attitudes and alike* - *as such a comprehensive explanation of the theories is required - providing specific diagram is very much useful in understanding how the theories work in the study*	The pages are normally around: - 2 pages (UG) - 3 pages (Masters) - 4 pages (PhD)
1.8 Conceptual Framework	- *the researcher are required to explain all studied variables and how it relates one to another – providing specific diagram is very much useful in understanding how the variables connected to one another* - *usually a very informative framework will explain how the connection between variables exist by drawing arrows in the diagram*	The pages are normally around: - 1 page (UG) - 3 pages (Masters) - 4 pages (PhD) -
1.9 Terms and Definitions	- *there are 2 important explanation for this section – conceptual definition and operational definition* - *usually the researcher will provide the terms and definitions by using previous studies and of course from dictionaries* - *but later the researcher must offer specific explanation regarding all terms and concepts being used by stating how the terms applies in the study operationally – this is crucial in understanding specific concepts or terms pertaining to the studies (this is so because specific terms and definitions may differ from one context of study to the other)*	The pages are normally around: - 3 pages (UG) - 5 pages (Masters) - 6 pages (PhD)
1.10 Conclusion	- *precise and concise conclusion of the discussion is the key elements for this section* - *the researcher must conclude the chapters' discussion by compressing the whole idea in a brief but comprehensive explanation* - *one of the tricks for this section is that the researcher must be able to attract the attention of the reader to the following chapter*	The pages are normally around: - 1 page (UG) - 1 page (Masters) - 1 page (PhD)

CHAPTER II LITERATURE SURVEY - *This chapter will discussed all related literatures including studies which regard to the theoretical framework that will be used in the study* - *Subheadings should be divided based on the variables of the study – by having headings based on the variables the researcher will have some space for presenting the idea of conducting the study by providing all related literatures (mostly past studies)* - *The discussions will bring the reader to the context of the study – what being said by current situation*		The pages are normally around: - 20 pages (UG) - 35 pages (Masters) - 45 pages (PhD)
2.1 Introduction	- *to start the chapter the researcher should introduce the direction of the discussion by highlighting specific issues that have been identified in chapter I* - *it is common to see the discussion underline the structure of the chapter which consist of the theoretical perspectives, the research variables, and how the context of the study is derived*	The pages are normally around: - 2 pages (UG) - 2 pages (Masters) - 3 pages (PhD)
2.2 Related Theories **2.3 Variable 1** **2.4 Variable 2** **2.5 Variable 3** **2.6 Variable 4**	- *these sections will explore issues and variables that have been identified based on previous studies and other related literatures* - *it is subjective to have how many headings but mostly will depends on the variables that the researcher have identified* - *instead of describing 'what' and 'how' the researcher should be able to explore and discuss (comparing and analyzing are 2 common activities) every single related studies so that the 'gap' of the findings can be identified (this can answer the 'what haven't been done' and 'why')* - *a common example of the subheadings – findings that discusses the theories, factors, effects, and so on* - *- in the final parts again the researcher should highlight how the gap of findings still exist the body of knowledge*	The pages are normally around: - 20 pages (UG) - 30 pages (Masters) - 40 pages (PhD)
2.8 Conclusion	- *in this section it is the researcher's job to highlight the issues identified based on the past findings which can be said as a 'license' why the study conducted is important (interesting and convincing enough to be conducted)* - *it also explains the bits and pieces of information available in the literatures that needs to be filled – of course by conducting this study*	The pages are normally around: - 1 page (UG) - 2 pages (Masters) - 2 pages (PhD)

CHAPTER III METHODOLOGY - *This chapter will explain how the study will be conducted especially on the data collection part* - *Begins by introducing the reader to the design that the study is using it will tells the whole process of data collection activities* - *The detailing parts of the design will be defined and elaborated in great details in the following section such as the population, the instruments, data analysis, and the instrument validation processes* - *This is important not just for the reader but more to the researcher as these explanation* - *will ensure the study will conducted rigorously and systematically*		The pages are normally around: - 20 pages (UG) - 35 pages (Masters) 45 pages (PhD)
3.1 Introduction	- *usually what need to be explained here is that the researcher needs to explain the structure of the chapter, the reason why of those subsections to the whole chapter*	The pages are normally around: - 1 page (UG) - 2 pages (Masters) - 2 pages (PhD)
3.2 Research Design	- *this section is the most critical part as this will explain the whole process of data collection activities such as how the data is collected (the instruments used), the data will be analyzed (data analysis) and how the data will be presented and discussed in accordance to the research objectives (data presentation and discussion)* - *it happens many times the researcher explain the instrument in great detail, specific procedures like experiment, and alike but in fact they only need to explain those activities in a brief manner since the following section will allows the researcher to elaborate the activities in great detail*	The pages are normally around: - 2 pages (UG) - 3 pages (Masters) - 4 pages (PhD)
3.3 Population and Sample	- *this is the beginning of the data collection activities* - *the researcher has to decide who will be the respondents of the study – students, teachers, parents, peers and alike* - *the researcher need to be clear the sampling method that he or she will be using – depending on the type of the study whether that be a quantitative or qualitative it will influence the sampling method to be used* - *random sampling or non-random sampling are two most common methods that can be found among researchers – usually when the researchers were looking for generalization the random sampling will be utilized and vice versa for the qualitative* - *what need to be explained here is the actual processes of identifying and selecting the respondents – from determining the group of people to be studied and finally deciding who and how many to be selected to be involved in the study* - *there also issues of ethical decision and*	The pages are normally around: - 2 pages (UG) - 4 pages (Masters) - 6 pages (PhD)

	representativeness – how far the respondents that the researcher have selected were really representing the whole population of the study - *providing a table or diagram would be very useful and more informative*	
3.4 Research Instrument	- *this section requires the researchers to explain the instrument(s) that he or she were using in the study* - *the researcher have to explain the whole process of developing the instruments in great detail – using as it is or adapting from other previous instruments, modifying, translating (back translation procedures?) or developing self-developed instruments* - *if the instrument is a self-developed by using specific theoretical underpinnings it has to be explained clearly* - *several issues like validity and reliability for quantitative instruments and trustworthiness might be of important activities in developing the instruments* - *the issues of justification is also have to be determined and elaborated* - *the structure and the sample of the instruments should be provided – in the text or as an appendix*	The pages are normally around: - 5 pages (UG) - 6 pages (Masters) - 8 pages (PhD)
3.5 Data Analysis	- *the researchers have to have a clear idea what types of data analysis they were using* - *again it depends on the type of data analysis that the researchers have collected – different types of data will determine the type of analysis that he or she can execute such as parametric or non-parametric test* *common analysis found such as means, frequencies and percentages, t test, correlation, regression for quantitative data analysis and thematic analysis to name one as for qualitative analysis* - *the researchers will also need to explain and justify if they were about to use specific software to assist them in analyzing the data – SPSS, Excel and alike* - *it is normal for researcher to provide table or diagram which tells how the research questions and hypotheses were addressed – in the table the researcher normally will align their research questions with type of analyses* - *to be used*	The pages are normally around: - 2 pages (UG) - 3 pages (Masters) - - 4 pages (PhD)

3.6 Pilot Study	- *this section will tells the reader how the process of validating the research instrument(s) were conducted* - *several software such as AMOS, Rasch Model for quantitative instruments have been found in many studies conducted* - *in qualitative however, since the nature of the study is developing from one situation to another throughout the study the procedure of trustworthiness is very critical in validating the instruments – in many occasions the researcher prefer to construct what so called 'protocol interview' in guiding their data collection processes* - *the results of the pilot test has to be explained and presented as a prove of validation – this is also important to prove that the instrument(s) are ready for the data collection*	The pages are normally around: - 2 pages (UG) - 3 pages (Masters) - 4 pages (PhD)
3.7 Ethical Decision	- *one of the most important issue in conducting a study is the ethical consideration* - *the researcher must provide what are the specific consideration has been done in ensuring all related issues like citation, plagiarism, respect of the respondents' right, anonymity, and alike* - *it is equally important for the researcher to explain why and how the ethical issues have been taken care of in the study* - *if there is a specific issue like sensitivity it is imperative for the researchers to show how this has been dealt with without affecting the research processes and also the respondent's right*	The pages are normally around: - 2 pages (UG) - 3 pages (Masters) - 4 pages (PhD)
3.8 Conclusion	- *the researcher have to make conclusion about the whole processes of conducting the data collection and data analyses to justify why it is important to the study*	The pages are normally around: - 1 page (UG) - 2 pages (Masters) - 2 pages (PhD)

CHAPTER IV RESULTS AND DATA ANALYSIS - *This chapter discusses the data analysis of the study* - *Usually the researchers will elaborate the analysis based on the research questions and research hypotheses* - *The types of analyses used will aligned with the analysis that have been presented in Chapter III – there are 2 types of statistical analysis that the researcher can consider namely as parametric and non-parametric analysis* - *All necessary information about the analysis must be presented precisely and clearly* - *To be more informative in every research questions addressed the researcher should provide brief summary of the analysis* - *The analysis must be concluded by providing the whole summary of the analysis again based on the research questions*		The pages are normally around: - 20 pages (UG) - 30 pages (Masters) - 40 pages (PhD)
4.1 Introduction	- *In this section the researcher should introduce the chapter by explaining the idea and the justification to have such structure in order to address the research questions and hypotheses*	The pages are normally around: - 1 page (UG) - 2 pages (Masters) - 2 pages (PhD)
4.2 Research Question 1 **4.3 Research Question 2** **4.4 Research Question 3** **4.5 Research Question 4**	- *depends on the research questions that the researcher have the discussion should be started by discussing the demographic data – this is important especially if the research is about to use some of the variables for the differences or correlational analysis* - *the most common analysis for demographic analyses were frequencies and percentages* - *whereas for the analysis of difference several types of analysis can be executed such 't' test and Anova* - *the other analyses that are commonly found used by the previous researchers were to test the correlation and regression* - *Regardless of types of analysis that the researcher will be using the arrangement of the data analysis presentation should orderly follow the list of research questions – all the analyses conducted is purposely done to answer the research questions!!* - *It is wise to have brief summary of the analysis for every single research questions addressed – at the end of the analysis of every research questions the researcher should provide brief summary what the analysis have found*	The pages are normally around: - 15 pages (UG) - 25 pages (Masters) - 35 pages (PhD)

4.6 Results Summary	- *This section will summarized all findings based on the research questions addressed* - *It is common to see that the researcher provides the summary of the analyses in tables format* - *But it is important for the researcher if to produce tables for the summary of the analyses to provide brief explanation of the table to highlight the major findings from the analyses*	The pages are normally around: - 2 pages (UG) - 3 pages (Masters) - 4 pages (PhD)
4.7 Conclusion	- *The discussion must be end by providing the conclusion which is based on the major findings that the study have generated* - *This can become a 'pre-introduction' to the next chapter which is more comprehensive and conclusive*	The pages are normally around: - 1 page (UG) - 1 page (Masters) - 2 pages (PhD)
CHAPTER V DISCUSSION AND RECOMMENDATION - *This is the most critical parts where the researcher must acknowledge previous studies by placing his or her findings into context – please bear in mind that ONLY past studies that have been cited and discussed in Chapter I, Chapter II and Chapter III to be compared with his or her findings* - *It is common to see that the researcher begins the discussion by presenting the summary of the findings – this is optional if the summary has been presented at the end of the Chapter IV for data analysis so the summary is not necessary in Chapter V* - *It is the researcher's job to make comparison or to relate his or her findings with previous studies – it is not simply a task to claim the findings as contradicted or aligned with previous studies but to justify in what way the findings are align or contradict* - *If the researcher is to offer some of the findings in the terms of module, method, procedure, model or alike the discussion has to be comprehensive enough to justify the product(s)/output in regards to the current practices which of course can be found in the previous studies* - *Based ONLY on the findings then the researcher should offer recommendations, implications, and suggestions for the study before ending the discussion byresearch concluding remark*		The pages are normally around: - 15 pages (UG) - 30 pages (Masters) - 40 pages (PhD)
5.1 Introduction	- *As usual the researcher must be able to introduce the structure of the chapter in brief and concise* - *Brief explanation for each of the headings are necessary – this is to justify and to offer the purpose of each of the headings to the research as a whole*	The pages are normally around: - 1 page (UG) - 2 pages (Masters) - 2 pages (PhD)

5.2 Discussion 1 **5.3 Discussion 2** **5.4 Discussion 3** **5.5 Discussion 4**	- *It is common to see researchers to divide the discussion based on the research questions – but in this section the idea is to explore and to present the findings in a variable manner* - *Each subheadings will normally follow the main variables that being addressed in the study* - *Mode of the discussion is more to compare and to discuss whether the findings are aligned or contradicted* - *Further the justification of why the findings are aligned or contradicted should be discussed – in what way?*	The pages are normally around: - 10 pages (UG) - 25 pages (Masters) - 30 pages (PhD)
5.6 Recommendations	- *Based on the findings ONLY the researcher should offer recommendations – for betterment, improvement, modifications, future researchers and alike* - *It happen in many occasions there researcher offer recommendation which normally away from the context of the study – this is too 'ambitious' to try to offer something not being studied by the researcher*	The pages are normally around: - 2 pages (UG) - 5 pages (Masters) - 5 pages (PhD)
5.7 Implications	- *Usually the researcher might want to offer his or her findings to body of knowledge, current practices and policies and alike, this is the section where the suggestions become important and necessary*	The pages are normally around: - 2 pages (UG) - 5 pages (Masters) - 5 pages (PhD)
5.8 Concluding Remark	- *This section will allow the researcher to make conclusion about his studies – but of course within his or her research framework and capacities* - *The researcher should be able to conclude his or her study by offering overall conclusion of the study especially in addressing the title of the study*	The pages are normally around: - 1 page (UG) - 3 pages (Masters) - 3 pages (PhD)

LIST OF REFERENCES	- *The researcher must list down every single reference being cited in the text* - *There are so many common format of listing down the references such APA (American Psychological Association) Thesis Writing Format* - *One of the most efficient and effective way of doing literature citation is ENDNOTES – this software permit the researcher to retrieve the list of references being used in the text automatically and by providing simple instruction the software will listing the references based on specific needs of the researcher*	The pages depends on the number of references cited in the report
APPENDICES	- *The list of documents (reports, data analysis, tables, or other related artefacts) that have been referred or cited in the discussion of the report* - *Normally the non-referred materials in the discussion will not be provided in the appendices*	The pages depends on the number of references cited in the report

The Research Guideline is approved by Benawa Institute of Higher Education Academic Council (2^{ND}) Protocol held on 28/12/1398.