

INTRODUCTION

The rationale renders an exposition of the situation that has made the study necessary. The first paragraph of the introduction is the most important part of the paper. It provides a “narrative hook” to the reader (Creswell, 2017). The narrative hook causes the reader to pay attention and elicits an emotional or attitudinal response from the reader. It also causes the reader to continue reading.

The next paragraphs are readings to support the first paragraph.

This rationale’s main purpose is to present the justification of the study. The researchers may cite the: (1) reasons why they have chosen the topic; and/or (2) cite the problematic situation, which prompted the researchers to conduct the study from the macro to micro levels, that is globally, regionally, nationally, and locally, to zero-in on the local setting of the study. Discussions claimed should be with legal basis relevant to the study. The researchers may present pertinent statistical data that could support the claims. The presentations should be emphatic and explosive. It should create an impact on the reader to go on and find out what is there in the research study.

The last paragraph of the rationale is the purpose statement. It states the purpose of the researcher in order to address the gap or problem stated in the “situationer” and cites the reasons for conducting the study.

These are the guide questions to help articulate the rationale: (1) What is the study all about; (2) What is the literature saying about the study; (3) What is the research gap; and (4) How will this study address the research gap? Note: Each number may represent a paragraph or more. The rationale should be two pages only.

The Significance of the Study will follow after the Rationale (1 paragraph)

Theoretical Background or Conceptual Framework

This is the overall conceptual underpinnings of the study, a theoretical rationale. This begins by stating the existing theory that the study intends to confirm or to disprove. In a study based on a theory, the framework is referred to as the theoretical framework; in a study that has its roots in a specified conceptual model, the framework is often called the conceptual framework.

This is not the explicit theory or conceptual model, and often the underlying theoretical rationale for the inquiry is not explained. Rather, the framework is often implicit, without being formally acknowledged or described. The theoretical or conceptual framework should be a well-knit presentation wherein which to hinge the study.

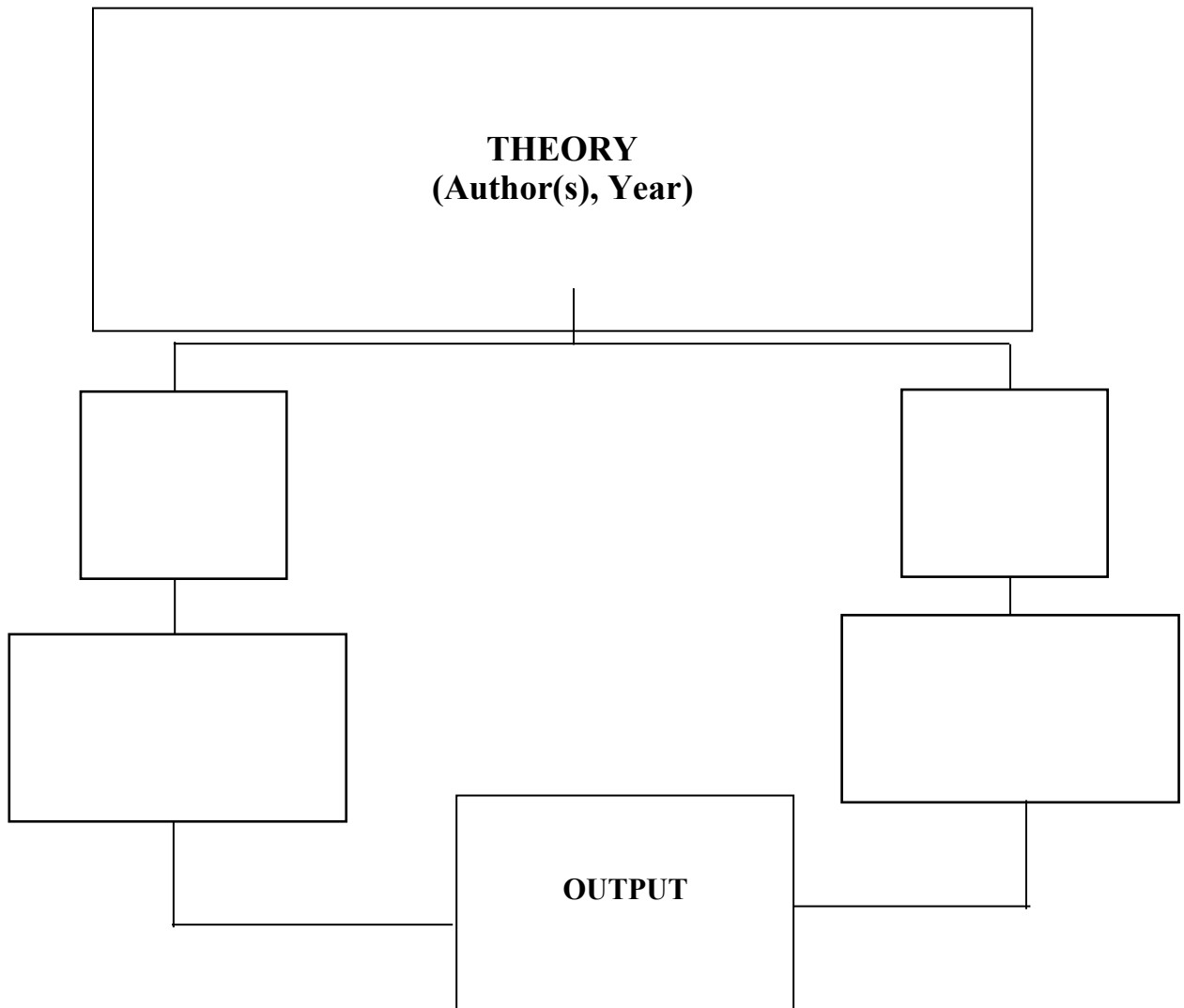
The theory or conceptual basis for the framework with which to anchor the study should relate to the dependent variable/s or phenomenon. In this segment, variables in quantitative studies are defined and operationalized. Supporting theories or concept may be cited. The supporting theories should be related to the independent variables.

Sometimes researchers fail even to adequately describe key concepts at the conceptual level. The researchers are interested in defining the concepts operationally. Researchers should make clear conceptual definition of their key variables or phenomena, thereby providing information about the study's framework.

The researchers are required to present a schematic diagram of the theoretical framework or conceptual framework. This is a symbolic representation of a conceptualization. This is a visual representation of some aspects of reality as investigated in the study and there is minimal use of words. This will help express abstract ideas in a concise and readily understandable form. Schematic diagram, which is common in both quantitative and qualitative research, represent phenomena graphically. Concepts and the linkages between them are represented though the use of boxes, arrows, or other symbols (also referred to as conceptual map). The schematic diagram is usually presented in a separate page in-between narration or explanation of the theoretical framework.

Figure 2.

Schematic Diagram of the Theoretical or Conceptual Framework



Abstract ideas in a concise and readily understandable form. Schematic diagram, which is common in both qualitative and quantitative research, represent phenomena graphically. This is a symbolic representation of a conceptualization. Concepts and the linkages between them are represented through the use of boxes, arrows, or other symbols (also referred to as conceptual map). The schematic diagram is usually presented in a separate page in-between narration or explanation of the theoretical framework. There are three ways to do the bottoms-up mechanism: (1) identify a theory that would fit the data; (2) modify an existing theory to fit the data; and (3) create a new theory grounded from data.

Statement of Purpose

The Problem Statement renders a statement of the central problem of the study. This is a general statement of the problem. A recommended wording of the problem statement is presented below:

Noted: The *(purpose/aim/goal/intent/ objective)* of this *(quantitative design)* study is to *(experimental – test, compare or evaluate; comparative – compare; correlational – examine or assess; simple survey – determine)* the *(identify the variables or variables and its relationship)* for/among *(participant/s)* at *(site)*.

After filling in, it is advised to paraphrase the statement in correct syntax. The subject of the study, what are to be measured, the time-frame and location are also being identified.

Example:

The main purpose of the study is to investigate and find the common effects of part-time employment as perceived by maritime working students. The findings will serve as basis for proposed measures.

Specifically, this study seeks to answer the following inquiries:

1. What are the factors/reasons influential to you in applying for a part-time job as to:
 - 1.1 physiological needs;
 - 1.1.1 Provision of Food;
 - 1.1.2 Clothing; and
 - 1.1.3 Shelter?
 - 1.2 safety needs;
 - 1.2.1 Personal Safety;
 - 1.2.2 Financial; and
 - 1.2.3 Health?
 - 1.3 love/belongingness;
 - 1.3.1 Friendship;
 - 1.3.2 Intimacy; and
 - 1.3.3 Family?
 - 1.4 esteem needs; and
 - 1.4.1 Respect;

- 1.4.2 Confidence; and
- 1.4.3 Competence?
- 1.5 self-actualization?
 - 1.5.1 Achieving Ones's Full Potential Trainings; and
 - 1.5.2 Experiences?
- 2. What are the recommendations that will be proposed based on the findings of the study?

Literature Review

Topic

Literatures cited should be taken from books, journals, newspapers or magazines. The Literature Review should be logically presented according to variables or phenomenon long citations should be paraphrased, the researchers should restate the author's thoughts in his or her own words.

Topic relevance: Is the literature on the same topic as your proposed study?

Problem relevance: Does the literature examine the same research problem as you propose in your study?

- ❖ taken from published or unpublished thesis, journals and other research study materials
- ❖ arrangement should be based on the paradigm
- ❖ citations should be documented properly following the APA format (7th Edition)
- ❖ focus on the quality of the data, quality of the used methodology and not based on personal opinion.

(RRL should be utmost 2 pages)

METHODOLOGY

Methods

Do not define the method. However, explain/discuss how the method is being used in the study and explain why this method is the most appropriate to be used in the study.

- The following are the common methods for quantitative study:
 - **For quantitative studies:**
 - Descriptive Correlational
 - Descriptive Comparative
 - Experimental
 - Quasi-experimental
 - Survey designs and evaluations

Environment

Presents the setting where the study will be conducted and include a deeper description of such setting. Include discussion on mission-vision; history; practices; services; people among others. May provide a schematic diagram to be appended at the back of the study.

Participants

Sample Size

Present who will be involved in the study from whom you will acquire your data. Describe the participants. How many participants are involved? How is the number computed or determined? Indicate the inclusion and/or exclusion criteria.

Sampling Technique

How are they selected? Discuss sampling technique that will be used.

Instruments

Most common research instruments are review of documents, direct observation, participant observation, interview, self-made questionnaire. If the questionnaire is borrowed, please acknowledge the author or from where it is adapted and quantitative researcher-made instruments need to be validated

- ❖ Discuss what research tool will be used

- ❖ If it is a questionnaire (for survey purposes), discuss where it was taken or where it was based. Discuss also how the questionnaire is formulated. If adapted, discuss if there are items modified/deleted/added.
- ❖ How will the items in the questionnaire be answered or scored?
- ❖ What validation methods are used to validate the questionnaire?
- ❖ NOTE: Please formulate your questionnaire before the design hearing and bring it to the panel for evaluation and revision during the design hearing.

Dry Run

- Discuss your dry run procedure in testing the reliability of your instruments. Renders an exposition of the dry run procedures for establishing the functionality and reliability of the data collection instruments.

Data Gathering Procedure

- ❖ Discuss transmittals to target participants and location
- ❖ Discuss IRB process
- ❖ Discuss how the data will be collected (before, during, and after data collection)
- ❖ Discuss how the questionnaires will be retrieved

Describe and narrate the step-by-step process, courses of action or sequence of events in the administration of the instruments and the retrieval of accomplished instruments.

Data Analysis

This will depend on the types of data to be collected and the nature of the problem.

- ❖ may use **Statistical Treatment** for quantitative research.
- ❖ - presents the statistical tests used in the processing of data
- ❖ - describe the statistical tools used and for what purpose it is used
- ❖ - if a software was used in the computation, then indicate the software and its version and license, if any (SPSS, MINITAB, STATA, etc.)

Ethical Consideration (During Design Hearing)

The study will be conducted in accordance with the guidelines outlined in the Declaration of Helsinki (World Medical Association, 2013). Approval will be obtained from the Research and Ethics Committee of the University of the Visayas, with Reference No. _____ dated _____. Furthermore, the study will involve adults who voluntarily participate in an online survey. Prior to completing the questionnaires, participants will receive an informed consent form detailing the study's purpose, procedures, risks and benefits, confidentiality measures, voluntary participation, and contact information. No financial incentives will be offered for participation. The authors declare no conflicts of interest. *The authors may add more..*

Ethical Consideration (During Final Oral)

The study was conducted according to the guidelines outlined in the Declaration of Helsinki (World Medical Association, 2013). Approval was obtained from the Research and Ethics Committee of the University of the Visayas, with Reference No. 1234567 dated October 15, 2024. The study involved adults who voluntarily participated in an online survey. Prior to completing the questionnaires, participants received an informed consent form detailing the study's purpose, procedures, risks and benefits, confidentiality measures, voluntary participation, and contact information. No financial incentives were offered for participation. The authors declared no conflicts of interest.

The authors may add more..

I. RESULTS AND DISCUSSIONS

In reporting quantitative data, summarize the results and analysis through tables, chart presentation or graphs. In reporting statistical tests of significance, include information on the value of the test, degree of freedom, probability level, and the direction of the effect. The analysis of data should be objective and logical. Interpret the results in a narrative form after the table. Textual presentation should supplement or expand the contents of tables and charts, rather than duplicate them. Present facts as much as possible. If opinions would substantiate the findings, then it should be supported with related literatures. In interpreting data, point those that are consistent or inconsistent and based interpretation using implications or synthesis.

Answer to problem 1 –

- Provide a side heading

- Make an introductory paragraph introducing the table or graph
- Present the findings in a table or graph. See sample table format.
- Discuss the table. Highlight only significant findings, usually the extremes.
- Make a conclusion and give implications. Relate findings with other studies.

Answer to problem 2 (use the same guidelines)

Answer to problem 3 and so on...

Please see sample below, following the APA 7th Ed. format in labeling tables and figures

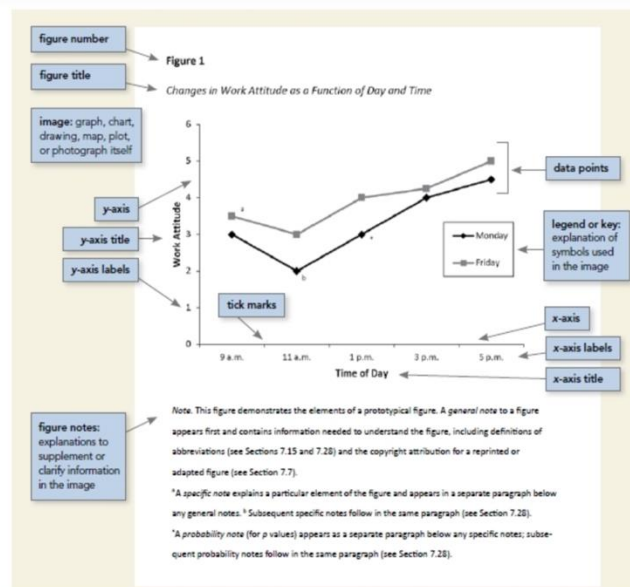


Table 1
Numbers of Children With and Without Proof of Parental Citizenship

Grade	Girls		Boys	
	With	Without	With	Without
Wave 1				
3	280*	240*	281	232
4	297	251	290	264
5	301	260	306	221
Total	878	751	877	717
Wave 2				
3	201	189	210	199
4	214	194	236	210
5	221	216	239	213
Total	636	599	685*	622

Note. This table demonstrates the elements of a prototypical table. A general note to a table appears first and contains information needed to understand the table, including definitions of abbreviations (see Sections 7.14–7.15) and the copyright attribution for a reprinted or adapted table (see Section 7.7).

*A specific note appears in a separate paragraph below the general note.

*Subsequent specific notes follow in the same paragraph (see Section 7.14).

*A probability note (for *p* values) appears as a separate paragraph below any specific notes; subsequent probability notes follow in the same paragraph (see Section 7.14).

Conclusions

Conclusion is the formulation of generalizations based on collected data. This presents broad statements or generalizations based on the findings of the study with the purpose of answering the main problems. Mention salient findings of your study.

Recommendations

Recommendations are suggestions for the improvement of practices, policies, and implementing strategies relative to the research. Recommendations are divided into specific and general recommendations. Specific recommendations are based on the findings and conclusions of the study itself. The researchers are advised to suggest five related studies related to the undertaken study. These would serve as research buds. It includes; (1) replication study for triangulation purposes; (2) more advanced or sophisticated methodology based from the evidence-based practice hierarchy; (3) studies that would cover areas uncovered by the present research; and (4) improved methodology-based form the weakness of the present study.

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For APA 7th Ed, refer to this link: <https://apastyle.apa.org/style-grammar-guidelines/citations>

APPENDICES

Appendix A

TRANSMITTAL LETTER TO THE DEAN

Appendix B**TRANSMITTAL LETTER TO THE _____**

(Specify the stakeholder where you need to conduct data gathering, it could be the Municipal Mayor, Head of the Department, Principal, Operations Manager and so on...)

Appendix C

IMPLIED INFORMED CONSENT FORM

(questionnaires, interview schedule, observation guide, checklist, testing instruments, appendix tables etc.)

Appendix E
NOTICE TO PROCEED

Appendix F
CERTIFICATE OF SIMILARITY INDEX

Appendix G
CERTIFICATE OF CRITIC READER

Appendix H
BIONOTE

TECHNICAL WRITING

1. Never use personal pronouns like: I, me, we, are, us and you.
Always use: the researcher(s)
2. Acknowledgement of all sources (**Use APA 7th Ed**).
3. Observe confidentiality.
4. Table should be in one page. If impossible, break it into two tables.
5. Number 1-9 (whole word); 10-up in figures.

6. Paging before chapter 1, use the lower-case letters. (i, ii, iii, etc.)
7. Foreign words, dialects must be *italics*.
8. Never use abbreviations or symbols.
9. Page number should be written at the upper right corner of the page.
10. Define major terms as presented in title and subproblems of the study.
11. Borders should be measured one and one-half inches from left side while measuring 1 inch from right side, top and bottom.
12. Everything should be in single
13. Font: Times New Roman, font size #12
14. Spacing: 1.5-line space in between sentences except when specified.
15. Paragraphs: Justified and indented
16. Margin: Left=1.5 inches, Top, right and bottom margin= 1.0 inch
17. Paper size: 8.5" x 11" (short size or letter size)
18. Citation format: APA 7th
19. Pagination: Top right corner, indicated as header

Word Count Per Section

Abstract: 250-300 words

Keywords: maximum of 6 words

Introduction: 1500-3000 words

Methodology: 500-1000 words

Results & Discussion: 1500-3000 words

Conclusions and Recommendations: 250-500 words