



YAYASAN MEMAJUKAN ILMU DAN KEBUDAYAAN (YMIK)

UNIVERSITAS NASIONAL

(Didirikan 15 Oktober 1949)

Jl. Sawo Manila No. 61, Pasar Minggu, Jakarta Selatan 12520, Telp. (021) 7806700 (hunting),
Fax. 7802718-7802719 <http://www.unas.ac.id>, Email : info@unas.ac.id

KEPUTUSAN REKTOR UNIVERSITAS NASIONAL

Nomor : 175 Tahun 2020

Tentang

Penetapan Tugas Penulisan Buku Bagi Dosen Universitas Nasional
Tahun Akademik 2020/2021

REKTOR UNIVERSITAS NASIONAL

- Menimbang : 1. bahwa untuk memfasilitasi kegiatan penulisan buku dan peningkatan mutu dosen di Lingkungan Universitas Nasional dipandang perlu untuk menetapkan tugas penulisan buku dosen Universitas Nasional tahun 2020/2021;
2. bahwa nama-nama yang tersebut dalam lampiran keputusan ini telah mengajukan proposal penulisan buku dan telah dievaluasi oleh Tim Penilai Proposal Buku Universitas Nasional dan dinilai memenuhi syarat untuk ditetapkan sebagai penerima tugas penulisan buku Universitas Nasional;
3. bahwa untuk maksud tersebut perlu ditetapkan dengan Keputusan Rektor Universitas Nasional.
- Mengingat : 1. Undang-Undang Nomor 20 Tahun 2003;
2. Undang-undang Nomor 12 Tahun 2012;
3. Peraturan Pemerintah Nomor 4 Tahun 2014;
4. Statuta Universitas Nasional;
5. Surat Keputusan Rektor No. 185 Tahun 2012;
6. Surat Keputusan Rektor No. 186 Tahun 2012;
7. Keputusan Pengurus YMIK Nomor 4 Tahun 2009.
- Memperhatikan : Hasil Rapat Wakil Rektor Bidang Penelitian, Pengabdian Kepada Masyarakat dan Kerjasama tanggal 2 Oktober 2020

MEMUTUSKAN

- Menetapkan : Menetapkan nama-nama dosen penerima tugas Penulisan Buku sebagaimana tercantum dalam Lampiran keputusan ini;
- Pertama : Menetapkan nama-nama dosen penerima tugas Penulisan Buku sebagaimana tercantum dalam Lampiran keputusan ini;
- Kedua : Biaya yang diperlukan untuk kegiatan sebagaimana dimaksud dalam diktum pertama dibebankan pada anggaran Universitas Nasional dalam bentuk insentif penulisan buku;
- Ketiga : Penulisan Buku sebagaimana yang dimaksud dalam Diktum Pertama diberikan beban sks sesuai ketentuan yang berlaku di Universitas Nasional;
- Keempat : Dalam melaksanakan penulisan buku yang bersangkutan harus memenuhi ketentuan-ketentuan sebagaimana yang diatur dalam Surat Perjanjian Pelaksanaan Penulisan Buku;
- Kelima : Keputusan ini mulai berlaku sejak tanggal ditetapkan dengan ketentuan apabila terdapat kekeliruan akan diperbaiki sebagaimana mestinya.

Ditetapkan di : Jakarta

Pada Tanggal : 19 Oktober 2020



Rektor,

Dr. El Amry Bermawi Putera, MA

Tembusan Yth :

1. Para Wakil Rektor;
2. Direktur Sekolah Pascasarjana;
3. Para Dekan/Direktur/Ketua Program Pascasarjana;
4. Yang bersangkutan.

NO	NAMA PENELITI	JUDUL BUKU	FAKULTAS	PRODI
28	Erna Kusuma Wati, S.Pd,Si., M.Sc	Medan Elektromagnetik (Teori dan Aplikasi Pada Bidang Teknik)	FTS	Teknik Fisika
29	Kiki Rezki Lestari, S.T., M.Sc	Aplikasi Bahan Ferrit	FTS	Teknik Fisika
30	Kurnia Rachmawati, S.S., M.A.	Pengantar Teori Kesusastraan	Bahasa dan Sastra	Sastra Indonesia
31	Dr. Wahyu Wibowo, S.S., M.M.	Empat Modal Etis Menulis Artikel Opini	Bahasa dan Sastra	Sastra Indonesia
32	Tri Rahayu Mayasari, S.S, M.Hum	Kajian Linguistik Dalam Program Variety Show (Analisis Program Tayangan TV)	Bahasa dan Sastra	Sastra Inggris
33	Dr. Sylvie Meiliana, M.Hum	Research Methodology	Bahasa dan Sastra	Sastra Inggris
34	Surajiman, S.H., M.Hum	Hukum Pengangkutan Indonesia	Hukum	Hukum
35	Dr. Ir. Nonon Saribanon, M.Si	Pengenalan Teknik Membuat Dengan Pewarna Alam Bagi Penyandang Disabilitas	Sekolah Pascasarjana	Magister Biologi
36	Dr. Ir. Nonon Saribanon, M.Si	Mengepakkan Kembali Sayap Sang Maskot di Langit Jakarta	Sekolah Pascasarjana	Magister Biologi
37	Dr. Ir. Nonon Saribanon, M.Si	Ragam Hayati di Kawasan Tanjung Priok Jakarta Utara	Sekolah Pascasarjana	Magister Biologi
38	Dr. Ir. Nonon Saribanon, M.Si	Potensi Keanekaragaman Hayati Kabupaten Banggai Sulawesi Tengah	Sekolah Pascasarjana	Magister Biologi

Catatan : Penugasan Penulisan Buku selama 2 (dua) Semester yaitu :
Semester Ganjil 2020/2021 dan Semester Genap 2021/2022

Jakarta, 19 Oktober 2020

Rektor,



Dr. El Amry Bermawi Putera, MA

PROPOSAL PENULISAN BUKU

UNIVERSITAS NASIONAL

RESEARCH METHODOLOGY



BY

SYLVIE MEILIANA

UNIVERSITAS NASIONAL

JAKARTA

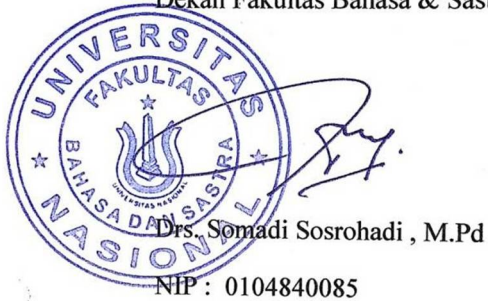
2020

HALAMAN PENGESAHAN

1. Judul Buku : Research Methodology
2. Penulis Utama
 - a. Nama Lengkap : Dr. Sylvie Meiliana, M.Hum
 - b. NID : 0109920397
 - c. NIDN : 0327015701
 - d. Jabatan Fungsional : Lektor Kepala (IVB)
 - e. Jabatan Struktural : -
 - f. Fakultas/Prodi : Bahasa dan Sastra/Sastra Inggris
 - g. Alamat Rumah : Perum. Jati Agung Satu Blok B2/1
Jatibening Baru, Bekasi
 - h. Nomor HP : 081211883088
 - i. Email : sylvie_surya@yahoo.com
3. Usulan Jangka Waktu Penelitian : 1 (satu) tahun
4. Usulan Biaya : -

Menyetujui,

Dekan Fakultas Bahasa & Sastra



Drs. Somadi Sosrohadi, M.Pd
NIP : 0104840085

Jakarta, 19 Agustus 2020

Penulis,



Dr. Sylvie Meiliana, M.Hum
NIP : 0109920397

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CHAPTER I

INTRODUCTION

Starting the Research Process

When you have to write a thesis, it can be hard to know where to begin, but there are some clear steps you can follow.

The research process often begins with a very broad idea for a topic you'd like to know more about. You do some preliminary research to identify a problem. After refining your research questions, you can lay out the foundations of your research design, leading to a proposal that outlines your ideas and plans.

This article takes you through the first steps of the research process, helping you narrow down your ideas and build up a strong foundation for your research project.

Table of contents

1. Choose your topic
2. Identify a problem
3. Formulate research questions
4. Create a research design
5. Write a research proposal

Step 1: Choose your topic

First you have to come up with some ideas. Your thesis or dissertation topic can start out very broad. Think about the general area or field you're interested in – it's often a good idea to choose a topic that you already know a bit about.

Do some reading to begin narrowing down your topic. Look for the top journals in your field and skim through some recent issues. If an article interests you, check the reference list to find other relevant sources.

As you read, take notes and try to identify problems, questions, debates, contradictions and gaps. Your aim is to narrow down from a broad area of interest to a specific niche.

Make sure to consider the practicalities: the requirements of your programme, the amount of time you have to complete the research, and how difficult it will be to access sources and data on the topic. Before moving onto the next stage, it's a good idea to discuss the topic with your thesis supervisor.

Step 2: Identify a problem

So you've settled on a topic and found a niche – but what exactly will your research investigate, and why does it matter? To give your project focus and purpose, you have to define a research problem.

The problem might be a practical issue – for example, a process or practice that isn't working well, an area of concern in an organization's performance, or a difficulty faced by a specific group of people in society.

Alternatively, you might choose to investigate a theoretical problem – for example, an underexplored phenomenon or relationship, a contradiction between different models or theories, or an unresolved debate among scholars.

To put the problem in context and set your objectives, you can write a problem statement. This describes who the problem affects, why research is needed, and how your research project will contribute to solving it.

Step 3: Formulate research questions

Next, based on the problem statement, you need to write one or more research questions. These target exactly what you want to find out. They might focus on describing, comparing, evaluating, or explaining the research problem.

A strong research question should be specific enough that you can answer it thoroughly using appropriate qualitative or quantitative research methods. It should also be complex enough to require in-depth investigation, analysis, and argument. Questions that can be answered with “yes/no” or with easily available facts are not complex enough for a thesis or dissertation.

In some types of research, at this stage you might also have to develop a conceptual framework and testable hypotheses.

Step 4: Create a research design

The research design is a practical framework for answering your research questions. It involves making decisions about the type of data you need, the methods you’ll use to collect and analyze it, and the location and timescale of your research.

There are often many possible paths you can take to answering your questions. The decisions you make will partly be based on your priorities. For example, do you want to determine causes and effects, draw generalizable conclusions, or understand the details of a specific context?

You need to decide whether you will use primary or secondary data and qualitative or quantitative methods. You also need to determine the specific tools, procedures, and materials you’ll use to collect and analyze your data, as well as your criteria for selecting participants or sources.

Step 5: Write a research proposal

Finally, after completing these steps, you are ready to complete a research proposal. The proposal outlines the context, relevance, purpose, and plan of your research.

As well as outlining the background, problem statement, and research questions, the proposal should also include a literature review that shows how your project will fit into existing work on the topic. The research design section describes your approach and explains exactly what you will do.

You might have to get the proposal approved by your supervisor before you get started, and it will guide the process of writing your thesis.

CHAPTER II

Structure and Outline of a Thesis

A thesis typically consists of abstract, introduction, review of literature, methodology, conclusion and discussion. It consists of 100 to 500 pages depending on your degree-level. A **typically essential thesis outline** follows the following pattern:

- Title
- Title page
- Dedication / Preface / Acknowledgements
- Abstract
- Introduction
- Review of Literature
- Methodology
- Results
- Discussion
- Conclusion
- Bibliography/ Further Readings

However, there are some important elements that constitute the theme and basis of all types of thesis.

GENERAL GUIDELINES FOR WRITING A THESIS PROPOSAL AND STRUCTURE OF A THESIS PROPOSAL

How to Write a Thesis Proposal

Writing a Thesis Proposal is not an easy task at all. There are many dimensions that the writer has to keep in mind while jotting down words for his

proposal. Let's have a look at what are the various things that one should know before sitting down to write it.

Taking about particularly, the thesis firstly you have to keep in mind the overall structure of your thesis and assure that your topic is feasible enough to be carried out in the generalized pattern of a structural framework for a thesis.

General Structure of a Research Project

Research Projects' framework includes the following things:

- A particular subject matter is identified.
- What other researchers have done on the topic that is taken into consideration.
- The data is collected from the relevant subjects, in order to solve the particular declared question or problem or hypothesis.
- Using apt established research techniques, the data collected is analyzed by the researcher.
- After this analysis, the results are brought about and they are then interpreted, keeping in mind the statement of problem and the purpose of the project.

The final outcome of this method shall be a thesis that you just completed. The initial goal for you should be that you just determine an exploration topic, realize an exploration mentor, formulate a hypothesis, perceive the background of your project, develop or adapt acceptable ways, and summarize the statement of your project as a thesis proposal. The aim is to progress in a positive direction. Read more on how to work out the problem statement of your thesis.

Guidelines for Writing a Thesis Proposal

The reason for writing a thesis suggestion/proposal is to demonstrate that

1. The thesis topic locates an important intricacy.
2. coordinated plan is in location for collecting or getting facts and figures to help explain the intricacy/problem.

3. Methods of facts and figures for investigation have been recognized and are befitting to the facts and figures set.

CHAPTER III

WRITING AN ABSTRACT

An abstract is a short summary of your research paper, usually about a paragraph (6-7 sentences, 150-250 words) long. A well-written abstract serves multiple purposes:

- an abstract lets readers get the gist or essence of your paper or article quickly, in order to decide whether to read the full paper;
- an abstract prepares readers to follow the detailed information, analyses, and arguments in your full paper;
- and, later, an abstract helps readers remember key points from your paper.

THE CONTENTS OF AN ABSTRACT

Abstracts contain most of the following kinds of information in brief form. The body of your paper will, of course, develop and explain these ideas much more fully. As you will see in the samples below, the proportion of your abstract that you devote to each kind of information—and the sequence of that information—will vary, depending on the nature and genre of the paper that you are summarizing in your abstract. And in some cases, some of this information is implied, rather than stated explicitly. *The Publication Manual of the American Psychological Association*, which is widely used in the social sciences, gives specific guidelines for what to include in the abstract for different kinds of papers—for empirical studies, literature reviews or meta-analyses, theoretical papers, methodological papers, and case studies.

Here are the typical kinds of information found in most abstracts:

1. the **context** or background information for your research; the **general topic** under study; the **specific topic** of your research
2. the **central questions** or statement of the **problem** your research addresses
3. **what's already known** about this question, what **previous research** has done or shown
4. the main **reason(s)**, the exigency, the **rationale**, the **goals** for your research— Why is it important to address these questions? Are you, for example, examining a new topic? Why is that topic worth examining? Are you filling a gap in previous research? Applying new methods to take a fresh look at existing ideas or data? Resolving a dispute within the literature in your field?
5. your research and/or analytical **methods**
6. your main **findings, results, or arguments**
7. the **significance** or **implications** of your findings or arguments.

Your abstract should be intelligible on its own, without a reader's having to read your entire paper. And in an abstract, you usually do *not* cite references—most of your abstract will describe what *you* have studied in your research and what *you* have found and what *you* argue in your paper. In the body of your paper, you will cite the specific literature that informs your research.

WHEN TO WRITE YOUR ABSTRACT

Although you might be tempted to write your abstract first because it will appear as the very first part of your paper, it's a good idea to wait to write your abstract until *after* you've drafted your full paper, so that you know what you're summarizing.

CHOOSING VERB TENSES WITHIN YOUR ABSTRACT

The **social science** sample (Sample 1) below uses the present tense to describe general facts and interpretations that have been and are currently true, including the

prevailing explanation for the social phenomenon under study. That abstract also uses the present tense to describe the methods, the findings, the arguments, and the implications of the findings from their new research study. The authors use the past tense to describe previous research.

CHAPTER IV

HOW TO WRITE A RESEARCH PROPOSAL

A research proposal describes **what** you will investigate, **why** it's important, and **how** you will do the research. The format of a research proposal varies between fields, but most proposals should contain at least these elements:

- Cover page
- Introduction
- Literature review
- Research design
- Reference list

Purpose of a research proposal

As a student, you might have to write a research proposal to get your thesis plan approved.

Research proposal aims

1. **Relevance** : Convince the reader that your project is interesting, original and important
2. **Context** : Show that you are familiar with the field, you understand the current state of research on the topic, and your ideas have a strong academic basis
3. **Approach** : Make a case for your methodology, showing that you have carefully thought about the data, tools and procedures you will need to conduct the research

How long is a research proposal?

The length of a research proposal varies dramatically. A bachelor's thesis proposal can be just a few pages.

Although you write it before you begin the research, the proposal's structure usually looks like a shorter version of a thesis (but without the results and discussion sections).

Title page

Like your thesis, the proposal will usually have a title page that includes:

- The proposed title of your project
- Your name
- Your supervisor's name
- The institution and department

Check with the department if there are any specific formatting requirements.

Abstract and table of contents

If your proposal is very long, you might also have to include an abstract and a table of contents to help the reader navigate the document.

Introduction

The first part of your proposal is the initial pitch for your project, so make sure it succinctly explains what you want to do and why. It should:

- Introduce the topic
- Give background and context
- Outline your problem statement and research question(s)

Some important questions to guide your introduction include:

- Who has an interest in the topic (e.g. scientists, practitioners, policymakers, particular members of society)?
- How much is already known about the problem?
- What is missing from current knowledge?

- What new insights will your research contribute?
- Why is this research worth doing?

If your proposal is very long, you might include separate sections with more detailed information on the background and context, problem statement, aims and objectives, and importance of the research.

Literature review

CHAPTER V

HOW TO WRITE AN INTRODUCTION

An introduction is the initial part of a research paper and the part that a reader is likely to read first (at least when focusing deeply and reading your paper in detail). Hence, definitions, notions, and some other important information required for understanding the paper are presented/listed here.

Every research paper needs context so that readers can understand why you have created it. This is exactly what you can do in your research paper introduction. Of course, this can mean that your introduction is the hardest part of paper to write first. So, it is essential that you take your time and make sure that you get it right.

The introduction of writing is going to set out your rationale, which is what a research will be based around. Your readers will be able to tell right from the beginning what they are going to be reading about and even whether it interests them.

It is important that you make the beginning of your research paper interesting and engage with your readers from the first line. This will make sure that people continue to read research and learn about what you have found out. In addition, you should also state hypothesis and the way that you think your work will turn out in conclusion. It is crucial that you always include an introduction to your paper.

Writing an Introduction to a Research Paper – What to Include

So, what should you include in your introduction? We will give you a list below so that you can prepare a research paper introduction outline and you can follow this when you are writing.

- Introduce your topic.
- Create some context and background.

- Tell your reader about the research you plan to carry out.
- State your rationale.
- Explain why your research is important.
- State your hypothesis.

What are the parts of introduction in research?

The introduction of a research paper may contain a few other parts/ elements such as the chief goal(s) and objectives of the research, a brief but informative outline of the following content, explained, concept definitions, a brief history of the research into the topic, recent related discoveries, etc.).

Start with Announcing Your Topic

The topic is basically the fundament of any writing you prepare. Regarding, from which angle you look at your topic, it will reflect different aspects. It's better to begin with outlining your topic. There is no secret on how to start a research paper intro: you should just state your topic and add some connected with topic issues that bothers you a lot. This is a perfect strategy to intrigue the reader.

It is recommended to start with general info and then narrowing down to some concrete aspects. Try not to deepen into a state of things in the beginning, but explain your view on the topic. If you are going to use some difficult expressions in the central part of an essay, make them clear to any reader and point out their connection with your topic.

CHAPTER VI

HOW TO WRITE A THESIS STATEMENT

Before reading a research paper, people usually look at its thesis statement. It helps them to understand if your paper is useful for them. This small sentence can concentrate all the important information about your study: the main idea and the questions that are answered on the pages of your research paper.

You should not underrate the significance of a thesis statement for research paper. People would not read the whole document to understand its main ideas or purpose, and your professor is not an exception – he will take a look at the intro of your research paper and decide whether it is worth to continue reading right away. Thus, it is fair to say that a thesis statement is a key to your project's success!

How to Write a Thesis for a Research Paper?

To write a thesis statement for a research proposal, one should define a relatively narrow question the proposal would focus on, reflect on the specific position/ argument made within the frame of this question/topic, and formulate it clearly and precisely.

To get a general understanding of what it is and how it should look like, search for examples of such statements online – there are lots of samples available for reading and downloading so you can find many suitable examples also you can pay for research paper online and entrust this complicated task to experts. Note that many of samples may be not quite good. Also, note that such samples may not match the type of your task.

An example of a thesis statement goes like this: "The increasing amount of plastic in the ocean starts to seriously affect marine organisms of average and big size".

If you understand what the main goals of your research are, what you want to prove and explain by it, and why you do it, it will be easy to write a research paper thesis statement – just write down the idea of your study and make your thesis statement look like a catchy and informative:

This sentence should also show your position. Let your readers know what your position regarding the subject is, what you think is true, and what you are going to prove, especially if your topic and ideas are very debatable.

Many tutors don't recommend using questions as statements. Even if the whole research paper is full of answers to specific questions. The list is also not a good form for a thesis statement – it is better to use a simple small sentence that describes the general idea and purpose of your investigation.

You can use "A is true because of B" and other standard formulas. Just write down the first version of your thesis statement and revise it as many times as you need through the course of working on your project. If you start writing your research paper from a thesis statement, you will have to proceed with research paper editing. This will only take more of your time! That is why many write my thesis and the whole introduction when they have all the other sections; otherwise, if you look at the introduction after writing the main section, you will see that it requires a revision.

CHAPTER VII

LITERATURE REVIEW

A literature review is a survey of scholarly sources on a specific topic. It provides an overview of current knowledge, allowing you to identify relevant theories, methods, and gaps in the existing research.

Conducting a literature review involves collecting, evaluating and analyzing publications (such as books and journal articles) that relate to your research question. There are five main steps in the process of writing a literature review:

1. **Search** for relevant literature
2. **Evaluate** sources
3. **Identify** themes, debates and gaps
4. **Outline** the structure
5. **Write** your literature review

A good literature review doesn't just summarize sources – it analyzes, synthesizes, and critically evaluates to give a clear picture of the state of knowledge on the subject.

Why write a literature review?

When you write a thesis or research paper, you will have to conduct a literature review to situate your research within existing knowledge. The literature review gives you a chance to:

- Demonstrate your familiarity with the topic and scholarly context
- Develop a theoretical framework and methodology for your research
- Position yourself in relation to other researchers and theorists
- Show how your research addresses a gap or contributes to a debate

You might also have to write a literature review as a stand-alone assignment. In this case, the purpose is to evaluate the current state of research and demonstrate your knowledge of scholarly debates around a topic.

The content will look slightly different in each case, but the process of conducting a literature review follows the same steps.

Step 1: Search for relevant literature

Before you begin searching for literature, you need a clearly defined topic.

If you are writing the literature review section of a thesis or research paper, you will search for literature related to your research problem and questions.

If you are writing a literature review as a stand-alone assignment, you will have to choose a focus and develop a central question to direct your search. Unlike a thesis research question, this question has to be answerable without collecting original data. You should be able to answer it based only on a review of existing publications.

Search for literature using keywords and citations

Start by creating a list of keywords related to your research topic and question. Some useful databases to search for journals and articles include:

CHAPTER VIII

THEORETICAL FRAMEWORK

Theories are formulated to explain, predict, and understand phenomena and, in many cases, to challenge and extend existing knowledge within the limits of critical bounding assumptions. The theoretical framework is the structure that can hold or support a theory of a research study. The theoretical framework introduces and describes the theory that explains why the research problem under study exists.

Importance of Theory

A theoretical framework consists of concepts and, together with their definitions and reference to relevant scholarly literature, existing theory that is used for your particular study. The theoretical framework must demonstrate an understanding of theories and concepts that are relevant to the topic of your research paper and that relate to the broader areas of knowledge being considered.

The theoretical framework is most often not something readily found within the literature. You must review course readings and pertinent research studies for theories and analytic models that are relevant to the research problem you are investigating. The selection of a theory should depend on its appropriateness, ease of application, and explanatory power.

The theoretical framework strengthens the study in the following ways:

1. An explicit statement of theoretical assumptions permits the reader to evaluate them critically.

2. The theoretical framework connects the researcher to existing knowledge. Guided by a relevant theory, you are given a basis for your hypotheses and choice of research methods.
3. Articulating the theoretical assumptions of a research study forces you to address questions of why and how. It permits you to intellectually transition from simply describing a phenomenon you have observed to generalizing about various aspects of that phenomenon.
4. Having a theory helps you identify the limits to those generalizations. A theoretical framework specifies which key variables influence a phenomenon of interest and highlights the need to examine how those key variables might differ and under what circumstances.

Strategies for Developing the Theoretical Framework

I. Developing the Framework

Here are some strategies to develop of an effective theoretical framework:

1. **Examine your thesis title and research problem.** The research problem anchors your entire study and forms the basis from which you construct your theoretical framework.
2. **Brainstorm about what you consider to be the key variables in your research.** Answer the question, "What factors contribute to the presumed effect?"
3. **Review related literature** to find how scholars have addressed your research problem. Identify the assumptions from which the author(s) addressed the problem.

4. **List the constructs and variables** that might be relevant to your study. Group these variables into independent and dependent categories.
5. **Review key social science theories** that are introduced to you in your course readings and choose the theory that can best explain the relationships between the key variables in your study.
6. **Discuss the assumptions or propositions** of this theory and point out their relevance to your research.

CHAPTER IX

WRITING METHODOLOGY

The Methodology section portrays the reasoning for the application of certain techniques and methods in the context of the study.

For your academic article, when you describe and explain your chosen methods it is very important to correlate them to your research questions and/or hypotheses. The description of the methods used should include enough details so that the study can be replicated by other Researchers, or at least repeated in a similar situation or framework.

Every stage of your research needs to be explained and justified with clear information on why you chose those particular methods, and how they help you answer your research question or purpose.

As the Authors, in this section you get to explain the rationale of your article for other Researchers. You should focus on answering the following questions:

- How did you collect the data or how did you generate the data?
- Which research methods did you use?
- Why did you choose these methods and techniques?
- How did you use these methods for analyzing the research question or problem?

The responses to these questions should be clear and precise, and the answers should be written in past tense.

Research Methods and Research Methodology

As an Academic and Author of valuable research papers, it's important not to confuse these two terms.

Research Methodology Definition

Research Methodology refers to the discussion regarding the specific methods chosen and used in a research paper. This discussion also encompasses the theoretical concepts that further provide information about the methods selection and application.

In other words, you should highlight how these theoretical concepts are connected with these methods in a larger knowledge framework and explain their relevance in examining the purpose, problem and questions of your study. Thus, the discussion that forms your academic article's research methodology also incorporates an extensive literature review about similar methods, used by other Authors to examine a certain research subject.

Research Method Definition

A Research Method represents the technical steps involved in conducting the research. Details about the methods focus on characterizing and defining them, but also explaining your chosen techniques, and providing a full account on the procedures used for selecting, collecting and analyzing the data.

Important Tips for a Good Methodology Section

The methodology section is very important for the credibility of your article and for a professional academic writing style.

Data Collection or Generation for Your Academic Article

Readers, academics and other researchers need to know how the information used in your academic article was collected. The research methods used for collecting or generating data will influence the discoveries and, by extension, how you will interpret them and explain their contribution to general knowledge.

CHAPTER X

RESEARCH ANALYSIS

What is Research Analysis

Research analysis is the investigation of a certain research work being performed by any institute, organization, or individual. A research project requires a lot of data collection, observation and, most importantly, the thorough study of every collected document to come to a steady conclusion. The analysis of such a work will naturally be of a serious structure and hence should be performed very carefully. A preliminary knowledge of the actual research project is very important before starting the job of analyzing the particular project. The research analysis document will vary depending on the topic and area of research, but the structure that forms the base of the analysis will remain the same.

Research analysis should start with the presentation of the synopsis of the research project, followed by other essential details and areas of research work. The analysis is to be conducted in such a manner that it brings out the effectiveness and suitability of the project in the respective context of study. The significance and area of work is to be discussed in the analysis, along with the details of various inherent factors to the particular research work.

- Certain parameters of a research analysis include data collection and assessment, validation of data, case study, and other analytical tools, techniques and procedures applied for the study of the research work.
- A research analysis document should include certain essential details such as the title of the research project, name of the candidates, summary of the work, name of commissioning authority for the research analysis, name of analysts, and the date of the analysis.

- The discussion of various parameters and factors considered for research work and their appropriateness forms an important part of the analysis.

Analysis

By the time you get to the analysis of your data, most of the really difficult work has been done. It's much more difficult to: define the research problem; develop and implement a sampling plan; conceptualize, operationalize and test your measures; and develop a design structure. If you have done this work well, the analysis of the data is usually a fairly straightforward affair.

In most social research the data analysis involves three major steps, done in roughly this order:

- Cleaning and organizing the data for analysis (Data Preparation)
- Describing the data (Descriptive Statistics)
- Testing Hypotheses and Models (Inferential Statistics)

Data Preparation involves checking or logging the data in; checking the data for accuracy; entering the data into the computer; transforming the data; and developing and documenting a database structure that integrates the various measures.

Descriptive Statistics are used to describe the basic features of the data in a study. They provide simple summaries about the sample and the measures. Together with simple graphics analysis, they form the basis of virtually every quantitative analysis of data. With descriptive statistics you are simply describing what is, what the data shows.

Inferential Statistics investigate questions, models and hypotheses. In many cases, the conclusions from inferential statistics extend beyond the immediate data alone. For instance, we use inferential statistics to try to infer from the sample data what the population thinks. Or, we use inferential statistics to make judgments of the

probability that an observed difference between groups is a dependable one or one that might have happened by chance in this study. Thus,

CHAPTER XI

CONCLUSION & RECOMMENDATION

A student is asked to write many papers during their time in college. However, a **thesis** is the ultimate and most important paper they are supposed to write. A lot depends on their thesis. It is accounted for as their final paper before getting their degrees. There are many **professionals** who stress the importance of writing a good thesis. They tend to focus a lot on the literature and the overall format. The thesis conclusion and recommendation chapter are the most underrated chapters. There's hardly any discussion about them. However, they are equally important. The thesis conclusion and recommendation are of great importance. They are very important and leave a lasting impact on the minds of the readers. Which is why it is extremely important that the thesis conclusion and recommendation chapter are very well written.

What is a conclusion?

- A conclusion is what you will leave with your reader
- It "wraps up" your essay
- It demonstrates to the reader that you accomplished what you set out to do
- It shows how you have proved your thesis
- It provides the reader with a sense of closure on the topic

Structure

- A conclusion is the opposite of the introduction
- Remember that the introduction begins general and ends specific

Conclusion outline

- Topic sentence

- Fresh rephrasing of thesis statement
- Supporting sentences
 - Summarize or wrap up the main points in the body of the essay
 - Explain how ideas fit together
- Closing sentence
 - Final words
 - Connects back to the introduction
 - Provides a sense of closure
- The conclusion begins specific and moves to the general.

Let us get a better understanding of how to write the thesis conclusion and recommendation chapter. But before we get to that, we should have better knowledge of thesis conclusion chapter.

What is a thesis conclusion and recommendation chapter?

A thesis conclusion chapter is not like the conclusions of the rest of the academic papers you write. Unlike most conclusions, a thesis conclusion chapter consists of the overall summary of your **literature**. Whatever you write in your literature, it is written in a concise format in the conclusion. A good thesis conclusion is a blend of all the facts you have written in your main body. It gives you a brief summary of whatever you have written in your main body. A good conclusion is able to explain the entire gist of your thesis without omitting any major facts or figures.

On the other hand, the recommendations consist of all the recommendations you make. These recommendations can mainly be for future researches, government offices, or even corporate offices.

How to write a good thesis conclusion?

Here are a few points you should keep in mind while writing a thesis conclusion and recommendation chapters.

CHAPTER XII
A COMPREHENSIVE GUIDE
TO APA CITATIONS AND FORMAT

When you're writing a research paper or creating a research project, you will probably use another individual's work to help develop your own assignment. A good researcher or scholar uses another individual's work in a responsible way. This involves indicating that the work of other individuals is included in your project, which is one way to prevent plagiarism.

Plagiarism? What is it?

The word plagiarism is derived from the Latin word, *plagiare*, which means "to kidnap." The term has evolved over the years to now mean the act of taking another individual's work and using it as your own, without acknowledging the original author. Plagiarism can be illegal and there can be serious ramifications for plagiarizing someone else's work. Thankfully, plagiarism can be prevented. One way it can be prevented is by including citations and references in your research project.

All about citations & references

Citations and references should be included anytime you use another individual's work in your own assignment. When including a quote, paraphrased information, images, or any other piece of information from another's work, you need to show where you found it by including a citation and a reference.

This guide explains how to make them.

APA style citations are added in the body of a research paper or project and references are added to the last page.

Citations, which are called in-text citations, are included when you're adding information from another individual's work into your own project. When you add

text word-for-word from another source into your project, or take information from another source and place it in your own words and writing style (known as paraphrasing), you create an in-text citation. These citations are short in length and are placed in the main part of your project, directly after the borrowed information.

References are found at the end of your research project, usually on the last page. Included on this reference list page is the full information for any in-text citations found in the body of the project. These references are listed in alphabetical order by the author's last name.

An APA in-text citation includes only three items: the last name(s) of the author(s), the year the source was published, and sometimes the page or location of the information. References include more information such as the name of the author(s), the year the source was published, the full title of the source, and the URL or page range.

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