

Research Paper Checklist and Outline

For those choosing to do a research paper option rather than an experiential project option

Checklist for Research Paper

When you are ready to start your research paper the following checklist should be followed. If there are additional requirements to be added, or a different plan requested by the chair, it will be discussed at the time of contact.

- ___1. Read the Masters Project Guidelines found on the AGS website.
- ___2. Contact the chairperson and reader you would like to work with who are on the list of approved chairpersons and readers (Any teaching faculty member can be a reader). See list.
- ___3. Discuss the project with the chairperson and get approval of the topic and discuss the timeline for the project (Anticipate at least three months for the project).
- ___4. Have both the chair and reader sign the proposal form.
- ___5. Submit the Masters Project Proposal to the VP of Academic Affairs. Form attached.
- ___6. Do preliminary literature review and write an outline of the project. If help is needed on the outline, a meeting can be arranged with the chair.
- ___7. Have the chair review and approve the outline and meet to make revisions if needed.
- ___8. Do the literature review for the project. (Thirty sources, 75% from scholarly peer-reviewed publications)
- ___9. Write the introduction of the thesis (or as many pages as the chair requests) and submit them to the chair. If the chair believes that there are writing problems, an editor will be required to help with the thesis.
- ___10. The chair will suggest how future parts of the manuscript should be submitted for review.
- ___11. The chair will make suggestions for changes, corrections or additions. It should be expected that there could be several revision made before the thesis is in its final form. Meetings between the chair and the student will occur to go over the thesis.
- ___13. Get final approval of the paper from the chair, print up two copies and submit one to the chair and one to the reader, unless either one instructs you on an alternative delivery. Allow at least a week to ten days for the reader to read the document.
- ___14. Unless your chairperson instructs you differently, contact Earl to set up the oral exam and your chair will give further instructions about how the oral examination will be done.
- ___15. The chair will give instructions about getting formatting checked with the media center coordinator and where and how the manuscript should then be submitted to the school.
- ___16. Bring the paper to the Orals.
- ___17. Submit the paper, handouts, DVD and power point presentation to Earl in digital form (ehein007@aol.com).

Enjoy your accomplishment

Research Outline

This is a suggested format (not required). The Masters Project Chairperson has final authority over what is required as an outline.

I. Front Section

- a. Title page
- b. Abstract
- c. Dedications
- d. Acknowledgments
- e. Table of Contents
- f. List of Tables (If applicable)
- g. List of Figures (If applicable)

II. Introduction

- a. Introduction to the Problem
- b. Statement of the Problem
- c. Purpose of the Study
- d. Significance of the Study
- e. Definition of Terms

III. Literature Review

- a. Introduction
- b. Review
- c. Summary

IV. Summary, Conclusions and Recommendations

- a. Restatement of the Problem
- b. Explanation of the Literature
- c. Review
- d. Further Questions
- e. Recommendations for Future Research Directions and/or Therapeutic Implications
- f. Summary
- g. Conclusion

V. References

- a. Appendix A:
- b. Appendix B: