GUIDE FOR EMPLOYEE RESEARCH CAPSULE

		
Main Proponent's Name		
Co-Proponent/s' Name/s		
7.		
Date Submitted		
Field of Study		
Research Attributes (Methods)	Research Approach	You only have two options here, qualitative or quantitative
	Research Method/Design	 It is correct that your METHOD is descriptive. But what about DESIGN? These are two different things. DESIGN for QUALITATIVE may be a narrative, case study, grounded theory, or phenomenology. Outline why your chosen design is the best fit for the study. Cite some literature.
	Study Site	 This should present the location in which the study will be conducted. What made you choose the location? Cite some references.
	Study Subject	For studies involving human participants, • Who are the participants of the study? • Discuss what sampling technique was utilized. Cite literature. • Indicate the inclusion/exclusion criteria used (if applicable).
		 For studies involving non-human participants, What is your data? Where will you acquire it? What made you choose this type of data? Cite literature. Indicate the inclusion/exclusion criteria used (if applicable).

Data Gathering Procedure and Ethical Consideration	 This should indicate your DATA GATHERING TECHNIQUE like an interview, FGD, Secondary Analysis of Data, and the like or, basically, how you will acquire the data. This may also indicate programs or applications that will be utilized to extract data from non human subjects. What procedures will be taken to ensure the study is ethically conducted (ex., Informed consent, ethics review application, etc.)
Data Analysis	 In line with the chosen research design, what kind of analysis will you use? What are the

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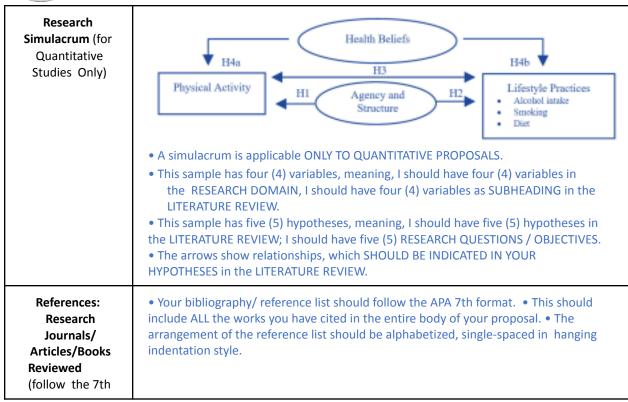
		processes, and how will it be applied? Cite literature.
	Research Domain/Topic	This should indicate your VARIABLES as illustrated by your CONCEPTUAL TAGS/TALLY.
	Research Foci/Parameters	This should include the sources of your data.
Project Title	 Your title should be in sentenc Your title should only have ten The title should indicate the arparticipants, and, if applicable 	substantial words. gument/design, variables/parameters,
Introductions	Trends	 What happened to your topic in the last 5-7 years? What happened/is happening to your topic globally/internationally? Cite relevant literature
	Issues	 What are the relevant studies conducted in relation to your main topic? What were the issues raised by scholars? Considering these issues raised, what is the main issue found by the researchers of the study?
	Objective/s	Given the main issue stated, what is the goal of the study?
	Contribution/Significance of Study	 What are the possible theoretical contributions of the study? What are the possible practical implications of the study?

Theoretical Framing	 State the theory underpinning the study. Explain/ Describe the theory. Contextualize the theory by discussing how it will be utilized in the study.
Review of Literature (Synoptic and Argumentative)	 Use proper APA 7th edition format for citation. Paraphrase! (1 article=1 word/phrase rule) No plagiarized content! Provide SUBHEADINGS to introduce the discussion of your VARIABLES • Your HYPOTHESIS / ASSUMPTION should be indicated after the discussion of the VARIABLES Should include relevant and updated literature (only 5-7 years ago). • Follow the format and flow for RL: Synoptic defining-Provide the definition/description of the variable according to literature Synoptic stating- What were the studies conducted in a line with the variable? Report the findings or any gaps identified. (Claim & Evidence) Argument stating- Sell your paper based on the identified gaps. Hypothesis- (for quantitative studies only)
Research Questions (Indicate typologies: descriptive, exploratory, explanatory)	• Your RESEARCH QUESTIONS should be based on your HYPOTHESIS / ASSUMPTIONS. • If you have four (4) hypotheses or assumptions, you should also have four questions/objectives.

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APA Style	

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