



**Colegio de San Juan de Letran ER102 Guide**  
**RESEARCH AND PUBLICATION DEPARTMENT**

**GUIDE FOR EMPLOYEE RESEARCH CAPSULE**

<b>Main Proponent's Name</b>		
<b>Co-Proponent/s' Name/s</b>		
<b>Date Submitted</b>		
<b>Field of Study</b>		
<b>Research Attributes (Methods)</b>	<b>Research Approach</b>	You only have two options here, qualitative or quantitative
	<b>Research Method/Design</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Outline why your chosen design is the best fit for the study. Cite some literature.</li> </ul>
	<b>Study Site</b>	<ul style="list-style-type: none"> <li>• This should present the location in which the study will be conducted.</li> <li>• What made you choose the location? Cite some references.</li> </ul>
	<b>Study Subject</b>	<p>For studies involving human participants,</p> <ul style="list-style-type: none"> <li>• Who are the participants of the study? • Discuss what sampling technique was utilized. Cite literature.</li> <li>• Indicate the inclusion/exclusion criteria used (if applicable).</li> </ul> <p>For studies involving non-human participants,</p> <ul style="list-style-type: none"> <li>• What is your data? Where will you acquire it? • What made you choose this type of data? Cite literature.</li> <li>• Indicate the inclusion/exclusion criteria used (if applicable).</li> </ul>

	<b>Data Gathering Procedure and Ethical Consideration</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• This may also indicate programs or applications that will be utilized to extract data from non human subjects.</li> <li>• What procedures will be taken to ensure the study is ethically conducted (ex., Informed consent, ethics review application, etc.)</li> </ul>
	<b>Data Analysis</b>	<ul style="list-style-type: none"> <li>• In line with the chosen research design, what kind of analysis will you use? What are the</li> </ul>

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		<p>processes, and how will it be applied? Cite literature.</p>
	<b>Research Domain/Topic</b>	This should indicate your VARIABLES as illustrated by your CONCEPTUAL TAGS/TALLY.
	<b>Research Foci/Parameters</b>	This should include the sources of your data.
<b>Project Title</b>	<ul style="list-style-type: none"> <li>• Your title should be in sentence format.</li> <li>• Your title should only have ten substantial words.</li> <li>• The title should indicate the argument/design, variables/parameters, participants, and, if applicable, the location.</li> </ul>	
<b>Introductions</b>	<b>Trends</b>	<ul style="list-style-type: none"> <li>• What happened to your topic in the last 5-7 years?</li> <li>• What happened/is happening to your topic globally/internationally?</li> <li>• Cite relevant literature</li> </ul>
	<b>Issues</b>	<ul style="list-style-type: none"> <li>• What are the relevant studies conducted in relation to your main topic?</li> <li>• What were the issues raised by scholars? • Considering these issues raised, what is the main issue found by the researchers of the study?</li> </ul>
	<b>Objective/s</b>	<ul style="list-style-type: none"> <li>• Given the main issue stated, what is the goal of the study?</li> </ul>
	<b>Contribution/Significance of Study</b>	<ul style="list-style-type: none"> <li>• What are the possible theoretical contributions of the study?</li> <li>• What are the possible practical implications of the study?</li> </ul>

<b>Theoretical Framing</b>	<ul style="list-style-type: none"> <li>• State the theory underpinning the study.</li> <li>• Explain/ Describe the theory.</li> <li>• Contextualize the theory by discussing how it will be utilized in the study.</li> </ul>
<b>Review of Literature</b> (Synoptic and Argumentative)	<ul style="list-style-type: none"> <li>• Use proper APA 7th edition format for citation.</li> <li>• Paraphrase! (1 article=1 word/phrase rule)</li> <li>• No plagiarized content!</li> <li>• Provide SUBHEADINGS to introduce the discussion of your VARIABLES • Your HYPOTHESIS / ASSUMPTION should be indicated after the discussion of the VARIABLES</li> <li>• Should include relevant and updated literature (only 5-7 years ago).</li> <li>• Follow the format and flow for RL: <ul style="list-style-type: none"> <li><b>Synoptic defining</b>-Provide the definition/description of the variable according to literature</li> <li><b>Synoptic stating</b>- What were the studies conducted in a line with the variable? Report the findings or any gaps identified. (Claim &amp; Evidence)</li> <li><b>Argument stating</b>- Sell your paper based on the identified gaps.</li> <li><b>Hypothesis</b>- (for quantitative studies only)</li> </ul> </li> </ul>
<b>Research Questions</b> (Indicate typologies: descriptive, exploratory, explanatory)	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

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<b>Research Simulacrum</b> (for Quantitative Studies Only)	<ul style="list-style-type: none"> <li>• A simulacrum is applicable ONLY TO QUANTITATIVE PROPOSALS.</li> <li>• This sample has four (4) variables, meaning, I should have four (4) variables in the RESEARCH DOMAIN, I should have four (4) variables as SUBHEADING in the LITERATURE REVIEW.</li> <li>• This sample has five (5) hypotheses, meaning, I should have five (5) hypotheses in the LITERATURE REVIEW; I should have five (5) RESEARCH QUESTIONS / OBJECTIVES.</li> <li>• The arrows show relationships, which SHOULD BE INDICATED IN YOUR HYPOTHESES in the LITERATURE REVIEW.</li> </ul>
<b>References: Research Journals/ Articles/Books Reviewed</b> (follow the 7th	<ul style="list-style-type: none"> <li>• Your bibliography/ reference list should follow the APA 7th format. • This should include ALL the works you have cited in the entire body of your proposal. • The arrangement of the reference list should be alphabetized, single-spaced in hanging indentation style.</li> </ul>

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