

ITF150 Project Guideline

NO PLAGIARISM!

1 The Project Process

- **Determining a topic**
- **Developing the research question**
- **Determining the methodology**
- **Determining appropriate support for your research question**

✓ **Determining a topic**

You will develop a specific question to address. You will answer this question by using appropriate analytical frameworks and methods to produce your own analysis and results.

✓ **Developing research question**

Your next task will be to develop a feasible research question from your topic of interest. You must focus these issues at this step :

- What concepts and theories can be used to analyze the question ? What analytical framework will help me to evaluate the question ?
- What research have other authors, done on this question, and how might it inform the analysis of my question (refer to literature review) ?
- What evidentiary support is needed to answer my question effectively ?

✓ **Determining the methodology**

As you focus in on a workable research question, you will also need to determine what kind of framework you will use to analyze your question. You need to determine how other practitioners analyze, in an organized and systematic way, the type of question you are asking





✓ **Determining appropriate support for your research question**

You then need to consider what evidentiary support you will need to address your question.

2 Content and Organization

- The Research Project provides the students with an opportunity to engage in a more traditional research activity to answer questions.
- This type of project may involve the collection of primary and/or secondary data.
- The research may be descriptive, explanatory, or predictive in nature.

✓ Title Page	Do not number the title page. Refer to the sample provided at the end of these project format instructions.
✓ Abstract	The Abstract page will not be numbered either. The purpose of the executive summary is to provide an abstract of the information provided in the project. Clarity and conciseness are essential. Two to four paragraphs are usually sufficient. An abstract is usually much shorter than an Abstract.
✓ Table of Contents	This table is also numbered with lower case Roman numerals. Refer to the example "Table of Contents" at the end of this section.
✓ Introduction	<p>The introduction section begins with a brief discussion of the area of interest and then presents the following sub-sections:</p> <ul style="list-style-type: none"> • <u>Background to the Problem</u>: Description of the background of the problem (brief historical perspective and explanation of why the problem remains unsolved at this time) • <u>Statement of the Problem</u> The problem is presented in statement form, e.g., "The problem is ..." Conclude this section with a clear statement of the question or questions that need to be answered to solve this problem. • <u>Purpose of the Study</u> This section explains why the study is being conducted. • <u>Significance of the Study</u> This section provides information concerning the import of the study. • <u>Assumptions</u> The purpose of this section is to present some of the factors the researcher is asking the reader to accept as conditions of the study. • <u>Limitations</u> These are those factors or conditions that may impact the data and are out of the researcher's control.

 Literature Review	<p>The Literature review is an examination of the literature describing research into your topic or closely related to your topic. The purpose is to explore how others have researched the topic and what they've found. The results of the Literature Review should inform your methodology to allow you to build on what others have discovered.</p> <p>This section begins with a general description of how the Review of Literature will be organized and presented. Then, the review may be organized as follows:</p> <ul style="list-style-type: none"> • The general history of the topic (resented chronologically) • The current state • Related factors and circumstances • Related research by others, if appropriate <p>It is important to integrate the areas of Review of Literature into a logical sequence, starting with a broad focus of the topic and narrowing down to a specific topic.</p>
 Methodology	<p>This section describes the design of the research used to answer the research question or address the research problem. The methodology is intended to be the action plan for the balance of your research. How will you frame your inquiry? What data will you collect? How will you collect it? How will you analyze it once you collect it. The content and length of this section depends on the nature of the research. This section may also include:</p> <ul style="list-style-type: none"> • Descriptions of the participants (who are they, and why were they chosen?) or business studied • Instrumentation used to obtain data • Procedures or steps in conducting the study and obtaining data • Data analysis
 Conclusions	<ul style="list-style-type: none"> • Briefly review the general topic and the need to explore the aspect addressed in this research • Briefly recap some of the issues/problems that were investigated • Briefly recap the possible solutions • Describe your final recommendation and why it is the best solution/prediction • Describe what the implications are for management/businesses with respect to these findings
 References	<p>This section continues with the numbering of pages. Only sources of information that have actually been cited in the project are included here.</p>

✓ Appendices

The appendices continue with the Arabic numbering of pages from the previous section. The actual titling of the appendices receives letter designations, rather than numbers. Therefore, you would have Appendix A, Appendix B., not Appendix 1, or Appendix 2.

This section includes information that is too detailed to be included in its entirety in the body of the project. This would include raw data, sample questionnaires, and detailed computations. This section would also include information that is referred to but is not essential to the project, such as relevant policies, laws, forms, pamphlets, sample letters sent to organizations and subjects, or subject consent forms.

3 Deadlines

You need to be very careful about deadlines. **NO** excuse is accepted for the late submissions. You need to send your project as pdf to itf208@gmail.com after the completion of the project before the deadline. A written version is also necessary and will be handed in Research Assistant Tezer Yelkenci.

4 Important Things

- Mainly Microsoft Office Excel will be used for the required calculations.
- Do not forget to check the course website regularly.
- Any question related to the course and project please do mail to: itf208@gmail.com
- Be careful about deadlines!
- Stay away from plagiarism!