

Project Writing Guidelines

CHAPTER 1

THE PROBLEM OR NEED FOR THE PROJECT

Introduction - this is a general introduction to the topical area. It is a general, broad statement that provides an overview of the area involving your project. Guiding questions for this area are:

- Why is this an important area?
- What has been the historical development of the topic?
- Are there different points of view about the topic?
- Have there been significant investigations, studies, or reports concerning the topical area?
- What is the current status of the area of your interest?
- What are the major outstanding concerns in the general area?

Statement of the Problem - since the introduction has given a broad, general background to the project, this should be very specific in nature. The statement of the problem might begin with the words, "This project will address the problem of..." Guiding questions for this area are:

- Does the problem pose significance for education?
- Will the problem present data that explains previously unexplained facts?
- Will the problem serve as a point of departure for the project?

Purpose of the Project - this section provides you with an opportunity to tell the reader the overall purpose of your project. For a project, include either questions to be answered or specific objectives to be reached. Guiding questions are:

- Is the question directly related to the review of the literature?
- Does the question help clarify the problem statement?
- Does the question project a bias?
- Is it possible to misinterpret the question?
- Is the objective specific and clearly stated?
- Is the objective directly related to the review of the literature?
- Is each hypothesis clearly stated?
- Are the hypotheses testable?

Limitations - these are constraints to the project that are beyond your control but that may influence the data. Limitations may emerge at any time during your project.

Delimitations - deliberately self-imposed constraints on the project. You define the

boundaries in the problem area within which the project will be done, and the population or situation which the project addresses.

Definition of Terms - be sure that important terms and concepts used in the project are adequately analyzed and defined. Assign a precise meaning to commonplace words of importance.

Significance of the Project - this section provides answers as to what the project will contribute. It should specifically state the value of the project. Why is this project important?

CHAPTER 2 - REVIEW OF THE LITERATURE

This is a vital part of the proposal that you present to your committee. It is evidence that you are thoroughly knowledgeable about the research that has been conducted in the area of your proposed investigation or project. It becomes the basis for your project.

The review is a careful examination of a body of literature pointing toward the answer to the need for your project. It is essential to discover what is already known about your topic/area. Guiding questions are:

- What is known about my subject?
- Are there any gaps of knowledge of my subject?
- Have these gaps been identified by other researchers or professionals in the field?
- Is there a consensus on relevant issues or is there significant debate?
- What are the various positions?
- What direction should my project take based on my review of the literature?

Introduction - give the reader a description of the procedure you used in conducting your review of the literature. What databases were used in the review? Tell how the chapter will be organized, e.g. topically?, chronologically?, historically?, etc. What sections will be included in the chapter?

CHAPTER 3 - DESCRIPTION OF THE PROJECT

Project Design - describe each and every step to be taken to do your project. It is a type of "road map" that others must follow if they choose to replicate your project. Include all the steps you took in setting up your project. Describe what the final product of your project will look like. The clearer that you can make this for the committee, the better. Copies of all pertinent documents, instruction sheets, etc. should be placed in the appendices.

Description of Target Population – describe the population who will benefit by your project. Be specific about the benefits as well as how the project will benefit the target population

Prototype – provide a model of your project.

Project Evaluation - describe how you will determine that your project has been effective. What measures will you take to modify/improve the product? If you are using a human population, you must make an Application for Approval of Investigations Involving the Use of Human Subjects to the BSU Institutional Review Board before you begin your project evaluation. Talk to your advisor to make sure this important step is completed. Refer to the Office of Research website: <http://www.boisestate.edu/research/> Check in the forms area.

Timeline (present only in proposal) - give your committee a schedule for your project including a project completion date. Keep in mind the dates set each semester by the graduate college that determine deadlines for defending your project/thesis.

CHAPTER 4 - SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

Introduction - this is an overview of the project and a short summary of the procedures you followed in conducting your project.

Conclusions - these are your conclusions about your project based on the project evaluation. Discuss the project evaluation and describe the evaluation results.

Recommendations - these should be based on the conclusions. How should your project be modified? What recommendations would you give regarding your project?

REFERENCES

You must use the APA Publication Manual in listing your references. Include only the sources that were used in the project.

APPENDICES - these vary with each project.