**Format for Action Research**

**I. Introduction**

Includes rationale. Should explain why the research study is being undertaken.

**II. Literature Review**

Focuses on the key issues which underlie the research

**III. Research Questions**

Involves investigating or testing an idea

**IV. Scope and Limitation**

Coverage of the research in terms of location, time, respondents

**V. Research Methodology**

1. Sampling

Details should be provided about who will participate (respondents) in the research

1. Data Collection

Various instruments and procedures for data collection should be outlined and extensively discussed

1. Ethical Issues

Identification of ethical concerns that could possibly emanate from the conduct of research, and an elaborate discussion on how to prevent these from taking place. Securing free prior and informed consent from respondents; issues of confidentiality and anonymity; written approval of person in authority.

1. Plan for Data Analysis

Indicates how the data will be analyzed and reported; Should specify the qualitative and/or quantitative methods that will be used in analyzing the data gathered for the research.

### VI. Workplan

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Contains the research timelines- when to begin and how long will it take.

### VII. Action Plan

### Indicate how the results of the action research will be utilized

### VIII. List of References

### Provide text of work and reference list