

## RESEARCH PROPOSAL CHECKLIST 2018

Aspect	Descriptor	Points
<b>Content</b>	1. The proposal has <b>all the required components</b> : title page, table of contents, title (10-14 words), abstract (150-200 words), key words, main sections, and the reference list (no fewer than <b>12</b> appropriate sources).	/5
	2. Information specific to the <b>abstract</b> and <b>main sections</b> of a research proposal ( <i>topic importance, background to the topic, review of previous research, research gap, the study's purpose and research questions, research design, data collection and analysis methods, scope and limitations, expected outcomes</i> ) is provided and presented at the required level of detail.	/10
	3. To develop and support his or her arguments, interpretations, and conclusions, the author effectively employs <b>strategies of critical analysis, discussion, and justification (with reference to relevant sources</b> where applicable).	/10
<b>Organization</b>	4. Each section of the proposal ( <b>Introduction, Literature Review, Methods, and Expected Outcomes</b> ) demonstrates a clear statement and logical progression of ideas at both paragraph and sentence levels.	/10
	5. Appropriate linking words and conjunctions are used to connect ideas throughout each section of the proposal.	/5
<b>Language</b>	6. A wide range of <b>academic language</b> specific to research writing, including <b>academic collocations</b> and <b>grammatical structures</b> , are employed effectively and accurately, and repeating words are substituted with <b>synonyms</b> .	/10
	7. The use of tenses and verb forms (active and passive) is authentic and appropriate to the specific communicative functions conveyed in different sections of research proposals.	/5
	8. <b>Hedging language</b> is employed to discuss the study's significance and implications, and the author's interpretations of one's own or other scholars' views and findings.	/5
	9. Information from cited sources is integrated effectively using <b>quoting, paraphrasing, and summarizing</b> strategies and appropriate language structures (if used, direct quotes are kept to a minimum of <b>1-3</b> per each of the main sections).	/5
	10. The language does not impede comprehension and is free of vocabulary and grammar use, style, spelling, punctuation, and capitalization errors.	/10
<b>Format</b>	11. The total word count is between <b>2,500 and 4,000</b> words, while the word count for main sections is 400-600 (Introduction), 700-1000 (Literature Review), 300-500 (Methods), and 300-400 (Expected Outcomes).	/10
	12. The proposal is formatted following the APA style (page numbering, font, spacing, margins, headings, and subheadings).	/5
	13. All the cited sources are acknowledged properly in <b>in-text references</b> and <b>the reference list</b> following the APA style.	/10
<b>Total:</b>		<b>/100 points</b>
<b>Grade:</b> ____		