King Faisal University
College of Arts
English Language Department

Graduation Project Manual (E-Learning)

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This manual will take you through the process of working on and submitting your graduation project. We highly encourage you to read this manual carefully before working on your project. Failing to do so might lead to the rejection of your research proposal.

1- The Deanship of E-learning will send you a message indicating your supervisor and some necessary dates and deadlines. You need to take note of these deadlines so that you do not lose marks due to late submission.

2- The supervisor might send you, and other students they supervise, announcements and further instructions. Thus, you need to provide your supervisor with your email soon after they were assigned to supervise you (your university email is preferred, but you can also use a personal email as long as you indicate your name and academic number to your supervisor). Please note that we already experienced difficulties in contacting students who used their work servers (e.g. Saudi Aramco and Jubail and Yanbuu Royal Commission) so please avoid using work email if possible. You also need to check your email inbox regularly. You should contact your supervisor in English only.

3- The first piece of work you will need to submit is a topic and a thesis statement (refer to the first recorded lecture for instructions on choosing a valid topic and narrowing it down). In summary, the topic has to be original and specific. Choosing an existing research proposal (e.g. from a colleague who already passed this course) is **not acceptable** because the work is not original. The project has to be about one of these three fields (**linguistics, literature, or translation**). Check the title section in guideline number 7 below for more information.
In addition, you need to provide a list of the tools you will use in your research (surveys, interviews... etc.).
You need to submit the thesis statement and the paragraph explaining it and the list of tools in a Microsoft Word document by the end of week 6 (on or before Thursday 16/03/2017).
Please write "Topic Approval, Your Name" in the title of your message to your supervisor.

(Follow this link for instructions on writing a good thesis statement:
http://www.irsc.edu/students/academicsupportcenter/researchpaper/researchpaper.aspx?id=4294967430)

4- Once your supervisor approves your topic (this may take up to 2 weeks), you will need to work on the first draft of your research proposal. See guideline number 7 below for information about the sections required to be included in your first draft.
Your first draft should be submitted to your supervisor by the end of week 10 (on or before Thursday 13/04/2017). Please write "First Draft, Your Name" in the title of your message to your supervisor.

5- It is important to note that the research proposal is **just a plan of research**. You **do not** have to conduct actual research and you **do not** have to collect data. It should be **between 4 and 6 pages** (not including the cover page). Your supervisor may reject your draft if it exceeds this page limit.

6- Referencing:

Double check that you have good citation of references both in your text and in the reference list. This applies to every work you submit to your supervisor (i.e. thesis statement, first and final drafts).

Make sure to **COMPLETELY AVOID PLAGIARISM**. There are two kinds of plagiarism:
A. Copying others' work without citation (e.g. copying from a website and not mentioning that website intext and/or in the reference list).
B. Copying others' words as if they are yours. This is when you cite the reference you quoted directly from and fail to use direct quotation: (use quotation marks if the quoted text is fewer than 40 words and an indented paragraph if the quoted text is more than 40 words). Please note that it is not acceptable to have all of your literature review section quoted directly.

Every reference you use **MUST** be cited **twice:**

(1) In the text (e.g. in the literature review section). This can be done in two ways:
a. When copying the words of other authors, the reference is cited within the paragraph you are quoting from, right after you use quotation marks, for example: "Knowledge is fundamental" Hardy, 2002, pp. 23-45.
b. When reporting the words of others in your own words, the reference is cited within the paragraph, for example:
Hardy (2002) suggests that knowledge is essential.
Or
In his book The Importance of Knowledge, Hardy (2002) showed how knowledge is very important.

(2) **In the reference list at the end of your submitted work**. Refer to the instructions for creating a reference list at the end of section (7) below.

7- Your first draft **MUST INCLUDE ALL** of the following sections:
A. Title	H. Research Methodology
B. Table of Contents	I. Ethical Consideration (Only if you are collecting
C. Abstract	data from participants. Not required for all topics.)
D. Introduction	J. Limitations of the study
E. Literature review	K. Expected Results
F. Significance of Research	L. References
G. Research Question	M. Appendix (Only if needed. See below.)

Here is a brief description of each of these sections:
A. Title
Write the title of your research proposal on the first page (cover page) with your name and academic number. The title needs to be specific. For example:
Language Acquisition is general
Language Acquisition in Saudi Arabia is still general
Using X to Improve Reading Skills of Saudi Students at the Elementary Stage (a study on students at Y school in Z city) is acceptable because it is a specific title.
B. Table of Contents
Add a table of contents on the second page that shows each of the sections below with the **page number** of each section.
C. Abstract
This is a one paragraph summary of your research proposal.
D. Introduction
Here you provide the reader with overview and background information about the topic.

E. Literature review

Your literature review section should have **two to four quotes or brief summaries** of what other researchers said about the topic you are researching, and your own comments on these quotes. See here for more information: http://faculty.mwsu.edu/psychology/Laura.Spiller/Experimental/sample_apa_style_litreview.pdf

F. Significance of Research

This section should include why the topic is important and worthy of being researched, and why other researchers should be interested in reading about it.

G. Research Question(s)

Here you state the problem(s) you are going to research.

H. Research Methodology

Your methodology section should include description of how you will conduct your research, what tools you will use and how these tools will help you answer your research question(s).

I. Ethical Considerations

Here you should explain how you will follow research ethics when you deal with your research participants. You only need to include this section if you have research participants. Follow this link for more information: http://www.niehs.nih.gov/research/resources/bioethics/whatis/

J. Limitations of the Study

The limitations of the study section should include any factors that may limit your research. For example factors of time, place and sample size... etc.

K. Expected Results

Here you try to predict what results will come out of your research after you complete it.

L. Reference list:

Please note that every reference you use should be cited **twice:**

a. within the text of your proposal (e.g. in the literature review section). You can refer to section number 6 above for more details on in-text citation.

b. in the reference list (i.e. at the end of your proposal) as explained below:

Use correct citation of references as in the following example:

In your text, you took information from a book called "The Importance of Knowledge" written by an author called Alex Hardy in the year 2002, and published by the publisher Penguin Books in the city of New York. To properly add this work to your reference list, you need to format it as follows:

Hardy, A. (2002). *The Importance of Knowledge*. New York: Penguin Books.

References should be organized **alphabetically**.

You can use this site to make citation easier for you: http://www.citethisforme.com/cite/book

Here is a guide how to cite websites in your references:
http://www.easybib.com/reference/guide/apa/website

Note: Some research proposals might also need to include the following section:

M. Appendix

Here you include the questionnaires, interview questions tests, translated texts... etc. or any other tools and extra data you use in your research.

8- Paginate your proposal, label sections (i.e. give them numbers), and remember to show the page number of each section in the table of contents.

9. Your supervisor may point out some of your spelling and grammatical mistakes, but please be noted that they will not correct all your mistakes. It is your responsibility as a soon-to-be-graduated English student to correct all your spelling/grammatical mistakes before you submit your final draft. Such mistakes will be penalized.

10. **Your final draft should be submitted to your supervisor by the end of week 15 (on or before Thursday 18/05/2017). Please write "Final Draft, Your Name" in the title of your message to your supervisor.** The final draft will then be evaluated out of 70 points according to the following criteria.

A) 10 points are assigned for a complete abstract and a good introduction with a clear thesis statement.
B) 10 points are assigned for a brief review of previously published literature on the topic being researched (at least two previous studies).
C) 10 points are assigned for a clearly stated research question, and overview of the research's significance.
D) 10 points are assigned for a detailed research methodology that includes the tools to be used in the study, and how the collected data will be gathered and analyzed. If your proposal contains an ethical considerations section, it will be included in the evaluation here as well.
E) 10 points are assigned for an overview of the limitations and the expected results of the study.
F) 10 points are assigned for use of correct grammar, spelling and punctuation.
G) 10 points are assigned for a complete table of contents and a well-organized list of references used in the study.

Each criterion above will be assigned points according to the following scale:
Excellent: 10 to 9 points out of 10 points
Good: 8 to 7 points out of 10 points
Fair: 6 to 5 points out of 10 points
Lacking: 4 to 3 points out of 10 points
Poor: 2 to 1 points out of 10 points
Unacceptable: 0 out of 10 points

In summary: marks of this course are divided as follows:

Research proposal: 70 marks

Submitting drafts on time: 10 marks

Viewing recorded lectures: 20 marks

We hope that you found this guide helpful and wish you all the best of luck in this course and your future endeavors.