MINISTRY OF EDUCATION AND RESEARCH
"1 DECEMBRIE 1918" UNIVERSITY OF ALBA IULIA
DOCTORAL SCHOOL OF PHILOLOGY

GUIDELINES FOR WRITING AND DEFENDING

A RESEARCH PROPOSAL

FOR ADMISSION TO THE DOCTORAL PROGRAMME IN PHILOLOGY -

ENGLISH LANGUAGE DISSERTATIONS

For admission to the Doctoral School, candidates will submit an admissions file, which will include, apart from the required documents, a research proposal in their field of interest. This Proposal will be defended in front of the Admissions Committee, as part of the admission interview.

The research Proposal will focus mainly on research motivation, working hypothesis, literature review, research methods, research subjects / corpora, estimated results. Required length is between 5000-6000 words, following the APA citation and format style, as detailed below.

The following structure is suggested, as appropriate to the individual research topics of the candidates:

RESEARCH PAPER OUTLINE

I. Introduction
    A. Problem statement
    B. Rationale for the research
1. Statement of the research objectives
    C. Hypothesis
    D. Definitions of terms
    E. Summary, including a restatement of the problem
II. Review of the relevant literature (the more complete it is, the better)
    A. Importance of the question being asked
    B. Current status of the topic
    C. Relationship between the literature and the problem statement
    D. Summary, including a restatement of the relationships between the important variables under consideration and how these relationships are important to the hypothesis proposed in the introduction
III. Method
    A. Participants (including a description and selection procedures) / Corpora
    B. Research design
    C. Data collection plans
        1. Operational definition of all variables
        2. Reliability and validity of instruments
        3. Results of pilot studies
    D. Proposed analysis of the data
    E. Results of the data

IV. Implications and limitations
V. Appendices
      A. Copies of instruments that will be used
      B. Results of pilot studies (actual data)
      C. Participant permission form
      E. Timeline
      F. Actual data collected

Tips about proposal preparation

Your proposal should be typed and double-spaced on standard-sized paper (8.5" x 11"), with 1" margins on all sides. You should use a font consistently throughout the paper. We recommend using 12-point Times New Roman.

Include a **page header** (also known as the "**running head**") at the top of every page. This includes your paper title and the page number. To create a **page header/running head**, insert page numbers flush right. Then type "TITLE OF YOUR PAPER" in the header flush left using all capital letters. The **running head** is a shortened version of your paper's title and cannot exceed 50 characters including spacing and punctuation.

The length should be between 5000-6000 words.

All papers will be written using the American Psychological Association (APA) citation and format style. Further instructions can be found at: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

Your proposal should include **three** major sections: the **Title Page**, **Main Body**, and **References**.

Title page

The title page should contain the **title** of the paper, the **author's name**, and the **institutional affiliation**. Include the page header (described above) flush left with the page number flush right at the top of the page.

Type your **title** in upper and lowercase letters centred in the upper half of the page. The title should be centred and written in boldface. APA recommends that your title be focused and succinct and that it should not contain abbreviations or words that serve no purpose. Your title may take up one or two lines. All text on the title page, and throughout your paper, should be double-spaced.

Beneath the title, type the **author's name**: first name, middle initial(s), and last name. Do not use titles (Dr.) or degrees (PhD).

Beneath the author's name, type the **institutional affiliation**, which should indicate the location where the author(s) conducted the research.

In-text citation

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, like, for example, (Jones, 1998). One complete reference for each source should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in-text reference.

On the other hand, if you are directly quoting or borrowing from another work, you should include the page number at the end of the parenthetical citation. Use the abbreviation "p." (for one page) or "pp." (for multiple pages) before listing the page number(s). Use an en dash for page ranges. For example, you might write (Jones, 1998, p. 199) or (Jones, 1998, pp. 199–201).

Place direct quotations that are 40 words or longer in a free-standing block of typewritten lines and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout, but do not add an extra blank line before or after it. The parenthetical citation should come after the closing punctuation mark.

Footnotes

When using either type of footnote (content or Copyright Permission notes), insert a number formatted in superscript following any punctuation mark apart from a dash (—). Content notes provide supplemental information to your readers. When providing content notes, be brief and focus on only one subject. Try to limit your comments to one small paragraph. APA recommends that you only include this type of note if the information strengthens your discussion. If you quote more than 500 words of published material or think you may be in violation of fair use copyright laws, you must get the formal permission of the author(s). All other sources simply appear in the reference list.

Reference lists

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Your references should begin on a new page separate from the text of the essay; label this page "References" in bold, centered at the top of the page (do NOT underline or use quotation marks for the title). All text should be double-spaced just like the rest of your essay.

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- All authors' names should be inverted (i.e., last names should be provided first).
- Authors' first and middle names should be written as initials.
    - For example, the reference entry for a source written by Jane Marie Smith would begin with "Smith, J. M."
    - If a middle name isn't available, just initialize the author's first name: "Smith, J."
- Give the last name and first/middle initials for all authors of a particular work up to and including 20. Separate each author's initials from the next author in the list with a comma. Use an ampersand (&) before the last author's name. If there are 21 or more authors, use an ellipsis (but no ampersand) after the 19th author, and then add the final author's name.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.
- When referring to the titles of **books, chapters, articles, reports, webpages,** or other sources, capitalize only the first letter of the first word of the title and subtitle, the first word after a colon or a dash in the title, and proper nouns.
    - Note again that the titles of academic journals are subject to special rules. See section below.

- Italicize titles of longer works (e.g., books, edited collections, names of newspapers, and so on).
- Do not italicize, underline, or put quotes around the titles of shorter works such as chapters in books or essays in edited collections.

Reference list: Author/authors

Single Author
Last name first, followed by author initials.

Brown, E. (2013). Comedy and the feminine middlebrow novel. Pickering & Chatto.

Two Authors
List by their last names and initials. Separate author names with a comma. Use the ampersand instead of "and."

Soto, C. J., & John, O. P. (2017). The next big five inventory (BFI-2): Developing and assessing a hierarchical model with 15 facets to enhance bandwidth, fidelity, and predictive power. Journal of Personality and Social Psychology, 113(1), 117-143. http://dx.doi.org/10.1037/pspp0000096

Three to Twenty Authors
List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

Nguyen, T., Carnevale, J. J., Scholer, A. A., Miele, D. B., & Fujita, K. (2019). Metamotivational knowledge of the role of high-level and low-level construal in goal-relevant task performance. Journal of Personality and Social Psychology, 117(5), 879-899. http://dx.doi.org/10.1037/pspa0000166

Reference list: Articles in periodicals

APA style dictates that authors are named with their last name followed by their initials; publication year goes between parentheses, followed by a period. The title of the article is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. The periodical title is run in title case, and is followed by the volume number which, with the title, is also italicized. If a DOI has been assigned to the article that you are using, you should include this after the page numbers for the article. If no DOI has been assigned and you are accessing the periodical online, use the URL of the website from which you are retrieving the periodical.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. Title of Periodical, volume number(issue number), pages. https://doi.org/xx.xxx/yyyy

Article in Print Journal

Scruton, R. (1996). The eclipse of listening. The New Criterion, 15(3), 5–13.

Note: APA 7 advises writers to include a DOI (if available), even when using the print source. The example above assumes no DOI is available.

Article in Electronic Journal

As noted above, when citing an article in an electronic journal, include a DOI if one is associated with the article.

> Baniya, S., & Weech, S. (2019). Data and experience design: Negotiating community-oriented digital research with service-learning. Purdue Journal of Service-Learning and International Engagement, 6(1), 11–16. https://doi.org/10.5703/1288284316979

DOIs may not always be available. In these cases, use a URL. Many academic journals provide stable URLs that function similarly to DOIs. These are preferable to ordinary URLs copied and pasted from the browser's address bar.

> Denny, H., Nordlof, J., & Salem, L. (2018). "Tell me exactly what it was that I was doing that was so bad": Understanding the needs and expectations of working-class students in writing centers. Writing Center Journal, 37(1), 67–98. https://www.jstor.org/stable/26537363

Article in a Magazine

> Peterzell, J. (1990, April). Better late than never. Time, 135(17), 20–21.

Article in a Newspaper

> Schultz, S. (2005, December). Calls made to strengthen state energy policies. The Country Today, 1A, 2A.

Review

> Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book The self-knower: A hero under control, by R. A. Wicklund & M. Eckert]. Contemporary Psychology, 38(5), 466–467.

Reference list: Books

Basic Format for Books

> Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Publisher Name.
> Stoneman, R. (2008). Alexander the Great: A life in legend. Yale University Press.

Edited Book, No Author

> Editor, E. E. (Ed.). (Year of publication). Title of work: Capital letter also for subtitle. Publisher.

Leitch, M. G., & Rushton, C. J. (Eds.). (2019). A new companion to Malory. D. S. Brewer.

Edited Book with an Author or Authors

Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle (E. Editor, Ed.). Publisher.

Malory, T. (2017). Le morte darthur (P. J. C. Field, Ed.). D. S. Brewer. (Original work published 1469-70)

A Translation

Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle (T. Translator, Trans.). Publisher. (Original work published YEAR)

Plato (1989). Symposium (A. Nehamas & P. Woodruff, Trans.). Hackett Publishing Company. (Original work published ca. 385-378 BCE)

Note: When you cite a republished work, like the one above, in your text, it should appear with both dates: Plato (385-378/1989)

Edition Other Than the First

Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle (# edition). Publisher.

Belcher, W. (2019). Writing your journal article in twelve weeks: A guide to academic publishing success (2nd ed.). University of Chicago Press.

Article or Chapter in an Edited Book

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In E. E. Editor, & F. F. Editor (Eds.), Title of work: Capital letter also for subtitle (pp. pages of chapter). Publisher.

Note: When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references. List any edition number in the same set of parentheses as the page numbers, separated by a comma: (2nd ed., pp. 66-72).

Armstrong, D. (2019). Malory and character. In M. G. Leitch, & C. J. Rushton (Eds.), A new companion to Malory (pp. 144-163). D. S. Brewer.

Multivolume Work

Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle (Vol. #). Publisher.

David, A., & Simpson, J. (Eds.). (2006). The Norton anthology of English literature: The
    Middle Ages (8th ed.,Vol. A). W. W. Norton and Company.

For reasons of space, the presentation will be limited in this document. Please check the APA citation and format style available at https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

Title

Name Surname

Philology Doctoral School, "1 Decembrie 1918" University of Alba Iulia

Research Proposal

Dr. Professor's Name

September xx, 2020