Abstract

[Contains 1 paragraph of text that describes the basic elements of your project.] For example, the abstract of this styles template would be the following: This template offers guidance on some of the basic formatting questions that teachers often confront when writing up their LMTIP action research projects. These formatting choices specified here are designed to make your paper easier to read on the WWW. The template also offers guidance on five core features to be sure to include in your paper: (1) A consistent, internal logic, (2) a review of the literature, (3) data collection and findings, (4) reflections, and (5) implications.

Introduction

Begin your paper with an introduction. As you write your paragraphs, there should be no spacing between headings and the paragraphs that follow. The basic rule of thumb is to use 16-point Ariel (bold) font for the title of the paper, 14-point Ariel font for the headings of each section within the paper, and 12-point Ariel font for the text itself.

After the Introduction the Words in Your Headings May Vary

Please consult the following “Editor’s Choice Projects” for models of options for developing the narrative in your paper. These model papers also demonstrate a potential range of how the different sections of your paper might be titled (Levy & Walker-Levy, 2002, pp. 2-4).

In addition, please write using the first person, singular form (e.g., “I saw…”), not the 3rd person, singular form (e.g., “The teacher saw…”). While some educational journals prefer some authors to use the third person, singular form, the tradition in action research that is done by teachers is to use the first person, singular form when reporting an action research project (L. Shafer, personal communication, December 29, 2002).
Core Features for Your Paper

While there are a wide variety of ways in which an action research project might be structured, please be sure to include the following items within your paper:

<table>
<thead>
<tr>
<th>Table 1</th>
<th>Core Features for Your Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A Consistent Internal Logic</td>
<td>• A consistent internal logic means that the research question(s) you pose at the beginning of the paper should be answered at some point later in the paper.</td>
</tr>
<tr>
<td>2. Connections to the Literature</td>
<td>• The research question you are exploring is tied to other research that's already been done on this question. Usually this is done in either a Connections to the Literature section or a Review of the Literature section.</td>
</tr>
<tr>
<td>3. Data Collection and Findings</td>
<td>• &quot;The data collection &quot;tools&quot; you used to collect evidence on your question need to be identified: Did you collect your data with interviews, surveys, test scores, observations, etc.? What were your findings from the data that you collected?</td>
</tr>
</tbody>
</table>
| 4. Reflections | • Personal reflections should address (a) the assumptions you held at the outset of the project, (b) the thoughts and reactions you had during the process of completing your project, and (c) how your original assumptions may have changed as a result of completing this project.  
(You may wish to create a separate Reflections section within your paper or to fold your reflections into one or more other sections of the paper.) |
| 5. Implications | • The implications for your findings might consider a set of next steps you want to take, additional research that needs to be done, and/or how your findings relate to your school or teaching context.  
(You might choose to create a separate Implications section for your paper or you might choose to fold your implications into another section of the paper.) |

Note: If your paper ends mid-page and you just have a short reference list, your references can be placed right after the body of the paper. (Please use single spacing. This saves paper when your project is being printed.)
References

Appendix A
Your appendices can start either immediately after your references or they can start at the beginning of the next page – particularly if your appendices contain sample handouts or worksheets that you used.