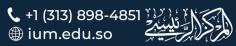# Undergraduate Research Writing Guide
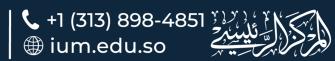
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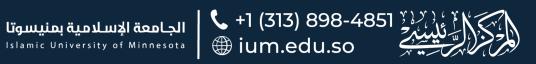
Preparation and Review

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Chapter One:
Definition of Graduation Research and its Objectives and Importance

First : Definition of Graduation Research:

It is a compulsory scientific research conducted by undergraduate students (course track), prepared in the third academic level, in the final semester of their studies. It is equivalent to a course and carries a grade of 100, and it is recorded as course number 40 in the student›s academic record. It represents a practical application of what the student has studied in the Scientific Research Methods course.

Second : Objectives of Graduation Research:

1. Enhancing the student›s scientific research skills according to the correct scientific methodology.
2. Preparing the student for the next academic stage (Master›s degree).
3. Enriching the university›s library with the scientific output of its students in various disciplines.

Third: Importance and Benefits of Graduation Research:

Undoubtedly, graduation research brings many benefits and advantages to the student, including:

1. Enriching the student›s knowledge in their field of specialization.
2. Familiarizing the student with library usage.
3. Helping to uncover the researcher›s talents and develop their ability for analysis and critical thinking.
4. Contributing to granting the researcher the ability to set

goals.

Chapter Two:
Preparing for Graduation Research

After identifying the research problem, you can begin the actual preparation of your research. There are essential steps that are common to different types of research and should be followed by the researcher. These steps can be divided into four stages, as follows:

Stage One: Preparing for Graduation Research

There are several preliminary stages that precede the actual preparation of your research, and they are no less important than the research itself. The success of your research may depend on these stages. They include:

First: Selecting a Research Topic and sources to obtain it:

Choosing the topic is the first step and starting point in writing the research in your field of specialization in line with your interests, desires, abilities, and capabilities.

Sources to obtain the topic:

The researcher can choose their research topic from the following sources:

1. Consulting professors and specialists in the field: It is scientifically preferable for the student to arrive at the topic through in-depth reading in specialized references to identify phenomena that need to be studied.

2. Building on existing topics: For example, assessing the

methodology of a specific author based on their book, the artistic image in the poetry of a certain poet, or developing Islamic education curricula in the first stage of basic education in a specific country or at a different stage. This method is one of the most common ways to choose a topic.

3 Utilizing the internet and social media platforms: There are many proposed topics that can be suitable or serve as a measure.

After determining the topic, the researcher moves on to the next step, which is converting the research topic into a question. This step is known as the research problem. It can be stated as follows:

Second: Defining the research problem:

The research problem is defined as an issue or question that the research seeks to answer. The research problem should be specific, relevant to reality, researchable, and formulated as interrogative informative sentences that explain the relationship between two or more variables. These questions are posed by the scientific researcher in their study, the main objective of which is to provide accurate and specific answers to these questions.

Illustrative example of defining the research problem:

The process of defining the problem can be illustrated with the following example: Let›s assume that the research problem in a general and broad question is: «Why is productivity in Japan much higher than in India?»

This question contains several points of ambiguity, such as: What type of productivity is referred to? What are the specific industries? What is the time period being discussed regarding productivity? In light of all this ambiguity, the statement or question is very general and broad, making it unanalyzable.

Through rethinking, discussions, and consultations about the problem, the question can be narrowed down to: «What are the factors responsible for the increase in labor productivity in Japanese manufacturing industries during the period from 1971 to 1980 compared to manufacturing industries in India?»

This final question is certainly an improvement over the previous one, as it removes many aspects of ambiguity to the maximum extent possible. Further rethinking, reframing, and discussion may lead to formulating the problem on a better operational basis, as follows: «To what extent did labor productivity in Japan exceed that in India from 1971 to 1980 in relation to 15 selected industrial sectors? And what are the factors responsible for the productivity differences between the two countries based on industries?»

There are some sources that can contribute to defining the research problem, including:

1. Social reality: The research problem can emerge through the researcher›s observation of social reality and their identification of problems and phenomena that require study and research.

2. Previous studies: Previous studies can contribute to defining the research problem by evaluating the existing studies and identifying the research gaps that the research can contribute to filling.

3. Scientific ideas and theories: Scientific ideas and theories can contribute to identifying the research problem by the researcher proposing new hypotheses or research questions.

Third: Collecting Sources and Scientific Material:

After identifying the research title and formulating the research

problem, the researcher cannot plan the research without collecting the relevant sources and referring to similar studies and research. This includes gathering both primary and secondary sources, old and recent ones, and utilizing resources such as online databases and comprehensive libraries.

Stage Two: Preparation of Graduation Research Plan

First: Choosing the research title:

There are criteria and specifications for a good research title that should be considered when formulating it, including:

1. The title should be specific and clear.
2. It should be relevant to the researcher›s specialization and scientific capabilities.
3. It should be concise, preferably not exceeding fifteen words.
4. Sufficient and abundant sources should be available to avoid the problem of scarce resources.
5. It should be free from scientific and linguistic errors.

Second: Research Introduction:

The introduction serves as a preface that includes the main idea and the research subject. It directs the reader to have a preliminary understanding of the research topic. The introduction is composed of introductory sentences, followed by a detailed presentation of the main research objectives. It transitions in an organized and smooth sequence from general to specific, while incorporating elements of intrigue and critical thinking to support the research idea with evidence or references from books, holy scriptures, or previous studies.

It should not exceed one page, and then it moves on to the next element:

● Significance of the Topic:

The significance of the research represents the justifications that reflect the reasons for the researcher›s choice of the research topic. It is organized in the form of paragraphs.

The following common phrases can be used when formulating the significance of the research:

- The significance of the research lies in.......
- The importance of the research becomes apparent through.......

● Research Objectives:

Every scientific research should have a set of objectives that the researcher aims to achieve through the preparation of their scientific research. The following common phrase can be used when formulating research objectives:

- To identify ....
- To clarify the intended ....

● Research Problem:

Some common phrases can be used when presenting the research problem:

- The research problem revolves around the main question, which is..
- The research problem is centered on the main question, which is...

● Research Questions:

Research questions are the formulation of research objectives in the form of questions following the main question, which represents the problem of the study.

Research questions are an integral part of scientific research, and they have mandatory boundaries such as the topic discussed in the research. These boundaries are known as objective boundaries

or optional boundaries, meaning that the researcher formulates them according to the need. Examples of these boundaries include geographical boundaries, temporal boundaries, and the study sample (respondents or subjects).

An example of formulating the research problem:

Title: The Impact of Team Composition on Knowledge Creation, Innovation, and Learning in High-Technology Companies in Jordan.

The research problem can be formulated as follows: Most organizations that rely on teams to carry out their tasks do not give sufficient attention to the knowledge creation processes that occur among team members or the elements of team composition, and the extent to which this impacts the innovation and learning of team members. Therefore, the purpose of this research is to study the impact of team composition on knowledge creation, innovation, and learning in high-technology companies in Jordan. The research problem can be formulated in the following main question: What is the impact of team composition on knowledge creation, innovation, and learning in high-technology companies in Jordan? This main question branches out into the following sub-questions:

1. Is there an impact of team composition on knowledge creation in high-technology companies in Jordan?

2. Is there an impact of knowledge creation on the innovation achieved by the team in high-technology companies in Jordan?

3. Is there an impact of knowledge creation on the learning achieved by the team in high-technology companies in Jordan?

● Research Boundaries:

The term «research boundaries» refers to a specific framework for addressing the problem and defining the title, including the constraints that the research should encompass, such as objective, temporal, and spatial limitations.

● Previous Studies and Considerations When Formulating Them:

Previous studies refer to research that is similar or related to the current study, for the purpose of comparison, highlighting similarities and differences, demonstrating gaps, and mentioning novel aspects that the current research aims to explore. In a graduation research project, it is sufficient to review two or three studies.

When presenting previous studies, the following should be considered:

1. Present studies that are related to or closely resemble the research topic.

2. Provide a logical classification and arrange the studies chronologically.

3. Highlight areas of agreement and disagreement between the previous studies and the current research.

4. Focus on scientific studies or research papers, rather than books or articles.

5. Provide information about each study, including its title, author›s name, type (master›s thesis, doctoral dissertation, peer-reviewed research, etc.), the university or institution that conducted it, the date it was conducted, a summary of its findings, and the distinctive features that differentiate it from the current research.

● Research Methodology:

Research methodology is one of the fundamental elements of scientific research. It represents the clear and direct path to achieve the desired objectives and answer research questions. In the field of scientific research, methodology is defined as the approach followed by the researcher to achieve the research objectives and address the research questions. It includes:

1 Descriptive Methodology:

The descriptive methodology involves studying a phenomenon or problem existing in society as it actually exists. It focuses on providing a detailed description of the phenomenon.

2 Analytical Methodology:

The analytical methodology relies on breaking down the fundamental elements of the research topic and studying them in-depth. It is also known as the descriptive-analytical method and is considered one of the most important and common research methodologies. This method is characterized by its flexibility and comprehensiveness.

3 Comparative Methodology:

The comparative methodology relies on comparing phenomena to highlight similarities and differences between two or more subjects.

4 Deductive or Inductive or Inferential Methodology:

This methodology involves studying a problem in its entirety based on premises, theories, or general knowledge, and then moving on to specific details.

5 Inductive Methodology:

This involves collecting partial information and using data from various sources mentioned earlier.

6 Historical or Retrieval Methodology:

This methodology involves collecting past facts and events, studying them, interpreting them, and analyzing them systematically and accurately to aid in understanding the present in light of the past and predicting the future.

7 Social Survey Methodology:

This involves collecting information through observation, interviews, questionnaires, and content analysis.

Third: Research Plan

From the information provided, it is understood that the elements of the research plan include choosing the research title, followed by the introduction. The third element is the research plan itself, in which the research topics are divided into sections, chapters, subchapters, and requirements. When formulating the research plan, the following should be considered:

1 The plan should encompass all aspects of the research topic in its branches.

2 The plan should be organized according to the research topic, with consideration given to chronological sequence.

3 Avoid excessive focus on preliminary discussions such as definitions, translations, and classifications. Instead, delve into discussions that touch on the core and essence of the topic.

4 Each section or requirement should have a descriptive and indicative title. Avoid generic titles like «Section 1: Contains requirements.» It is important to provide a title that describes and indicates its content.

Third Stage: Data Collection and Commencing the Research

First: Reading Relevant Sources:

Reading has its own style, taste, steps, and stages. It begins with a quick review of general bibliographies, then proceeds to specific bibliographies related to the research topic.

Second: Note-taking and Organizing Information by Sections:

After gathering sources and references and becoming familiar with them through preliminary reading, the researcher engages in focused and detailed reading. They record the available information from the sources according to the research and its topics, in order to facilitate easy reference during the writing process. This can be done through direct quotation, summarization, or paraphrasing.

When collecting and reading sources, the following should be considered:

- Diversify the references (old and modern, Arabic and foreign) and do not rely on a single source.
- Rely on reputable and reliable sources (dictionaries, encyclopedias, books, scholarly journals and theses, statistical surveys from research centers) and avoid secondary and weak sources (the internet, non-scholarly journals, newspaper articles, undocumented personal interviews).

Third: Citation:

Citation is the process of referencing and relying on the writings of other thinkers and researchers that are relevant to the research topic. There are different types of citation:

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Islamic University of Minnesota

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1. Direct quotation: Quoting a passageverbatim from the original source, which is enclosed in quotation marks («...»).
2. Summarized citation: The researcher reviews what previous researchers have written on a specific topic and extracts a summary from it, supported by the references they cited and reviewed.
3. Paraphrased citation: The researcher may need to rephrase the quoted text if they find it difficult for the reader to understand. They can rephrase it in their own style after understanding and comprehending the text.

When citing, the following should be considered:

- Academic integrity requires proper acknowledgment of the sources being cited.
- Avoid distorting the meaning of the quoted text, as it should reflect the author›s intended meaning.
- Avoid bias in presenting ideas.
- The volume of the citation should be appropriate, conveying the necessary information in a concise manner without excessive length.
- The researcher should showcase their own personality and preserve it by providing an introduction to the quoted text, commenting on or analyzing it, explaining difficult passages, comparing texts, and so on.

Fourth: Footnotes:

Footnotes serve as references to sources mentioned in the main body of the research. They can include references to cited Quranic verses, Prophetic traditions, explanations of general or ambiguous ideas, scientific terminology, and translations

of mentioned figures, depending on the requirements of each specialization.

When documenting sources and references in footnotes, the following method should be followed:

- In the field of Islamic and Arabic studies, the format should include the book title, author›s name, volume, and page number. For example: Fiqh al-Zakat by al-Qaradawi (p. 34).

- In other disciplines such as political science, education, administration, economics, etc., the citation should include the author›s last name, first name, book title, volume, and page number. For example: Dakhil, Mohamed Abdelrahman, Introduction to the Principles of Islamic Education (56/1).

- At the end of the research, compile all the sources and references into a single list with detailed bibliographic information.

- As for Quranic verses, they should be written within decorated parentheses, including the name of the surah and the verse number in square brackets in the main text. For example: **«And obey Allah and the Messenger, that you may obtain mercy.»** [Al-Imran: 132].

- The Hadith should be written between double quotation marks, like this: « ... ».

First: **Final Draft of the Chapters:**

This involves writing the research in its final form using a personal and self-expressive style. It should be done after thoroughly understanding and digesting the collected material, while adhering to the rules and procedures of research writing, such as elegance and fluency of style, using formal Arabic language, precision in expression, avoiding repetitive content, minimizing the use of famous proverbs, quotes, and opinions, avoiding exaggeration and harsh criticism of others, maintaining objectivity, and avoiding futile arguments. All of this should be done while highlighting the student›s personality, independence in writing, writing skills, and ability to understand and discuss the material with valid arguments and evidence.

Second: **List of Sources and References:**

This refers to documenting the sources or references used by the researcher in preparing the research. It should be presented as a list at the end of the research. When compiling the list of sources and references, the following should be considered:

- The list should be comprehensive, including all the sources and references used in the research.
- The sources and references should be arranged alphabetically.
- When citing sources and references in the field of Islamic and Arabic studies, the following information should be provided: book title, author›s name, editor (if applicable), edition number, publishing house, place of publication, and year of publication.

Example: Siyar A›lām al-Nubalā, Shams al-Din Mohammed ibn Ahmed al-Dhahabi, edited: Shuayb al-Arnaut, 3rd edition, Dar al-Risalah, Beirut, 1985.

- For other disciplines, the following information should be provided: last name, first name, book title, editor (if applicable), edition number, publishing house, place of publication, and year of publication.

Example: « Al-Fanjari, Mohammed Shauqi, Al-Wajiz fi al-Iqtisad al-Islami, 1st edition, Dar al-Shorouk, Cairo, 1994.

Third: **Conclusion (Findings and Recommendations):**

In the conclusion, the researcher should provide a concise summary of the research, highlighting the most important findings and proposing recommendations. When formulating the findings and recommendations, the following should be considered:

1 The findings should be clear, specific, and concise.

2 The findings should be organized according to the research questions.

3 The findings should fulfill the research objectives.

4 The recommendations should propose future and contemporary studies.

Fourth: **Technical Specifications and Guidelines for the Research:**

Some important specifications and guidelines for supplementary research include:

1 The number of pages should be between 20 and 40.

2 Page margins should be 2.5 cm on all sides, except for the left margin, which should be 3 cm.

3 Font type: Traditional Arabic, with a font size of 16 in the main

text and 12 in the footnotes. Headings should be bold and in font size 16, centered on the page.

4. The research should be free of page borders and decorative fonts.

Chapter Three:
Research Ethics and General Guidelines

First: Research Ethics:

A scientific researcher should possess several qualities and ethics, including:

1. Humility: The researcher should be humble and avoid arrogance, pride, and being defensive when accepting criticism;

2. Patience and Diligence: The researcher should be patient and meticulous. They should not get tired or bored of revisiting their sources repeatedly until they understand the matter and achieve their intended goal.

3. Objectivity: The researcher should be unbiased and approach the subject matter with a neutral perspective.

4. Open-mindedness: The researcher should have a broad perspective and be open to different ideas and thoughts. They should avoid dismissing or refuting all other ideas and should refrain from making erroneous assumptions about the meanings and interpretations of the information they use.

5. Academic Integrity: The researcher should maintain academic honesty by accurately citing and attributing the

ideas and works of others. They should respect the efforts, time, and contributions of other researchers.

Second: **General Guidelines and Warnings for the Researcher.**

The researcher should adhere to the following guidelines:

1. The researcher›s main concern should not be solely obtaining a passing grade or completing the stage, but rather aspiring for excellence and presenting the research in a dignified manner. This prepares the researcher for a higher stage that requires a deeper understanding of the fundamentals of scientific research.

2. The researcher should carefully choose a research topic that they are interested in and that aligns with their abilities and capabilities. This means being well-versed in the subject matter due to experience or specialization in the research field.

3. The researcher should allocate sufficient time for reading, exploration, understanding, and delving into the topic of their research. They should strive to stay updated with the latest developments in their research area.

4. The researcher should be intuitive, intellectually engaged, and able to connect ideas using sound reasoning. They should draw accurate conclusions and train themselves to focus and observe carefully when collecting and analyzing information.

5. The researcher should plan to adhere to the designated timeframe for completing the research, taking into consideration the objective and spatial limits of the research.

Third: Pre-Graduation Research Procedures:

Before embarking on graduation research, the student should adhere to the following:

1. Review acceptance and registration to ensure that all fees have been paid in full.
2. Check with the Student Affairs unit to ensure the completion of courses and equivalence.
3. Obtain the graduation research application form.

Post-Graduation Research Procedures:

1. Choose a topic within the specialization, guided by the available options.
2. Consult experienced professors and review the graduation research guide.
3. Begin writing the research.
4. The time frame for submitting the research is only three months.
5. Upon completion of writing, review with the Student Affairs unit.
6. Consult the Director of the Research Unit, Dr. Mohamed Ismail, or his delegate, for the research review.
7. Receive the grade for the research and have it recorded in the academic transcript.
8. Complete graduation procedures and obtain the certified certificates.

Graduation Research Template (Sample)

United States of America
Islamic University of Minnesota - Main
Center IUM
Graduate Studies Deanship
College: [Name of the College**]**
Department: [Name of the Department**]**

Title: [Title of the research]
Font: Traditional Arabic
Font Size: 16
Font Style: Bold

Constant Phrase for All Specializations

....

....

This research is submitted as a requirement to obtain a bachelor›s degree.

Write the student›s full name

Prepared by:

....

Student ID:

Write the student›s university ID

Write the research submission date in the Hijri and Gregorian calendars

....

2024 – 1445

Introduction

....

....

....

Present the importance of the topic in the form of bullet points, considering what has been provided in the clarification.

The Significance of the Research or The Importance of the Research

1. ....
2. ....
3. ....
4. ....

Present the research objectives in the form of bullet points, considering what has been provided in the clarification.

Objectives: Goals, Objectives

1. ....
2. ....
3. ....
4. ....

Problem: Issue, Problem

1..
2..
3..
4..

Questions: Research Questions

1..
2..
3..
4..

Boundaries: Scope, Limitations

1..
2..
3..
4..

Research Methodology: Research Method, Methodology

1...

2...

3...

4...

Studies: Research Studies

First Study: Study One, Initial Study

....

....

Second Study: Study Two, Subsequent Study

....

....

Research Plan

The research consists of an introduction, three chapters (for example), a conclusion, and indexes.

The introduction includes the following: the significance of the

topic, its objectives, problem and research questions, boundaries, previous studies, and the research methodology as presented. As for the chapters, they are as follows:

Chapter 1: ....

It includes two requirements (for example):

Requirement 1: ....

Requirement 2: ....

Chapter 2: ....

It includes three requirements (for example):

Requirement 1: ....

Requirement 2: ....

Requirement 3: ....

Chapter 3: ....

It includes three requirements (for example):

Requirement 1: ....

Requirement 2: ....

Requirement 3: ....

المركز الاعلامي

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Islamic University of Minnesota
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