



**GUIDELINES FOR PREPARING RESEARCH
REPORT IN ARTICLE FORMAT**

MASTER OF ENGLISH LANGUAGE STUDIES

Higher Degree Office
Faculty of Languages and Linguistics

1.0 INTRODUCTION

Research Report refers to the documentation of research prepared and submitted by the candidate for the award of a Master's degree by Coursework in the form of a research paper or project report.

This guideline assists candidates in meeting the requirements set by the University. It **outlines the format for writing a research report in an article format**, helps candidates **structure their reports** and **details the required content of the research report**.

2.0 REPORT FORMAT

2.1 Title page

This page is not numbered. The text should be typed using font type **Times New Roman/Arial**, size **14** with **1.15 pt. line spacing**.

TITLE OF RESEARCH REPORT
NAME OF CANDIDATE
RESEARCH REPORT SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF MASTER OF ENGLISH LANGUAGE STUDIES
FACULTY OF LANGUAGES AND LINGUISTICS UNIVERSITI MALAYA KUALA LUMPUR
2024

Figure 1: Sample title page

2.2 Original literary work declaration

This form must be completed by the candidate and signed by a witness (Supervisor). The form can be downloaded from UMSiTS (<https://umsitsguide.um.edu.my/index.html>) in two (2) languages (English and Bahasa Malaysia). Since the article is written in English, **only the English version of the form is used.**

(a) **UNIVERSITI MALAYA**
ORIGINAL LITERARY WORK DECLARATION

Name of Candidate: (I.C./Passport No:)
Registration No:
Name of Degree:
Title of Research Report ("this Work")
Field of Study:

I do solemnly and sincerely declare that:

- (1) I am the sole author/writer of this Work;
- (2) This Work is original;
- (3) Any use of any work in which copyright exists was done by way of fair dealing and for permitted purposes and any excerpt or extract from, or reference to or reproduction of any copyright work has been disclosed expressly and sufficiently and the title of the Work and its authorship have been acknowledged in this Work;
- (4) I do not have any actual knowledge nor do I ought reasonably to know that the making of this work constitutes an infringement of any copyright work;
- (5) I hereby assign all and every right in the copyright to this Work to the Universiti Malaya ("UM"), who henceforth shall be owner of the copyright in this Work and that any reproduction or use in any form or by any means whatsoever is prohibited without the written consent of UM having been first had and obtained;
- (6) I am fully aware that if in the course of making this Work I have infringed any copyright whether intentionally or otherwise, I may be subject to legal action or any other action as may be determined by UM.

Candidate's Signature Date
Subscribed and solemnly declared before:
Witness's Signature Date
Name:
Designation:

(b) **UNIVERSITI MALAYA**
PERAKUAN KEASLIAN PENULISAN

Nama: (No. K.P/Pasport:)
No. Pendaftaran
Nama Ijazah:
Tajuk Kertas Projek/Laporan Penyelidikan/Disertasi/Tesis ("Hasil Kerja ini")
Bidang Penyelidikan:

Saya dengan sesungguhnya dan sebenarnya mengaku bahawa:

- (1) Saya adalah satu-satunya pengarang/penulis Hasil Kerja ini;
- (2) Hasil Kerja ini adalah asil;
- (3) Apa-apa penggunaan mana-mana hasil kerja yang mengandungi hakcipta telah dilakukan secara urusan yang wajar dan bagi maksud yang dibenarkan dan apa-apa petikan, ekstrak, nujukan atau pengeluaran semula daripada atau kepada mana-mana hasil kerja yang mengandungi hakcipta telah dinyatakan dengan sejujurnya dan secukupnya dan satu pengiktirafan tajuk hasil kerja tersebut dan pengarang/penulisnya telah dilakukan di dalam Hasil Kerja ini;
- (4) Saya tidak mempunyai apa-apa pengetahuan sebenar atau patut semunasabahnya tahu bahawa penghasilan Hasil Kerja ini melanggar suatu hakcipta hasil kerja yang lain;
- (5) Saya dengan ini menyerahkan kesemua dan tiap-tiap hak yang terkandung di dalam hakcipta Hasil Kerja ini kepada Universiti Malaya ("UM") yang seterusnya mula dari sekarang adalah tuan punya kepada hakcipta di dalam Hasil Kerja ini dan apa-apa pengeluaran semula atau penggunaan dalam apa jua bentuk atau dengan apa jua cara sekalipun adalah dilarang tanpa terlebih dahulu mendapat kebenaran bertulis dari UM;
- (6) Saya sedar sepenuhnya sekiranya dalam masa penghasilan Hasil Kerja ini saya telah melanggar suatu hakcipta hasil kerja yang lain sama ada dengan niat atau sebaliknya, saya boleh dikenakan tindakan undang-undang atau apa-apa tindakan lain sebagaimana yang diputuskan oleh UM.

Tandatangan Calon Tarikh
Dipetbuat dan sesungguhnya diakui di hadapan:
Tandatangan Saksi Tarikh
Nama:
Jawatan:

Figure 2: Original Literary Work Declaration
(a) English, (b) Bahasa Malaysia

2.3 Article length/spacing

- Article length should be between **7,000 and 10,000 words, excluding references and appendices.**
- The text should be typed using font type **Times New Roman/Arial**, font size **12 with double spacing.**
- TQX7002 (12 credits) and TOA7011 (7 credits): Both codes use the same article format and marking scheme.

2.4 Content sequence

- Article should contain the following parts:
 - Title
 - Abstract (not more than 350 words)
 - Introduction
 - Literature Review
 - Methods
 - Analysis/Results/Findings/Discussion
 - Conclusion

- References

2.5. Title of research report/article

- The research title should be academic and reflect the scope of the study.
- It should not exceed 16 words.
- Proper nouns must be italicized.
- A colon is permissible (aligning with typical paper titles).
- Candidates can get help from AI on the phrasing to avoid grammatical issues (if needed).
- No title change is allowed after title approval. Plan the scope of study very carefully.

3.0 PAPER CONTENT

3.1 Abstract

The abstract should be written in Times New Roman/Arial, size 12 points and formatted with single spacing. It provides a summary of the article, including problem statement, research aim/purpose, methodology, data, key findings and implications of the study. Highlighting the uniqueness of the article can help attract the readers' interest. Citations are not usually used in the abstract and the total length should not exceed 350 words. Abstract is often written *after* all components of the article are finalized.

Keywords: Minimum of 5 (five).

Article title should reflect the scope/components of the keywords.

3.2 Introduction

This section includes background of the study, research problem, aim, research objectives and questions.

3.3 Literature review

This section contains the core works published on your topic or by scholars that have shaped the focus and design of your research. The literature should provide enough details to describe existing knowledge and demonstrate where and how your work fits within the field. Your literature must be up-to-date, well-synthesized, highlight gaps, and define key concepts clearly.

3.4 Methodology

This section generally contains the following parts:

- Research design
- Theoretical/analytical framework
- Data collection procedures
- Research ethics
- Data analysis procedures

3.4.1 Research design

This section details the research design you use in your study. Explain why this design is appropriate for your study and discuss its potential limitations.

Consider the following questions when writing this section (not all will apply to your study):

- What type of design did you employ (i.e., qualitative, quantitative, mixed-methods)?
- What type of data did you use (i.e., primary, secondary)?
- How did you collect data, if using primary data sources?
- What are the characteristics of your participants? If comparing groups, what differentiates them?
- What sampling method did you use? What are your justifications?
- What is your approximate sample size? How did you determine it?

3.4.2 Description of research participants

Describe the number of research participants required for the study and their characteristics. If recruiting multiple groups, be sure to outline the characteristics of each group. Discuss your sampling plan and method(s) used to select participants. Explain how you determine the optimum sample size for your study.

3.4.3 Data collection procedures

Describe your approach to data collection. Outline any methods or activities you use to minimize biases and enhance the trustworthiness of your study. If the data comes from a secondary source, do include pertinent details from the original study.

If conducting interviews, address the following:

- How long did the interviews last?
- Where did the interviews take place?
- Provide the interview protocol and questions (attach these as an appendix).
- Include any necessary permissions from businesses, organizations, or universities, and specify what they have agreed to provide for your study.

If conducting focus groups, address the following:

- How many focus group sessions were conducted?
- How did long each session last?
- How many participants were in each group, and did anyone assist with the process?
- How did you record the focus group discussions?
- Include any necessary permissions from businesses, organizations, or universities, and specify what they have agreed to provide for your study.

If collecting textual data, explain the following:

- Where did you collect the data from? Why did you choose the data source(s)?
- What were the keywords used in your search? What were the selection criteria?
- What were start and end dates of data collection or duration/period of data collection? What are the justifications for this decision?

3.4.5 Ethics

Make sure you observe all ethical procedures required. Refer to:

- UM Research Ethics: <https://umresearch.um.edu.my/research-ethics/>
- Association of Internet Research: <https://aoir.org/ethics/>

3.4.6 Data analysis procedures

Outline your data analysis procedures, including the steps you took to ensure accuracy and/or trustworthiness of your findings and their interpretations. Address the following questions:

- How did you manage the data?
- How were the transcriptions handled (if any)?
- How have you ensured anonymity and confidentiality?
- What was your approach to data coding?

3.5 Analysis / Results / Findings / Discussions

Present the results of the analysis in a coherent manner with reference to the research questions. Ensure the interpretations of your findings are detailed and logical, supported by evidence, literature, or the theoretical/analytical framework.

3.6 Conclusion

Conclude by discussing the significance and implications of the findings.

3.7 ACKNOWLEDGEMENT

Acknowledgments should be given to parties such as co-researchers, funders, and/or stakeholders who contributed (in)directly to the production of the article and/or research.

3.8 REFERENCES

Include only the references you have cited in your report. Follow the 7th edition of the APA style for referencing and in-text citations. Sources in the reference list must be arranged alphabetically.

Samples of APA 7th style:

Book

- Ewert, E. W., Mitten, D. S., & Overholt, J. R. (2014). *Natural environments and human health*. CAB International. <https://doi.org/10.1079/9781845939199.0000>
- Foxall, G. R. (2018). *Context and cognition in consumer psychology: How perception and emotion guide action*. Routledge.

Journal article

- Moody, M. S. (2019). If instructional coaching really works, why isn't it working? *Educational Leadership*, 77(3), 30–35.
- Washington, E. T. (2014). An overview of cyberbully in higher education. *Adult Learning*, 26(1), 21–27. <https://doi.org/10.1177/1045159514558412>

Conference paper

- Mason, I., & Missingham, R. (2019, October 21–25). *Research libraries, data curation, and workflows* [Paper presentation]. eResearch Australasia Conference, Brisbane, QLD, Australia. <https://bit.ly/2RGcFdn>

Conference proceeding

- Duckworth, A. L., Quirk, A., Gallop, R., Hoyle, R. H., Kelly, D. R., & Matthews, M. D. (2019). Cognitive and noncognitive predictors of success. *Proceedings of the*

National Academy of Sciences, USA, 116(47), 23499–23504.
<https://doi.org/10.1073/pnas.1910510116>

Published dissertation or thesis

Miranda, C. (2019). *Exploring the lived experiences of foster youth who obtained graduate level degrees: Self-efficacy, resilience, and the impact on identity development* (Publication No. 27542827) [Doctoral dissertation, Pepperdine University]. PQDT Open.
<https://pqdtopen.proquest.com/doc/2309521814.html?FMT=AI>

Unpublished dissertation or thesis

Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia.

Newspaper article online

Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times*.
<https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html>

Webpage

Bologna, C. (2019, October 31). *Why some people with anxiety love watching horror movies*. HuffPost. https://www.huffpost.com/entry/anxiety-love-watching-horror-movies_l_5d277587e4b02a5a5d57b59e

Webpage without date of publication

U.S. Census Bureau. (n.d.). *U.S. and world population clock*. U.S. Department of Commerce. Retrieved January 9, 2020, from <https://www.census.gov/popclock/>

YouTube video

Asian Boss. (2020, June 5). *World's leading vaccine expert fact-checks COVID-19 vaccine conspiracy: Stay curious #22* [Video]. YouTube.
<https://www.youtube.com/watch?v=WQdLDMLrYIA>

TV series

Serling, R. (Executive Producer). (1959–1964). *The twilight zone* [TV series]. Cayuga Productions; CBS Productions.

Film

Fleming, V. (Director). (1939). *Gone with the wind* [Film]. Selznick International Pictures; Metro-Goldwyn-Mayer.

Facebook post

News From Science. (2019, June 21). *Are you a fan of astronomy? Enjoy reading about what scientists have discovered in our solar system—and beyond?* This [Image attached] [Status update]. Facebook.
<https://www.facebook.com/ScienceNOW/photos/a.117532185107/10156268057260108/?type=3&theater>

Instagram

Philadelphia Museum of Art [@philamuseum]. (2019, December 3). *It's always wonderful to walk in and see my work in a collection where it's loved, and where people are* [Photograph]. Instagram.
<https://www.instagram.com/p/B5oDnnNhOt4/>

3.9 APPENDICES

This is optional. However, if you have appendices, place them after the reference list.

4.0 RESEARCH REPORT SUBMISSION INFORMATION

4.1. Prior to submission

- Candidates must obtain the signature of the supervisor before doing an online submission.
- The submission for examination must be done within the semester of registration.
- Candidates are strongly advised against copying the formatting done by other candidates as previously submitted reports may not conform to the current formatting requirements.

4.2. Documents required for submission

- one (1) electronic copy (PDF format) which is not under limited/blocked mode;
- Research Report submission form which has been endorsed by the Supervisor;
- Turnitin similarity report of not more than 10%;
- Title approval letter.

4.3. Plagiarism

Postgraduate candidates of Universiti Malaya are expected to produce original academic work. Plagiarism is defined as an academic fraud arising from the attitude of lying, insincerity, untrustworthiness, dishonesty and disrespect to fellow colleagues. Plagiarism happens when someone else's idea is taken without mentioning the source, and thus giving the impression that the idea is his/her own. This situation may occur when:

- one's idea, taken word for word from an article or book that has been published.
- the idea of a person from an article or book is taken using his own words.
- a person's idea is taken from discussions whether in conferences, seminars, forums, talks or informal discussions between two parties.
- data, diagrams, tables, photographs or any other illustrative materials derived from others are taken as if they were his/her own.

Candidates are strongly advised to read the Universiti Malaya Guidelines on Handling Plagiarism, which outlines the rules and regulations pertaining to acts of plagiarism. This document is available on UMSiTs.

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