

**Teacher Development Division, Department of School Education  
Ministry of Education and Skills Development (MoESD)  
Bhutan**

*Action Research  
Author/Contributor Guidelines*

*(Applies to both Proposal and Final Report)*

The Ministry of Education and Skills Development (MoESD) believes research as one of the frontiers to update and enhance one's professional knowledge. On a scale not much seen before, the ministry today strives hard to institute the culture of *Action Research (AR)* across schools in Bhutan. Thus, *Sherig Endowment Fund (SEF)* is provided to the teacher researchers whose action research proposals meet the sufficient criteria of quality through the scheme of *Sherig Endowment*.

### ***Aims***

Through the culture of AR, the Ministry desires to develop a tangible niche for educational research and scholarships. This is especially expected to unfold through systematic, collaborative, and active participatory processes of inquiry that seek to address contemporary areas of educational concerns. Consequently, the Ministry, for the most part, aspires to facilitate teachers in integrating theory and practices and enhancing their knowledge and skills, both in research and professional domains. Typically, at the core, the education fraternity eventually hopes to bring about positive changes of behaviours across the classroom settings, schools, and communities at large.

### ***Scopes***

The Ministry welcomes contributions on AR from teacher researchers. The research should, however, be exclusively on the accounts of AR projects that attempt to link theory and practise, in whatever way the authors deem appropriate. The research can be about the efficacy of instructional strategies, innovative culture of teaching, or contemporary teaching methodologies, if any, exemplified in the form of learning outcomes or perceptions.

Moreover, the scope of AR maintained by the MoESD is broad and it is encouraged at all levels of schools in any field of inquiry in education (any subjects). The AR can also be of different methodological approaches using qualitative (e.g., case study, grounded theory, etc.), quantitative (pre-experimental, true experimental, and quasi-experimental designs), or mixed methods. Conversely, research in the name of AR, for example, survey, position papers, literature reviews, critique, comments, book reviews, as well as research conducted as a part of Bachelor's Degree, Postgraduate and Master's Degree are not encouraged for submission.

To maintain the quality and scholarly nature of both proposals and final reports, contributors including for Dzongkha, are expected to remain strictly adhered to the stylistic and bibliographic requirements reflected herein.

### **Key Information for Authors and Contributors**

The proposals and final reports will not be processed for masked or anonymised evaluations if the following conditions are not met:

- 1) One's original work and it is not the duplication of any previously published work, including your own previously published work
- 2) Currently not under consideration or peer review or accepted for publication or in press or published elsewhere
- 3) Do not contain anything that is biased, sensitive, defamatory, abusive, or illegal in nature
- 4) Do not contain issues related to the competing interests and research ethics

The proposals and final reports deemed appropriate to fund and scholarship supports are evaluated by a team of professionals and ex-officios who come with sufficient experiences and professional knowledge on action research. The evaluation is carried out as per the existing rules maintained by the MoESD and the results are announced accordingly.

### **Guidelines for the Preparation of Proposal and Final Report**

1. Proposals and final reports can be developed either in English (consistently written using British English) or Dzongkha.

2. Proposals and final reports written in English must utilize Times New Roman typeface at a font size of 12.
3. Proposals and final reports written in Dzongkha must be developed using DDC UCHEN with font size of 12.
4. The paper must be typed and double-spaced on standard-sized A4 paper (8.5" X 11"), with 1" margins on all sides.
5. The structure of proposals and final reports should be prepared in the following order: title page (including acknowledgements, declaration of competing interest, or funding or grant-awarding agencies); abstract; keywords; main text; references; or appendices, if any).
6. The title page should include the title of the paper and author's name (in case of multiple authors, the name of the corresponding author must be identified), institutional affiliations, email addresses, or mobile number (page separate from the body).
7. An abstract of 150-250 words is required for the full report submitted. The report should also have about 3 to 6 keywords.
8. The final report should contain around 8500 words including title page, abstract, tables and figures, references, and appendices.
9. Contributors should follow stylistic and guidelines of American Psychological Association (APA) latest edition while preparing proposal and final report.
10. The in-text citations and end references should be prepared using APA latest edition referencing styles. The references must contain DOI, permanent URLs, or data-base links, if any.
11. The manuscript should be submitted along with a short biographical note. The biographical note should not exceed 150 words.
12. All pages should be numbered appropriately in the bottom right corner.
13. The use of endnote and footnote is not encouraged. However, where the use of endnotes is necessary for the manuscript, the effort should be to minimise their number. Endnotes should be placed at the end of the paper immediately before the list of references.

## **Tables and Figures**

1. All tables and figures must be referred to in the text. The tables and figures should be numbered in the order by Arabic numerals in which they appear in the paper (e.g., Table 1, Table 2, Figure 1, Figure 2).
2. The caption should be provided for each table and figure. All the figures and tables must appear in the text wherever appropriate rather than at the end. Anything other than tables, such as photographs, maps, drawings, or graphics are considered as figures.
3. All the measurement units and abbreviations must also be defined appropriately and used consistently.
4. Author must provide the highest quality figure format possible. A highest quality imported or scanned material must be used in the manuscript.
5. The Times New Roman font on all graphics must be used.
6. The use of electronic or graphic files must be window-compatible (e.g., BIP, GIF, JPEG, or PNG).
7. Seek written permission from the copyright owner prior to the submission to the Ministry, if any materials are included in which you do not hold copyright.

## **Proposal and Final Report Submission**

- 1) The proposals and final reports should be sent through an official email identified in the call of expression floated by the ministry.
- 2) The proposals and final reports must be sent in both .docx and pdf format.

## **Evaluation of Proposal Papers and Final Reports**

The proposal papers and final reports received by the Ministry will be subjected for masked or anonymised evaluation by a team of professionals. The anonymised evaluation will be carried out as specified herein:

### ***A. Pre-screening Round for Proposals***

- 1) The proposal papers received by the Ministry within the specified deadline will be tabled

up for the screening round.

- 2) The screening round will examine whether the proposals meet the standards of the section “Key Information for Authors” and specific criteria outlined in the author guidelines.
- 3) The proposal papers that do not meet the conditions specified in the author guidelines will not be processed for evaluation.

***B. Evaluation of Proposals and Final Reports***

- 1) The proposal papers and final reports that get through the screening round will be evaluated by a team of professionals using the rubrics developed for the AR.
- 2) The authors/contributors whose proposal papers or final reports are selected will be notified by the Ministry.