

## RESEARCH PROJECT HHA (599) GENERAL GUIDELINES

One of the objectives of this program is to increase your knowledge and critical analysis skills in the field of health administration. Thus, each candidate in our program must fulfill the degree through a final and successful submission of a research project specialized in his/her track. When assessing your research project, the following criteria are put into consideration:

First: Topic – the topic must be informative, attractive, and confining to the research objective(s).

Second: Abstract – the synopsis should reflect the content of the main manuscript including background, objective, materials and method, results, discussion conclusion and recommendations. Keywords should be between 5 to 8 words.

Third: Table of content must be automatically incorporated (through Microsoft office functions, NOT manually), followed by the list of tables, and the list of figures.

In other words, your research project should include at the following chapters: Introduction, Literature Review, Method (ology), Results, Discussion, Conclusion with Recommendations, References, and Annexes.

**Chapter one:** Introduction includes sufficient details (in either an inductive or deductive approach) about the subject. This may include research objectives, questions, etc. This chapter normally represents 10% of your research project. Always start with an introduction, and end up your chapter by a summary. Heading one should be clearly differentiated from heading two, three, or four. After heading four all should be identical. You must follow the logic of academic writing when addressing the subject.

**Chapter two:** Literature Review normally tackles the most recent literature review related directly to the subject. Use structuralism, for instance, or other theory to categorize your literature review. Use APA 6<sup>th</sup> style to cite your incitation. It is recommended to include your research domains in this chapter. Essentially, there should be a framework you base your assumptions on. This framework should help you in justifying your approach. This chapter represents around 15-20% of the whole project.

**Chapter three:** Method is known as the backbone of your research. It should strong, effective, comprehensive, and above all *appropriate* to meet your research objective. Design, tool, subjects, data collection process, setting, statistical analysis, and ethical approval are found normally within this chapter. This chapter also represents 15-20% of the project.

**Chapter four:** Descriptive and inferential analyses are presented in the Results chapter. You must capture each table with a number, brief description of the results without interpretation. You must provide relevant and current references during discussion. This chapter normally represents 15-20% of your research project.

**Chapter five:** This part starts with a reminder of the research objective. Always link your discussion to the previous literature review: What have your results yielded to? Why? How?

Here, support your justifications. This part represents normally 10-15% of your research project.

**Chapter six: (Conclusion and recommendations):** As the title indicates, your conclusion and recommendations should be embodied here. Conclusions should not be biased and should be based on the data, presented inside the manuscript only. This chapter represents 5-10% of your research project.

**Chapter seven: (Annexes)** kindly, here include your appendixes like the ethical approval, the tool, or any other supplementary materials.

**References:** You must use referencing program like Endnote, any manual citation will be rejected. Use APA 6<sup>th</sup> style.

**There are general guidelines that you have to adhere to, these may include:**

1. Use times new roman 12 fonts in the text. Titles should be bold in heading one. The rest of sub-headings should be italic. Use one and a half space for the manuscript. Set the margins of your document to 1 inch on all sides.
2. Check for plagiarism, it should not exceed 10%. It is your responsibility to submit a final version free-of-errors and well cited.
3. It is the student responsibility to communicate actively with his/her supervisor on a weekly basis.
4. All your communication with your supervisor should be documented officially through KSU email. Use academic language while communicating with your colleagues.
5. Your research project should be sufficiently robust and technically sound.
6. Normally, at week 13, your supervisor will request you to send the final abstract form to be sent to the course-coordinator. DO NOT send your abstract directly to the course coordinator. The next week, normally, 14, you are scheduled to present your project.
7. The presentation lasts 10-15 minutes and your focus should be on the main results.
8. Your supervisor will also liaise to send your power point presentation, Prizy, or other stuff.
9. Once your presentation is approved, you're supposed to print officially two copies and hand it over to the department secretary with a CD. In this CD please included your research in word and PDF format, as well as your data. Late submission will definitely affect your final results.
10. No submission without a signed declaration.

Remember, it is your research project and your supervisor is to guide you only. Therefore, your research should original reflecting your experience and knowledge about health and hospital management in in general and in Saudi Arabia in particular.