



جامعة الملك سعود بن عبدالعزيز للعلوم الصحية
King Saud bin Abdulaziz University for Health Sciences

College of Nursing Jeddah

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MSNM Research Project Handbook



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Introduction

This handbook provides the Master of Science in Nurse Midwifery (MSNM) students and supervisor/co-supervisor(s) the information they need to answer any inquiry related to the research project and to guide students to complete their tasks. A research project encompasses identifying a research problem, formulating a research question, appraising evidence, collecting and analysing data, and reporting and disseminating the findings under the guidance of research supervisor and co-supervisor(s). The supervisor and co-supervisor(s) are appointed to students based on their expertise in the field of study and/or research methodology. The supervisor/co-supervisor(s) will be faculty from the College of Nursing-Jeddah.

Students will select a meaningful and achievable research topic that is relevant to their field of study. To complete the research project, students will enrol in four research project courses that are offered over four levels. The prerequisites for registering these courses are: 1) completion of Research and Evidence-Based Practice (RESP501) and Applied Biostatistics (BIOS 501) courses, and 2) having an initial draft of the research project proposal completed in RESP 501 course.

Educational methods include weekly meeting with the supervisor and co-supervisor(s), group discussion, periodic deadlines to achieve planned work, and supporting workshops. Completion and approval of the research project are required to grant the Master of Science in Nurse-Midwifery degree.

Assessment and Evaluation

Several evaluation rubrics have been developed to assess students' performance and progress in the research project as well as fulfillment of the requirements of the courses. Each student's project will be reviewed by a reviewer who is assigned by the MSNM Curriculum Committee. The reviewer will complete and sign the Project Evaluation Form.

Student Responsibilities

Students must communicate regularly with their research project supervisors about their progress and any challenges they may have. Students can request a specific project supervisor and co-supervisor(s). The students' request will be taken into account whenever applicable. If the student or the supervisor/co-supervisor(s) might find it challenging to work together, they are advised to discuss the issue and if necessary involve the chair of the MSNM Curriculum Committee. The student may communicate directly with the co-supervisor(s) as directed by the supervisor.

Ethical Consideration

Academic Integrity and Plagiarism

KSAU-HS has a clear Plagiarism Prevention Policy and Procedures that should be followed and adhered to by all researchers. Breaching of policy is considered as a breach, and disciplinary actions will be taken following the disciplinary guidelines and procedures.

Postgraduate Supervision Guidelines

The supervisor is responsible for:

- Working collaboratively with the co-supervisor(s) to guide the student in completing her research project.
- Advising the student and co-supervisor(s) of the respective responsibilities and roles.
- Declaring any personal interest with the student that may affect the impartiality and professionalism in her role as a supervisor once appointed. If such an interest arises during the research, the supervisor has to immediately declare such interest to the MSNM Curriculum Committee.
- Being familiar with the College of Nursing and MSNM Curriculum Committee's rules, regulations, and procedures regarding the process of supervising students' research.
- Adhering to the research policies and standards of the Research Unit, KAIMRC and the Institutional Board (IRB).
- Assisting the student in formulating a final research project proposal following the KAIMRC and IRB guidelines.
- Completing and signing the Research Contract Form by the student and co-supervisor.
- Arranging regular supervision meetings with students and co-supervisors as agreed upon. The minimum hours of supervision is 2 hours per week.
- Assessing the student's ability to undertake the proposed project.
- Being familiar with the student's individual background, needs, expectations, and constraints.
- Approving and signing the final research proposal by the co-supervisor(s).
- Monitoring the student adherence to the research project timelines.
- Providing prompt, constructive, and informative feedback to the student about her achievement of the research project's objectives.
- Ensuring that the student is properly informed if both supervisor and co-supervisor(s) are on leave from the university for more than one week.
- Arranging through the Chair of the MSNM Curriculum Committee for adequate alternative supervision during any period of absence, either by assigning another faculty to take over supervision or by setting up other means of communication (by e-mail, for example).

- Being prepared to give advice on sources of financial support, such as grants, or direct the student to those who can provide such advice.
- Encouraging the student to participate in the Scientific Research Presentation for Students of Higher Education.
- Encouraging the student to attend relevant conferences nationally and internationally.
- Identifying work by the student suitable for publication in refereed journals or other academic publications and assisting in the preparation of articles for submission if possible.
- Completing and communicating the necessary documentation as stipulated by the MSNM Curriculum Committee.

Co-supervisor(s) is responsible for:

- Declaring any personal interest with the student that may affect the impartiality and professionalism in her role as a co-supervisor once appointed. Also, if such an interest arises during the research, the co-supervisor has to immediately declare such interest to the MSNM Curriculum Committee.
- Being familiar with the College of Nursing and MSNM Curriculum Committee's rules, regulations, and procedures regarding the process of supervising students' research.
- Adhering to the research policies and standards of the Research Unit, KAIMRC and the Institutional Board (IRB).
- Assisting the student in formulating a final research project proposal following the KAIMRC and IRB guidelines.
- Attending regular formal supervision meetings – as agreed upon by the student and supervisor and co-supervisor(s). The minimum supervision is 2 hours per week.
- Becoming familiar with the student's individual background, needs, expectations, and constraints of students.
- Monitoring the student adherence to the research project timelines.
- Providing prompt, constructive, and informative feedback to the student about her achievement of the research project's objectives.
- Ensuring that the student and supervisor are properly informed if absent from the university for leave that is more than one week.

Process Related to the Registration and Completion of the Research Project

Step 1

Before registration for Research Project 1 Part 1 (RESP 512) the following must be done:

- Selecting a research area of interest by student that is relevant to the midwifery field.
- Students will be assigned to a supervisor and co-supervisor(s) before the end of level 1 of the first year. The supervisor and co-supervisor responsibility at this point is to guide the student to refine her research topic that she will pursue in the RESP 501.
- Completing the Research Project Contract (Appendix 1) by the students, supervisors, and co-supervisor(s).
- Completing Research and Evidence-Based Practice (RESP501) and Applied Biostatistics (BIOS 501) courses successfully.
- Having an initial draft of the research project proposal in KAIMRC template completed in “RESP501”.

Step 2

- Registering the Research Project 1 Part 1 (RESP 512) course.
- The project supervisor and co-supervisor(s) should approve the final draft of the proposal before it is submitted to research unit and KAIMRC.
- Obtaining Research Unit approval. A reviewer will be assigned by MSNM Curriculum Committee to review the proposal and final project. The review is double-blinded and written feedback from the reviewer will be sent to the student and supervisor using the appropriate Research Unit Template. Then the amended proposal is resubmitted to the Research Unit for final approval.
- Obtaining KAIMRC and IRB approvals.
- Writing the introduction and background section of the research project.

Step 3

- Registering for the Research Project 1 Part 2 (RESP 611) course.

- Completing data collection and entry
- Writing the methodology section of the research project.

Step 4

- Registering for the Research Project 2 Part 1 (RESP 613) course.
- Completing data analysis.
- Writing the results section of the research project.

Step 5

- Registering for the Research Project 2 Part 2 (RESP 614) course.
- Writing the discussion, conclusion, and recommendation sections of the research project.
- Completing references and formatting of the research project.
- Student with supervisor need to send “Intent to Submit for Review and Oral Presentation” form to the research project 2 part 2 course coordinator at week 8 (Appendix 2).
- At the end of week 11, level 6, the student under the guidance of supervisor and co-supervisor(s) have to address the reviewer’s feedback whenever applicable.
- Finalizing and submitting the research project manuscript. Thereafter, the final mark of the research project is ratified and posted on the Student Information System.

Content and Structure of the Research Project

The research project's final report has several subsections; it should be around 30 pages (all inclusive). It is recommended that the final report be submitted in the form of a manuscript to facilitate publication. All the report sections must be typed using the same guidelines as for the research proposal.

Manuscript Formatting and Preparation

Formatting following the APA 7th Edition

Order of pages:

- Title page/ Cover page
- Acknowledgment
- Abstract
- Text including tables and figures
- Reference
- Appendices

Page Header:

- All papers must have the page number starting from the title page as page 1, flush right, in the header of every page.

Font:

Use the same font throughout the text of the paper such as:

- Sans serif: 11-point Calibri, 11-point Arial, 10-point Lucida Sans Unicode or
- Serif: 12-point Times New Roman, 11-point Georgia, or 10-point Computer Modern.
- Within figure images, use a sans serif font with a type size 8-14 points.

Line spacing:

- Double space the entire paper including the title page, abstract, text, headings, reference list, table and figures, and appendices. For exceptions, refer to the book "Publication Manual of the American Psychological Association APA 7th Edition" page # 45.

Margins:

- Use 1-in (02.54cm) margins on all sides of the page.

Paragraph alignment and indentation:

- Align the text to the left and leave the right margin uneven. Don't manually divide words at the end of a line and don't use hyphenation function to break words at the end of lines.
- Indent the first line of every paragraph 0.5 in. The remaining lines of the paragraph must left-aligned.

Heading levels

- There are five possible levels: level 1 headings are used for top level or main sections, level 2 are subsections of level 1 and so on.
- Level 1 headings formatting: centered, bold, title case heading, and text begins as a new paragraph.
- Level 2 headings: flush left, bold, title case heading, and text begins as a new paragraph.
- Level 3 headings: flush left, bold Italic, title case heading, and text begins as a new paragraph.
- Level 4 headings: indented, bold, title case heading, ending with a period. Text begins on the same line and continues as a regular paragraph.
- Level 5 headings: indented, bold Italic, title case heading, ending with a period. Text begins on the same line and continues as a regular paragraph.

Tables and Figures

- It is crucial to determine the purpose of the table or figure and the relative importance of that purpose.
- Label all columns in tables.
- Label all elements in figure images.
- Place items that are to be compared next to each other.
- Place labels next to the elements they are labeling.

- In figure images, use sans serif fonts that are large enough to be read without magnification.
- Design the table or figure so it can be understood on its own.
- Tables or figures designated as supplemental materials should contain enough information to be understood on their own.
- Tables and figures must have number, titles, a body (for table) or an image (for figures), and table or figure notes as needed.

Note: for the full description of the APA 7th edition guidelines, please refer to the book: American Psychological Association. (2019). *Publication manual of the American psychological association*, (2020) (p. 428). American Psychological Association.

Additional online source:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_legal%20references%20.html

Manuscript Sections

All manuscripts must contain the following components, in the order listed:

Cover page (page 1)

The cover page includes the title in English and Arabic, statement of submission, name of student, year of submission in English and Arabic.

Signature page

It includes project title, name and signature of the student supervisor and co-supervisor(s).

Abstract in English

It is an essay-style summary of the background, methodology, findings or results, and conclusions, and cannot contain tables or figures of any kind.

- Double-space the abstract text
- Center the heading ABSTRACT, without punctuation, at the top margin.
- A maximum of 300 words.
- The abstract should end with key words.

Text/Body of the project: The research project should include sections as follows:

Section 1 – Background (3-5 pages)

- 1.1.Introduction/ Background
- 1.2.Significance of The Study
- 1.3.Aim of The Study
- 1.4.Conceptual Framework (where applicable)

This section sets the scene for the study. The central concepts used in the project are defined, preferably based on definitions used in the literature. Describe what is known from the literature so far, and what the strengths and the weaknesses are of the studies conducted so far. Explain what is not yet known or what the debate is. Explain why it is important to investigate these research questions, from a theoretical and practical perspective. A minimum of 10 references are required

which should include recent and local references. A review of literature must be a critical and evaluative process, not just a list of summaries of various works in the field.

Section 2- Research Methodology (3-5 Pages)

- 2.1. Research Design
- 2.3. Research Setting (Study Setting In Qualitative Research)
- 2.4. Study Population (Study Participants in Qualitative Research)
- 2.5. Sampling and Sampling Techniques.
- 2.6. Data Collection Process
- 2.7. Data Collection Methods
- 2.8. Data Analysis
- 2.9. Reliability and Validity (Academic Rigor in Qualitative Research)
- 2.10. Ethical Considerations

This section describes in detail how the study was undertaken so that someone else can study the methodology and replicate the study to test the validity of the original findings. This section includes different subheadings. Research project starts with describing the design of the study, the context or setting in which the study is conducted. Include information about the subjects or respondents, and the instruments. Indicate whether the instruments are valid and reliable. Describe the analysis that was conducted and specify which technique was used to answer research questions.

Section 3 – Presentation and Analysis of Findings (2-4 pages + 6-8 Tables/Graphs on separate pages)

- 3.1. Findings
 - 3.2.1. Demographic Details of Respondents
 - 3.2.2. Descriptive Results

The results are described as per the research questions. No conclusions are drawn in the results

section, but only the results are reported. Tables and figures are included containing the findings. Tables and figures should be explained and described in the text. The text should be readable without consulting the tables and figures. The tables and figures should be readable without consulting the text.

Section 4- Discussion of Findings, Conclusion, Limitations, and Recommendations (3-5 Pages)

4.1.Discussion

4.2.Limitations

4.3.Recommendations

4.4.Conclusion

In this section, the student interprets the results and discusses their significance from a practical and theoretical perspective as well as explores important relationships in terms of similarities and differences between what was done in the past and the results of the current study. This section is often the hardest part to write up well, requiring the student to think hard and carefully, and argue persuasively using the data to address the research objectives. It ties together the information culled during the literature review, the findings of the current study, and the conclusions and recommendations. In addition to, the limitations and implications of the study as well as suggestions for further research.

References

Use the APA reference style (Adopted by the American Psychological Association) 7th edition for reference citations, and the reference list.

Appendices

Include questionnaires, Institutional Review Board approval, editing proof, etc... and include them as an appendix. Each appendix page, regardless of material type, must have a page number. Appendixes must have both a name and descriptive title (Capitalized and centered at the top margin) and should be lettered alphabetically if more than one appendix is used.

- Final research proposal
- Ethical approval from KAIMRC and IRB
- Informed consent
- Data collection tool
- Additional tables that may provide useful information
- Permission for use of copyrighted material

Appendix 1

Masters Research Project Contract

The purpose of this contract is to establish a mutual agreement in terms of research activity between the student, supervisor, and co-supervisor(s) within the master's research project.

The research project contract has to be completed by each student and research supervisor and co-supervisor(s) who are undertaking the master project. This contract has to be agreed upon and signed by all parties before the commencement of the research proposal.

The student and her supervisor and co-supervisor(s) will each receive a signed copy. This contract will be effective for the duration of the research project courses.

Masters' student's name: _____
Name of the program: _____
ID number: _____
Name of Supervisor _____
Name of co-supervisor(s) _____
Academic year _____
Academic semester _____

The student, supervisor, and co-supervisor(s) should read the research guidelines and rules for students and supervisors (SRU-J 001\2015- SRU-J 002\2015).

The student, supervisor, and co-supervisor(s) must be oriented about the dissemination of research at national or international conferences. An approval form should be completed if the student has an intention to submit an abstract for presentation. The approval form should be signed and submitted before the presentation to the supervisor.

The student, supervisor, and co-supervisor(s) must be oriented and agreed to publish the research upon completion of the project. The publication should be completed within 6 months after finalization of the project. An approval form should be completed by student, supervisor, and co-supervisor(s) before the manuscript is submitted to a journal.

I, the master's student _____,
on date _____ have discussed the guiding principles that will facilitate my
research process with my supervisor and co-supervisor(s) and agreed to follow these guidelines.

I, the supervisor _____, on date of _____
agreed to follow the guiding principles to support the student in her research project.

I, the co-supervisor, _____, on date of _____
agreed to follow the guiding principles to support the student in her research project.

I, the co-supervisor, _____, on date of _____
agreed to follow the guiding principles to support the student in her research project.

APP: 1419-05

APP- 1426-02

Approval Form (1)

Presentation of a master's research project at a national/international conference

This form must be signed before the submission of an abstract for presentation:

Research project title:

Conference details:

Presenter name: _____

Masters student's name: _____

Master Student's ID: _____

Master student's signature: _____

Supervisor's name and signature: _____

Co-Supervisor's name and signature: _____

Approval Form (2)

Publishing a master's research project in a national/international journal. This form must be signed before the submission of a manuscript.

Research project title:

Journal details: (ensures that the journal and the publisher are indexed in the following:

National Scientific Journals were established by the universities or Saudi Society under the Saudi Medical Council.

- ISI list
- Pubmed
- Embase
- Scopus
- Medicus
- Web of Science
- Psyche- info
- CINAHL
- Other:

Master student's name: _____

Master student's ID: _____

Master student's signature: _____

Supervisor's name and signature: _____

Co-Supervisor's name and signature: _____

Appendix 2

Intent to Submit Research Project

Name of Student _____

Student Number _____

Name of Supervisor _____

Ethical Clearance No _____

Title of Research Project

Date of Intent to Submit _____

Students Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Co-Supervisor's Signature: _____ **Date:** _____

Co-Supervisor's Signature: _____ **Date:** _____

(This form is to be submitted on week 8, level 6 prior to submission of final report)

Supervisor's Letter

Title of study

I the undersigned acknowledge the following:

- The research project of the student meets the criteria for a master's research project.
- Submission of master's research project for presentation:
- **Please tick one of the following:**
 Yes I agree **No I do not agree**

Supervisors Signature: _____