



OUTLINE

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★ Must Know      📌 Lecturer      📖 Book

INTRODUCTION TO GANTT CHART

- The Gantt chart assists the advisor or research coordinator will be able to track if the researchers are still on time
- A Gantt chart is a visual project management tool used for planning, scheduling, and tracking the progress of a project over time. It displays tasks, their duration, and their dependencies in a bar chart format.

IMPORTANCE OF GANTT CHARTS

Visualization

- a. Gantt charts make complex projects easier to understand and follow.

Time Management

- They help researchers keep track of milestones and deadlines.

Resource Allocation

- Ensure that resources such as personnel, equipment, and time are allocated efficiently.

Monitoring Progress

- A Gantt chart provides a clear picture of what has been accomplished and what still needs to be done.
- 📌 - Monitoring progress to have a clear picture of what is accomplished and what needs to be done

KEY COMPONENTS

Tasks and Activities

- Specific actions or steps needed to complete the research.
- 📌 - Make sure to specify and break it down

Timeframe

- Each task has a start and end date, shown along a timeline.

Dependencies

- Tasks that cannot start until others are completed.

Milestones

- Significant points in the research, such as a completed phase or the delivery of a report.

CREATING A GANTT CHART

STEP 1: List Activities

- Break down the research into major tasks and sub-tasks. Examples might include literature review, data collection, data analysis, writing the final report, etc.

STEP 2: Set Timeline

- Estimate the duration for each task

STEP 3: Define Dependencies

- Identify which tasks need to be completed before others can start
- 📌 - validation; for ex. When gathering data, you need to identify what can stop the data gathering.
- 📌 - One dependency that can stop this is the result of validation
- 📌 - Another dependency is approval of the request for the target population

STEP 4: Allocate Resources

- Identify who will be responsible for each task and what resources (funding, equipment, personnel) are required.

Example of a Gantt Chart. Figure Above

INTRODUCTION TO BUDGET PLAN

Definition

- A budget plan is a detailed breakdown of the financial resources required for a research project. It includes estimates for expenses related to data collection, equipment, personnel, travel, and other research-related costs.
- 📌 - Add 4% due to inflation

**IMPORTANCE**

**Cost Control**

- Helps in managing expenses and preventing overspending.

**Resource Allocation**

- Ensures that funds are allocated properly to various research activities.

**Funding Approval**

- Many funding bodies require a clear budget before approving grants or financial support.

**Tracking**

- Allows for tracking actual expenditures against the planned budget to ensure financial resources are being used efficiently.

**KEY COMPONENTS**

**Personnel Costs**

- Salaries and wages for researchers, assistants, or collaborators, resources needed, supplies: Costs for (1)tools, (2)software, (3)lab materials, or any (4)physical costs.

**Travel Expenses**

- Costs for attending conferences, traveling for data collection, etc.

**Data Collection Costs**

- Costs related to surveys, fieldwork, and any data-gathering activities

**Miscellaneous Costs**

- Any other expenses like publishing fees, training, or facility costs.

**Contingency Fund**

- A portion of the budget is reserved for unexpected expenses.

📌 - Apart of the 4% inflation, make sure to apply the contingency fund as well

**CREATING A BUDGET PLAN**

**STEP 1: Estimate Costs**

- Break down the project into specific activities and estimate the associated costs for each activity.

**STEP 2: Identify Funding Sources**

- Look for external grants, university funds, or private sector sponsors to cover the budget.

**STEP 3: Account for Variability**

- Factor in potential changes in costs (e.g., inflation or exchange rates) and include a contingency fund.

**STEP 4: Align with Gantt Chart**

- Ensure that the budget aligns with the timing of tasks in the Gantt chart

**INTEGRATION**

**Coordination**

- The Gantt chart should align with the budget plan, meaning that financial resources should be allocated according to the timeline of tasks

**Cost Monitoring**

- Use the Gantt chart to track the progress of research activities and ensure that expenses are in line with the budget

**Adjustments**

- If a task is delayed or an unexpected cost arises, the Gantt chart and budget plan should be adjusted accordingly to maintain the smooth execution of the research.

**BIBLIOGRAPHY**

**INTRODUCTION**

- A bibliography is a list of sources or references used in the research or study process. It provides credit to the original authors and allows readers to verify or explore sources that have contributed to the research.

**IMPORTANCE:**

**Acknowledgement**

- Recognizes the work of others and prevents plagiarism.
- Transparency: Provides the foundation for readers to trace sources and verify information.

**Transparency**

- Provides the foundation for readers to trace sources and verify information

**Academic Integrity**

- Demonstrates adherence to clinical research practices.

**CITATION STYLE**

- A citation style is a standardized method for referencing sources.
- Different disciplines of journals require different citation styles

**POPULAR CITATION STYLE**

**APA (American Psychological Association):**

- Common in the social sciences (psychology, sociology, education).
  - Example: Smith, J. (2020). The effects of sleep on memory. *Journal of Psychology*, 45(3), 123-135.

**MLA (Modern Language Association):**

- Frequently used in the humanities (literature, philosophy).

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- Example: Smith, John. "The Effects of Sleep on Memory." *Journal of Psychology*, vol. 45, no. 3, 2020, pp. 123-135.

### Chicago/Turabian Style:

- Widely used in history, business, and some humanities.
- Chicago has two systems: Notes and Bibliography, and Author-Date.
  - Example (Notes & Bibliography): Smith, John. "The Effects of Sleep on Memory." *Journal of Psychology* 45, no. 3 (2020): 123-135.

### Harvard Style:

- Common in UK and Australian academia.
  - Example: Smith, J., 2020. The effects of sleep on memory. *Journal of Psychology*, 45(3), pp. 123-135

### CHOOSING THE RIGHT CITATION STYLE

- Follow the specific style guide required by your institution, journal, or publisher.
- Be consistent in applying the chosen citation style throughout your document.

- ✚ There are no difference between each citation styles.
- ✚ Follow the specific style guide required by your institution, journal, or publisher
- ✚ Be consistent in applying the chosen citation style throughout your document

### TYPES OF SOURCES INCLUDED IN BIBLIOGRAPHY

- A bibliography includes various sources that provide background, support, or evidence for the research.
- These can range from primary sources (original research) to secondary sources (analyses of primary data).

### BOOKS

- Monographs or edited volumes.
  - Example: Smith, John. *Sleep and Memory*. Cambridge University Press, 2020.

### JOURNAL ARTICLES

- Peer-reviewed articles in scholarly journals.
  - Example: Johnson, Mary. "Sleep Deprivation and Cognitive Function." *Journal of Psychology*, vol. 45, 3, 2020, pp. 123-135.

- ✚ the most common one that we use

### WEBSITES

- Online articles, reports, or government publications.
  - Example: National Institutes of Health. "Sleep and Health." [www.nih.gov/sleephealth](http://www.nih.gov/sleephealth), 2020.

- ✚ validity of the website depends on what website you use
- ✚ Wikipedia is not accepted

### CONFERENCE PROCEEDINGS

- Papers presented at academic conferences.

- Example: Lee, H. (2021). "Understanding the Role of Sleep in Memory Retention." *Proceedings of the International Sleep Conference*, 10-12 September 2020, 45-58.

### THESES AND DISSERTATIONS

- Research conducted by graduate students.
  - Example: Eniversey, 2019, Emily. "The Impact of Sleep on Memory in Children." PhD dissertation, Harvard

### REPORTS

- Official reports by government agencies, NGOs, or research institutions.
  - Example: World Health Organization. "Global Sleep Survey." WHO, 2021.

- ✚ barely used but still used unless needed

### VIDEOS AND PODCASTS

- Audio-visual materials.
  - Example: Khan, R. (2020). "The Science of Sleep." *Sleep Science Podcast*, Episode 10.

- ✚ not encouraged.

### PRIMARY VS SECONDARY SOURCES

#### PRIMARY SOURCES

- Original research, interviews, surveys, experiments, historical documents.

- ✚ Data gathered from your research's participants or experiments

#### SECONDARY SOURCES

- Articles, books, or other materials that analyze, interpret, or summarize primary sources.

- ✚ analysis of primary data (articles or books we research)

### ARRANGEMENT OF REFERENCES

- The way references are arranged in a bibliography depends on the citation style chosen. However, most citation styles follow a standard ordering system.

- ✚ it depends on the institution

- ✚ In AUP, we use alphabetical arrangement

### GENERAL PRINCIPLES

#### ALPHABETICAL ORDER:

- Authors' last names are typically arranged alphabetically.
- For multiple works by the same author, they are listed chronologically.
  - Example (APA): Doe, J. (2019). *Research on Memory*. Publisher
  - Example (MLA): Doe, John. *Memory Research*. Publisher, 2019.

**CHRONOLOGICAL ORDER**

- For works by the same author, some citation styles (like APA) order by year of publication, with the oldest work first.

**HANGING INDENTATION**

- Most styles require hanging indents, where the first line of each reference is flush left, and subsequent lines are indented.

☛ You have to count 5 letters from the first line. That is where you start the second line

**ALPHABETICAL ORDER:**

- Authors' last names are typically arranged alphabetically.

**BASIC RULES FOR AUTHOR ATTRIBUTION**

- Author Attribution is the correct way to cite the authors of a work.
- Each citation style has specific rules on how to list author's names.

☛ whoever has the greatest contribution has to go first, then follows the chronological order based on the significance of contribution

**APA**

- Last name, first initial. (e.g., Smith, J.).

☛ APA 7th Edition - what we follow

**MLA**

- Full name or last name and first name. (e.g., Smith, John).

**CHICAGO**

- Last name, first name. (e.g., Smith, John).
- If there are multiple authors, list them in the order they appear in the source (e.g., Smith, John, and Mary Johnson)

**MULTIPLE AUTHORS**

**APA**

- Use an ampersand (&) between authors' names
  - Smith, J., & Johnson, M. (2020).

**MLA**

- Use "and" between authors' names
  - Smith, John, and Mary Johnson

**DOI, ISBN, OR URLS**

**DOI (DIGITAL OBJECT IDENTIFIER)**

- A DOI is a unique alphanumeric string used to identify a digital object, such as a journal article or e-book.
- USAGE:
  - If a source has a DOI, it should be included in the citation, especially for academic journal articles.
    - Example (APA): Smith, J. (2020). The effects of sleep on memory. *Journal of*

**ISBN (INTERNATIONAL STANDARD BOOK NUMBER)**

- An ISBN is a unique identifier for books, used to distinguish between different editions or formats of a book.
- USAGE:
  - Include the ISBN if referencing a book with a specific edition.
    - Example: Smith, John. *Memory and Sleep*. 2nd ed., Cambridge. University Press, 2020. ISBN: 978- 0-12345-678-9.

**URLS (UNIFORM RESOURCE LOCATOR)**

- URLs are the web addresses used to access online sources.
- USAGE:
  - Include the URL when citing websites, articles, or other online resources
    - Example (APA): National Institute of Health. (2020). *Sleep and Health*. [www.nih.gov/sleephealth](http://www.nih.gov/sleephealth)

**SECONDARY CITATIONS**

- A secondary citation refers to citing a source that you have not read directly but have found cited in another source.
- While this is not ideal, it may be necessary if the original source is inaccessible.

**HOW TO SITE SECONDARY SOURCES:**

- In APA, you cite both the original and secondary source, but you only list the secondary source in the reference list.
  - Example: Jones, A. (2005). *Sleep and memory*. In P. Taylor (Ed.), *The Science of Sleep* (pp. 100- 120). New York: Sleep Publishing. Cited in Smith, J. (2020). The effects of sleep on memory. *Journal of Psychology*, 45(3), 123-135.

**BEST PRACTICES**

- Always try to use primary resources whenever possible.
- Only use secondary citations if the original source is unavailable or out of print.
- Emphasis on 7th edition of APA format

**REFERENCE**

- Lecture and PowerPoint from Dr. Rona Sanchez
- American Psychological Association (APA) (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association
- Modern Language Association (MLA) (2016). *MLA Handbook* (8th ed.). Modern Language Association
- The Chicago Manual of Style (2017). *The Chicago Manual of Style* (17th ed.). University of Chicago Press

- University of Harvard (2020). Harvard Referencing Guide. University of Chicago Press (2021). The Chicago Manual of Style Online
- American Sociological Association (ASA) (2020). Sociology Citation Style

## REVIEW QUESTIONS

### Part 1: Gantt Charts and Project Management

1. **What visual tool is used to plan, schedule, and track the progress of a project over time?**
  - A) Bibliography
  - B) Gantt Chart
  - C) Budget Plan
  - D) Research Outline
2. **What term describes significant points in research, such as completing a phase or delivering a report?**
  - A) Timeframes
  - B) Dependencies
  - C) Milestones
  - D) Resources
3. **Which component represents tasks that cannot begin until a previous task is finished?**
  - A) Milestones
  - B) Activities
  - C) Timeframes
  - D) Dependencies
4. **What is the very first step in creating a Gantt chart?**
  - A) Set Timeline
  - B) List Activities
  - C) Define Dependencies
  - D) Allocate Resources
5. **Who is primarily responsible for using a Gantt chart to track if researchers are on schedule?**
  - A) The target population
  - B) The funding body
  - C) The advisor or research coordinator
  - D) The publisher

### Part 2: Budget Planning and Finance

1. **What is a detailed breakdown of the financial resources required for a research project called?**
  - A) Financial Bibliography
  - B) Gantt Chart
  - C) Budget Plan
  - D) Contingency Audit
2. **According to the lecturer, what percentage should be added to a budget to account for inflation?**
  - A) 2%
  - B) 4%
  - C) 5%
  - D) 10%
3. **What is the name of the budget portion reserved specifically for unexpected expenses?**
  - A) Miscellaneous Costs
  - B) Personnel Fund
  - C) Contingency Fund
  - D) Travel Expenses

4. **When identifying funding sources, where does the source suggest researchers look?**
  - A) Personal savings only
  - B) External grants, university funds, or private sponsors
  - C) Wikipedia donations
  - D) Debt collectors
5. **Why must a budget plan be aligned with the Gantt chart?**
  - A) To ensure financial resources are available when tasks are scheduled
  - B) To increase the inflation rate
  - C) To change the citation style
  - D) To eliminate the need for primary sources

### Part 3: Bibliography and Citations

1. **What is the primary purpose of a bibliography in research?**
  - A) To list personal opinions
  - B) To provide credit to original authors and prevent plagiarism
  - C) To calculate the total cost of books
  - D) To define the project timeline
2. **Which citation style is commonly used in the social sciences like psychology and education?**
  - A) MLA
  - B) Chicago
  - C) APA
  - D) Harvard
3. **Which source type is described by the lecturer as "the most common one that we use"?**
  - A) Podcasts
  - B) Websites
  - C) Journal Articles
  - D) Theses
4. **Which specific website is explicitly "not accepted" as a valid research source?**
  - A) NIH.gov
  - B) Wikipedia
  - C) WHO.int
  - D) Google Scholar
5. **What is the definition of a primary source?**
  - A) An analysis of someone else's data
  - B) A summary of a book
  - C) Original research, interviews, or experiments
  - D) A podcast episode
6. **How are references typically arranged in a bibliography at Adventist University of the Philippines (AUP)?**
  - A) Chronologically by year
  - B) In order of appearance
  - C) Alphabetically by authors' last names
  - D) By the length of the title
7. **What is a "hanging indentation" in a reference list?**
  - A) All lines are indented five spaces
  - B) The first line is flush left, and subsequent lines are indented
  - C) Only the first line is indented

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- D) The entire paragraph is centered
- 8. **In APA style, how are the authors' names formatted?**
  - A) First name, Last name
  - B) Last name, first initial
  - C) Full name only
  - D) Title, Last name
- 9. **What is a DOI in the context of academic citations?**
  - A) Digital Order Index
  - B) Direct Online Information
  - C) Digital Object Identifier
  - D) Document Organization Interface
- 10. **When is it acceptable to use a "secondary citation"?**
  - A) For every reference to save time
  - B) When you want to cite your own work
  - C) Only if the original source is inaccessible or out of print
  - D) When you prefer the analysis over the original data

### Answer Key

1. B (Gantt Chart)
2. C (Milestones)
3. A (Dependencies)
4. C (List Activities)
5. C (Budget Plan)
6. B (4%)
7. D (Contingency Fund)
8. B (Identify Funding Sources)
9. B (List sources and provide credit)
10. C (APA)
11. B (MLA)
12. C (Journal Articles)
13. D (Wikipedia)
14. B (Original research, interviews, or experiments)
15. C (Alphabetically)
16. B (5)
17. C (The person with the greatest contribution)
18. C (DOI)
19. B (ISBN)
20. B (Only if the original source is inaccessible)