

Joshua McGee and Eva Gillespie
Technical Editors
304 W 1100 N
Logan, UT 84341
March 9, 2008

Mrs. Gwyneth F Holladay
1075 Greenwood Dr.
Brigham City, UT 84302

Dear Gwyneth,

As you requested, we have edited your research project proposal. We have enclosed the following items with this letter: a copy of the original, your teacher's comments, our edited copy, and a style guide. Some of the changes we made included reorganizing sections and paragraphs, deleting unnecessary information, adding necessary information, revising the style of sentences, and changing the formatting. In this letter, we will discuss a few of these changes with you. Additionally, we had various other questions and suggestions for your proposal that we did not make because we lacked sufficient information, and we will detail those suggestions at the end of this letter.

Your teacher specified that a few of your sections were out of order, and so we reordered these sections slightly in order to bring them into compliance with your teacher's comments. Additionally, we did extensive reorganization within your individual sections and paragraphs. For example, in the "Review of Literature" section, we separated your information into three categories and gave these categories subheadings.

We also deleted various pieces of information that, after extensive review, we determined were not relevant or necessary to your proposal. For example, much of the information in your literature review was redundant. When there were instances of redundancy, we first organized that information together and then evaluated if the redundancy served a useful purpose. When it did not, we deleted the redundancy. Additionally, your teacher specified that you actually only addressed one question in your proposal, not five. Therefore, we deleted the four questions that your proposal did not cover.

Your teacher stated that you were missing sections describing how you would collect the data, how you would analyze the data, and the stakeholders for your project. In order to fix this problem, we added the sections "stakeholders," "data collection," and "data analysis." We found information in various parts of your proposal that seemed to answer these questions, and we put that information underneath those sections. Additionally, your table lacked specific dates for completion, and we added these based on our understanding of elementary school schedules. We feel that the information we added is fairly accurate; however, it may be insufficient. You should, therefore, review these sections to ensure accuracy and completeness.

In addition to reorganizing the paragraphs, we also changed the style of the sentences. We made your sentences more powerful and clear by pulling the subject of the sentence to the beginning and placing the object at the end. Additionally, because research proposals are intended to be formal documents, we changed casual and colloquial wordings to be more formal (e.g., how Navajo students "soak up information like a sponge.")

In order to follow APA formatting, we changed the style of your headings, subheadings,

and table. As you will read on the style guide, level-one headings are centered with title caps; level-two headings are left-aligned, italicized, and have title caps, and level-three headings are left-aligned, italicized, have title caps, are in-line with the text, and are followed by a period. For the table, we deleted the horizontal lines, reorganized your columns, combined your “purpose” and “analysis” columns, and added a forecasting statement.

As we revised, we had a few more questions and suggestions for you:

1. Are the words “scripted and manipulative” actual terms used in your field? If so, they would be considered jargon and needs a definition for people outside of this field of study. If they are not, then the words need to be replaced with less opinionated words.
2. The words “indigenous,” “eurocentric,” and “low-level” should also be explained.
3. The “Summary of Literature” section seems to summarize both your own experiences and the literature. Either separate this information into two sections or revise the heading to read “Summary of Literature and Teaching.”
4. Underneath the “Ethnic Specific Learning Style” subsection, you frequently switch between the terms “Native American” and “Navajo.” Because we don't have access to your sources, we couldn't check which term you ought to have used or if the original sources also varied between these two terms.
5. As your teacher mentioned, you need to reference a source for all the information you give that is not from you. Underneath the “Review of Literature” section, you are missing several references. If you are uncertain about which information we are referencing, please contact us and we will point them out to you specifically.
6. Although you state that this research project will employ a qualitative research method, you neglect to show how it will do so. Did you mean “quantitative”?

We feel that the changes we made have kept the original intent and meaning of your proposal. Also, as we mentioned, the sections that we added to your proposal should be accurate—as we gathered this information from other spots within your proposal—however, it is probably inadequate. You should look at these sections particularly and determine what additional information you need. If you would like to add this information and resubmit the final copy to us, we would be glad to edit the new information.

Thank you,

Joshua J. McGee
Eva Gillespie