

Guidelines for Preparing and Presenting Tutorial Research

Module: Administrative Leadership

- **Title Page: (1 Page)**

A title page containing the following information: University name and logo, module name, research title, student's name, group number, professor's name, and academic year.

- **Plan Page: (1 Page)**

Strict adherence to the outline specified on the module's page on Moodle is required.

- **Research Content: (5 Pages)**

It is very important to cover the five research elements in exactly five pages—strictly limited to exactly five pages.

- **Summary: (1 Page)**

The first half should consist of a summary of the key information in English, and the second half in Arabic.

- **Questions & Answers: (1 Page)**

Ten important questions related to the research must be written, along with a concise answer for each.

- **References: (1 Page or more)**

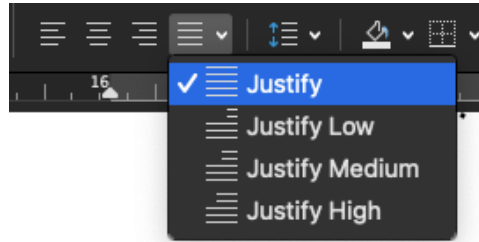
A complete list of all references used in the research, numbered according to their order of appearance in the text. References must be cited using the correct academic standard (APA - American Psychological Association) and must include a shortened direct link to the PDF format of each reference (a minimum of 20 references is required).

Format & Style Note on Research Methodology:

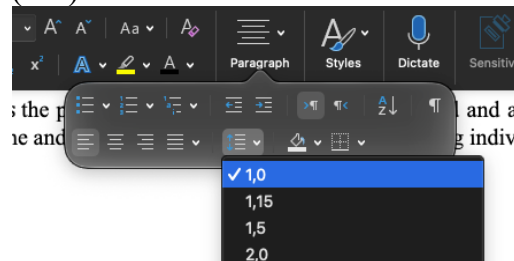
Every word in this methodology is intentional and must be strictly followed. Below are formatting notes on how the research should be written:

First: Font & Alignment

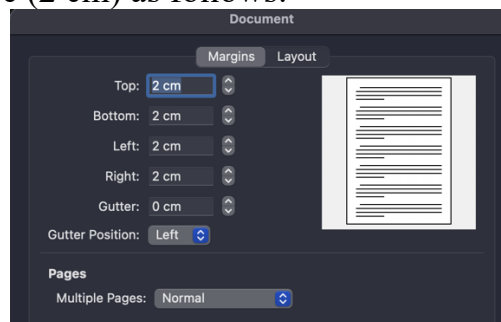
The text must be written in **Times New Roman**, font size **14**. Footnotes/citations and the references list must be in font size **12**. It is **mandatory** for all pages to have **Justified** text alignment.



The line spacing must be (1.0) as follows:



The page margins must be (2 cm) as follows:



Second: URL Shortening and Direct Access

All sources used in the research must be **electronic** sources (available on the internet in **PDF** format). The only permitted references are: peer-reviewed journal articles, e-books, Master's theses or Doctoral dissertations, and international conference papers. The page number from which the information was cited must be specified with extreme precision.

It is strictly prohibited to use information from any other sources, such as general websites or AI chat services. In the references page, a **shortened link** must be included next to each reference, providing **direct** access to the PDF source. Below is an example demonstrating how to shorten an original link:

Original Link:



Shortened Link:



Note: There are many websites that shorten links; simply search for them on Google by typing the phrase "Short link".

Third: Additional Notes

- People's names within the research paper must be written in full (First Name and Last Name).
- When including a definition or specific information in the research, the source must be cited using the **APA** format. Here is an example illustrating this:
"Leadership is the process of influencing others to understand and agree about what needs to be done and how to do it, and the process of facilitating individual and collective efforts to accomplish shared objectives." (Chemers, 2000, p.27)
- In the references list, each reference must be numbered and presented with its full bibliographic details along with a shortened direct link to the PDF file.
Example:

12- Chemers, Martin M. (2000). Leadership research and theory: A functional integration. *Group Dynamics: Theory, Research, and Practice*, 4(1), 27. <https://doi.org/10.1037/1089-2699.4.1.27>

Note: During the class session, the student presents the contents of the (Research Summary) page in both English and Arabic. The professor will then ask questions in English about the research, mostly inspired by the ten questions written by the student.

Fourth: Submitting the Research Paper The research paper must be submitted at least **48 hours** before the scheduled (start) time of the next session to **both** of the following email addresses simultaneously in **PDF** format (not in .doc format). The file must be attached directly within the email and not provided as a link. Please ensure accurate sending to both email addresses below:

riadh.bensaoucha@univ-biskra.dz
dr.riadh.bensaoucha@gmail.com