Monograph

Operational definition. Expository discursive genre in which the results of documentary research on a topic are shown in an organized manner. It involves the analysis, interpretation, and evaluation of the reviewed documents. Due to its academic nature, the use of precise language is expected, and as much as possible, to refer to the metalanguage of the discipline discussed.

> It is NOT a summary of several texts, nor is it an annotated bibliography, or a
>
> collection of unfounded opinions.

Types of monographs

1. *Research monograph.* It investigates current and new topics, increases knowledge on a topic, and may become the starting point for scientific research.
2. *Compilation monograph.* Analyzes different bibliographic sources and presents them in a critical manner, shows advances and trends in an area of knowledge and the author's point of view.
3. *Analytical monograph.* It describes the topic and presents evidence and hypotheses on the topic to be analyzed.

Structure elements
1. Title page
2. Acknowledgements (optional)
3. Table of contents or index. If there are any illustrations or tables, an index must be included.
4. Preface (optional). Reasons why the author decided to carry out the research, lessons learned, and obstacles overcome.
5. Introduction
    a. Topic relevance
    b. Research focus
        i. Problem
        ii. Scope
        iii. Method
        iv. Objective
    c. Thesis
    d. Work organization
6. Body. Ideas organized in chapters, sections, or subsections

      a. Organization according to criterion
      b. Subheadings referring to the content of the section
      c. Paragraph arrangement in a logical order
          i. Explicit relationship between one idea and another
          ii. Crediting sources of information
          iii. Thesis development with reasons supported by evidence
          iv. Footnotes (optional)

7. Conclusion
      a. Synthesis of the most important ideas of the chapter
      b. Most meaningful results, according to the objective stated in the introduction
      c. Individual opinions or views on the findings
      d. Validation, rejection, or reformulation of thesis statement

8. References
      a. APA citation style (both in structure and format)
      b. Include only the sources mentioned in the text
      c. Organize sources in alphabetical order, by author's name

9. Appendices or annexes.

How is this done?

1. Choose the topic.
2. Prepare a working outline.
3. Collect reliable sources of information.
4. Analyze the sources. It is recommended that you prepare a reading index card and an index card for each one used.
5. Review and adapt the outline according to the information available; if necessary, look for more sources of information.
6. Develop the outline and respect academic writing and APA publication standards.
7. Set the draft aside for a while before revising it.
8. Revise the draft using the checklist or assessment rubric provided by your teacher.
9. Proofread the draft to meet both publication and academic writing standards.

To learn more

American Psychological Association. (s.f.) *Cómo hacer una monografía – Partes, tipos y consejos*. https://normasapa.in/como-hacer-una-monografia/

Corona Lisboa, J. (2015). Uso e importancia de las monografías. *Revista Cubana de Investigaciones Biomédicas*, 34(1), 64-68. http://scielo.sld.cu/scielo.php?script=sci_arttext&pid=S0864-03002015000100007&lng=es&tlng=es.

Universidad de las Américas Puebla. (2013, marzo). *¿Cómo hacer una monografía?* http://blog.udlap.mx/blog/2013/03/monografia/.