

METHODOLOGICAL COMMITTEE

SUB-COMMISSION: BIODANZA AND RESEARCH



**IBFed Subcomisión
Metodológica
Biodanza e Investigación**

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THE MONOGRAPHY ON BIODANZA

Reflections from Biodanza Facilitator Training. Rolando Toro Araneda Biodanza System Schools

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Source:

**Dr. Abel Cordero Calderón. Postgraduate Degree in Higher Education.
Prof. Myrna Torre Pérez. Learning Resource Centre.**

MONOGRAPHY

I. DEFINITION: Royal Spanish Academy

GREEK:

Monos = Unique Graphein = To describe

- a) Intellectual work**
- b) Scientifically organised (method)**
- c) Explores a topic in depth - Descriptive, concrete**
- d) Investigative nature / Experiential nature**
(Supervised practice)
- e) Structured (steps)**
- f) Results are disclosed (feasible – reflections, etc.)**

Types of Monographs

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graph TD; A[Types of Monographs] --> B[Compilation - refers to the critical analysis of existing literature on a topic to present different points of view and opinions. The emphasis is on the study of the literature. It is important to have a good level of understanding in order to refer to the different points of view and present your personal opinion after a thorough review.]; A --> C[Case Study - is the description of an experience that is compared with other similar experiences and finally a series of conclusions are presented.]; A --> D[Research - involves a series of steps in the search for and study of a problem, providing findings and recommendations for its solution from a new point of view.]; B --- E[BD]; C --- F[BD]; D --- G[BD];
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Compilation - refers to the critical analysis of existing literature on a topic to present different points of view and opinions. The emphasis is on the study of the literature. It is important to have a good level of understanding in order to refer to the different points of view and present your personal opinion after a thorough review.

BD

Case Study - is the description of an experience that is compared with other similar experiences and finally a series of conclusions are presented.

BD

Research - involves a series of steps in the search for and study of a problem, providing findings and recommendations for its solution from a new point of view.

BD

MONOGRAPHY

3.- Research:

Based on a topic that has been little researched

Criterion: Make new contributions

Comparisons with others

BIODANZA MONOGRAPHY

A. Intellectual:

Requires physical and mental effort

B. Scientifically organised:

Use of science as a foundation

C. Explores a topic in depth:

Descriptive scientific theoretical work,
product of bibliographic research

Delimited and feasible to carry out (realistic)

D. Research:

Involves: inquiring, discovering, revealing, finding out,
searching, exploring
through methodologies

E. Results:

Report discloses the results, using as a source the

Bibliography

BIODANZA MONOGRAPHY

RESEARCH TOOLS

a) Survey

b) Interview

c) Observation

d) Bibliographic documentation

* We investigate empirical data to transform it into scientific data.

BIODANZA MONOGRAPHY

CHARACTERISTICS

- a) Written/textual, systematic and comprehensive
- b) Specific or particular topic
- c) Detailed and/or exhaustive
- d) Extensive in-depth treatment
- e) Specific methodology
- f) Provide a personal and original contribution

BIODANZA MONOGRAPHY

COMPLETION OF THE MONOGRAPHY

Choice of topic:

Precise and accurate

Delimited

Realistic and feasible

Positive attitude

Tutorial support during implementation
(supervising teacher)

BIODANZA MONOGRAPHY

COMPLETION OF THE MONOGRAPHY

B. Work Plan:

- Allows visualisation of activities
(in terms of time and space, available resources,
organisation of roles)
- Search for material

BIOZANZA MONOGRAPHY

STRUCTURE OF THE MONOGRAPHY

1.- PRESENTATION:

- a) **Cover:** Institution, Title, Author, Title "**Biodanza Teacher**", date of presentation
- b) **Acknowledgements and/or Dedication**
- c) **Summary:** 120 to 150 words, including the purpose or objective of the work, hypothesis, method and supporting theories, and general conclusion.
- d) **General index:** Location in the text
- e) **Index of tables and figures**

Sistema Rolando Toro



SISTEMA ROLANDO TORO

***MONOGRAFÍA PARA OBTENCIÓN DE TÍTULO
“PROFESOR DE BIODANZA”***

NOMBRE DE LA MONOGRAFIA

Alumna/o:

Profesor/a Supervisor/a Práctica:

Profesor/a Guía Monografía:

Ciudad, fecha

MONOGRAPHY

STRUCTURE OF THE MONOGRAPH

f) Development: APA 5th Edition

1. Introduction:

Conceptual and theoretical formulations—situates the reader in the problem.

2.- Theoretical framework:

Body of the work, foundation: set of ideas, laws, and theories proposed by the author as justification.
Supports and argues the study's proposition.

MONOGRAPHY

STRUCTURE OF THE MONOGRAPHY

3.- Study or research method

- Reports methodological aspects
- Use of instruments

4.- Analysis and treatment of information sources:

- Indicates background
- Similarities and differences with respect to the problem under study
- Analyse and discuss prudent theories

MONOGRAPHY

STRUCTURE OF THE MONOGRAPHY

5.- Recommendations and Suggestions

- Within the conclusion.
- Summary of the research results.
- Questions arising from the research
- Aspects to consider in the future

MONOGRAPHY

STRUCTURE OF THE MONOGRAPHY

6.- Bibliography, references and appendices:

- Identify sources (ISO 690)
- Support interpretations
- Appendices: these are supplementary to the text and should be interpreted.

IN BIODANZA...

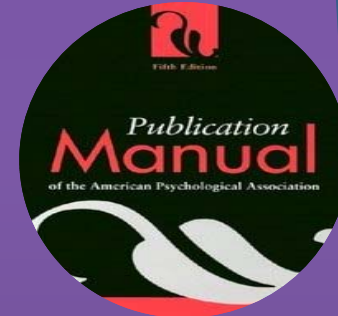
Before writing a monograph, what should I know?



Page limit.



Work
submission
date



Style guide
to be used.



Before writing a monograph, what should I know?



Available
resources



Minimum
length of
bibliography



Teacher's
specifications.

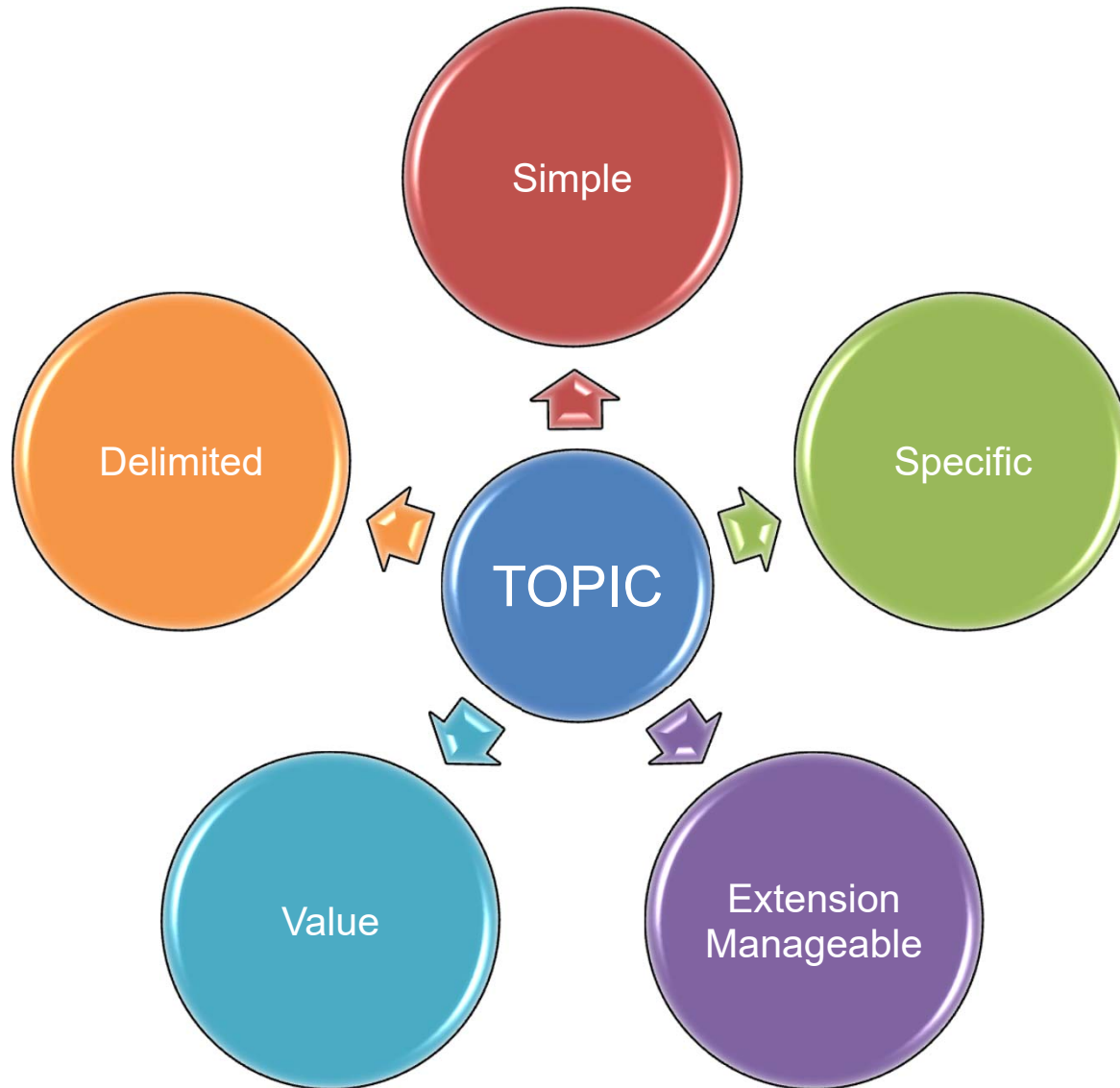


Steps for preparing a monograph.

1. Selecting a topic (*What should I do?*)
2. Searching for information (*Where do I look?*)
3. Reading and evaluating information (*What is useful?*)
4. Work plan (*How do I do it?*)
5. Completing the work (*What do I write?*)
6. Final draft of the work (*Is it well written?*)
7. Bibliography (*Where does the information come from?*)

IN BIODANZA....

Choosing a Topic



- The topic should be straightforward
- It should be specific and clearly defined
- It should be of a manageable length
- It is advisable for students to discuss the characteristics and value of their topic with their **SUPERVISING Professor.**

Searching for Information *(Where do I search*



Reference:

Encyclopaedias or
dictionaries

Library catalogue.

Professional journals

Newspapers.

Databases.

The Internet.



Information Search: Readings *(What is it for?)*

IN BIODANZA...

After selecting the professional literature we find on the topic we have decided to study, when reading it we must bear in mind the following:



Objectives

- The objectives we pursue
- *What is our approach?*
- *Is this reading relevant to my thesis?*



Identify

- *Similarities*
- *Differences*
- *Controversies*

Reading and evaluating information

- Read carefully, keeping a dictionary close at hand to clarify any concepts you do not understand.
- Write down the information and data that you think may be useful for your work on a **card** or in a notebook.
 - Tips:
 - Write the bibliography of the readings on cards. This way, you will have the bibliography, possible citations, and annotations ready in advance.
 - Keeping the information on cards makes it easier to organise.
- Include specific citations that help give your work authority.



Work Plan

- Use an outline, concept map, or other means to help you visualise the topic.
- It is important that the medium you select guides you towards a logical and organised construction of the topic.
 - Advantages
 - It helps to organise ideas.
 - Gives direction to the work.

Work Plan *(including written work sections)*

Title Page *(cover page, according to APA Manual)*

- **Pagination**
 - The title page is page number 1 of the work, but the number is not printed.
- **Required elements**
 - **Header**
 - Name of the Biodanza School. Centred one inch from the top edge of the paper.
 - **Title of the work**
 - First letter capitalised, the rest in lower case. The title is centred.
 - **Author**
 - Follow the spelling rules for names. The name is centred after the title.
 - **Class details**
 - Date of submission of the assignment.
 - Name of the teacher

Work Plan *(including written work components)*

Title

- The title of the work should be written in upper and lower case letters, centred on the first line.

Introduction

- Here you should provide a brief description of the topic and the objectives of the work.
- It should immediately follow the title of the work.

Body or Content

- Here, the topic and objectives of the work are discussed in detail. Background information is presented, i.e. definition of concepts, historical background and secondary and tertiary subtopics (in order of importance).
- Pagination
 - The body of the work begins on a new page (page 3).
 - The subsections of the body of the work do not begin on new pages.

Work Plan *(including written work components)*

Conclusion

- Possible conclusions or answers to the research topic are outlined. This section contains the final impressions of the work and adds possible solutions or recommendations to the topic raised.
- This section contains the final impressions of the work and adds possible solutions to the problems raised.
- In cases where one or more hypotheses have been presented, it must be stated whether the original purpose(s) has/have been achieved.

Work Plan *(including written work components)*

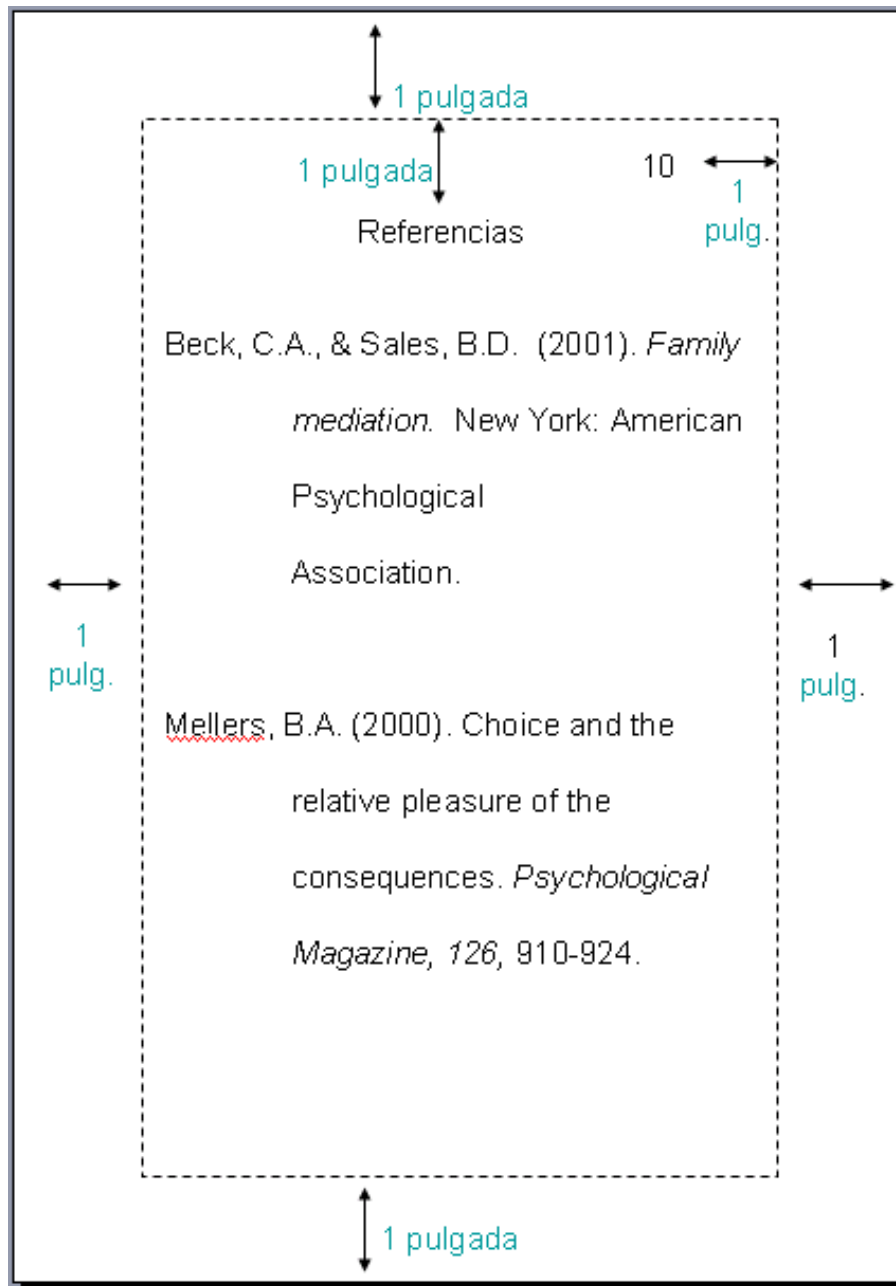
Bibliography

- In this section, we record, describe, and classify written and non-printed or electronic materials for a specific purpose.
- This includes all information resources consulted for the writing of the monograph.
- The use of a style guide is recommended.
- **Pagination**
 - The list of references or bibliography begins on a new page.
- **Heading**
 - The word References or Bibliography centred on the page.
- **Format**
 - All entries are organised in alphabetical order by the surname of the author(s).

Work Plan *(including written work sections)*

- Required elements for the bibliography, using the APA Manual.
 - Author
 - Publication date
 - *Name of the book, journal or document*
 - Volumes
 - Pages
 - Place of publication
 - Publisher
- **Important**
 - All names of books, magazines, and periodicals are *italicised*.

Work Plan *(including written work sections)*



**References or
bibliography /
webography**

Work Plan

- Appendices
 - This is usually included after the bibliography.
 - Includes the documentation necessary to develop the selected topic.

Final draft of the paper.

- Write a draft of your paper to refine your writing. Remember that the draft should include the basic parts (introduction, body, conclusions, and bibliography).
- Document your work. To do this, you can use direct or indirect quotations.

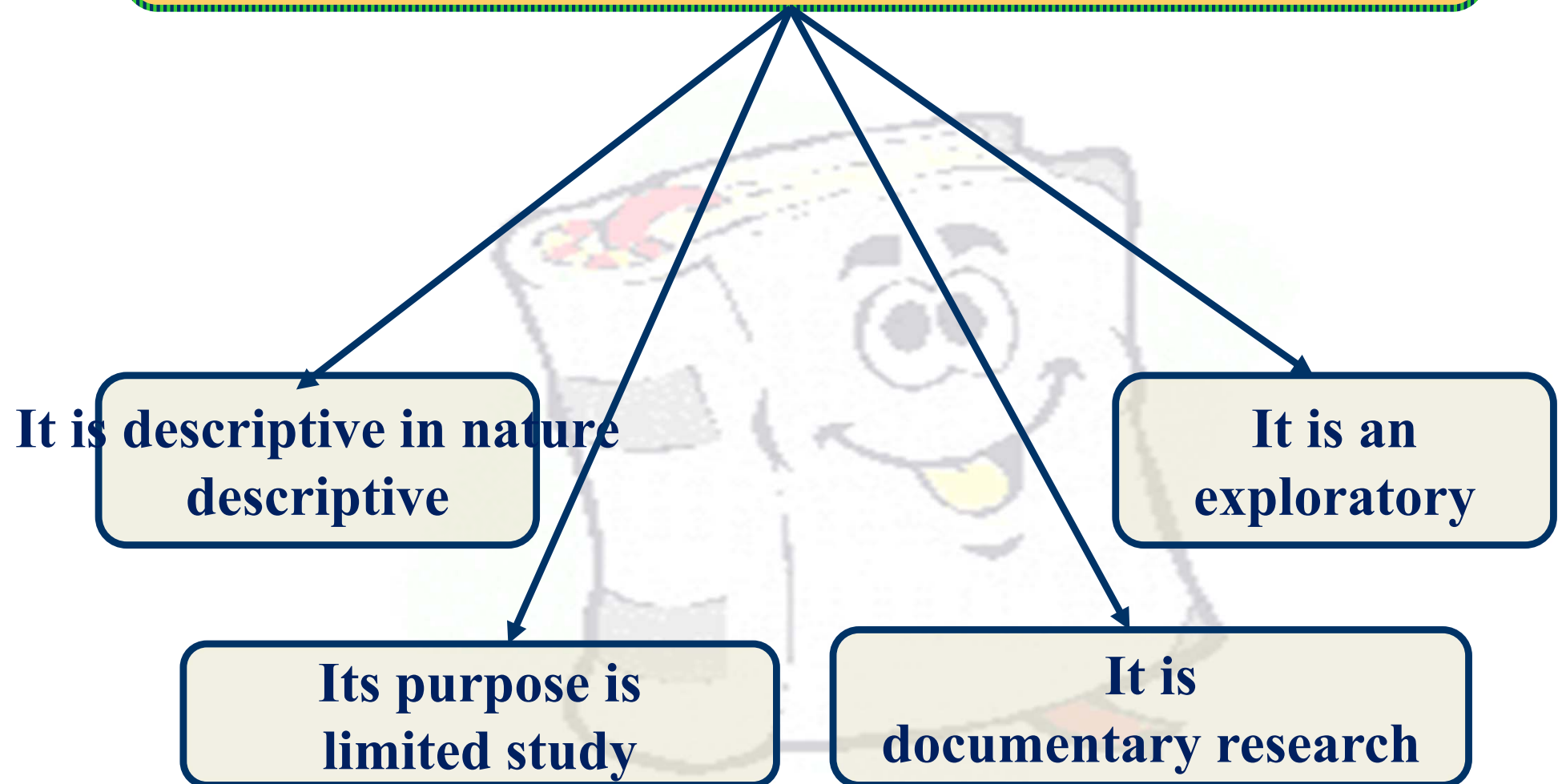
Bibliography

Alvarado E. & Borges, B. (2004). *Practical guide to writing monographs, essays, bibliographies and extracts*. Puerto Rico. Puerto Rican Publications.

Buonocore, D. (1976). *Dictionary of Library Science: Terms Related to Bibliology, Bibliography, and Related Subjects*. Buenos Aires. Marymar.

Royal Academy of the Spanish Language. (2001). *Dictionary of the Spanish Language*. Spain. Rotapapel S.L.

Characteristics of the Monograph



Stages of the Research Monographic

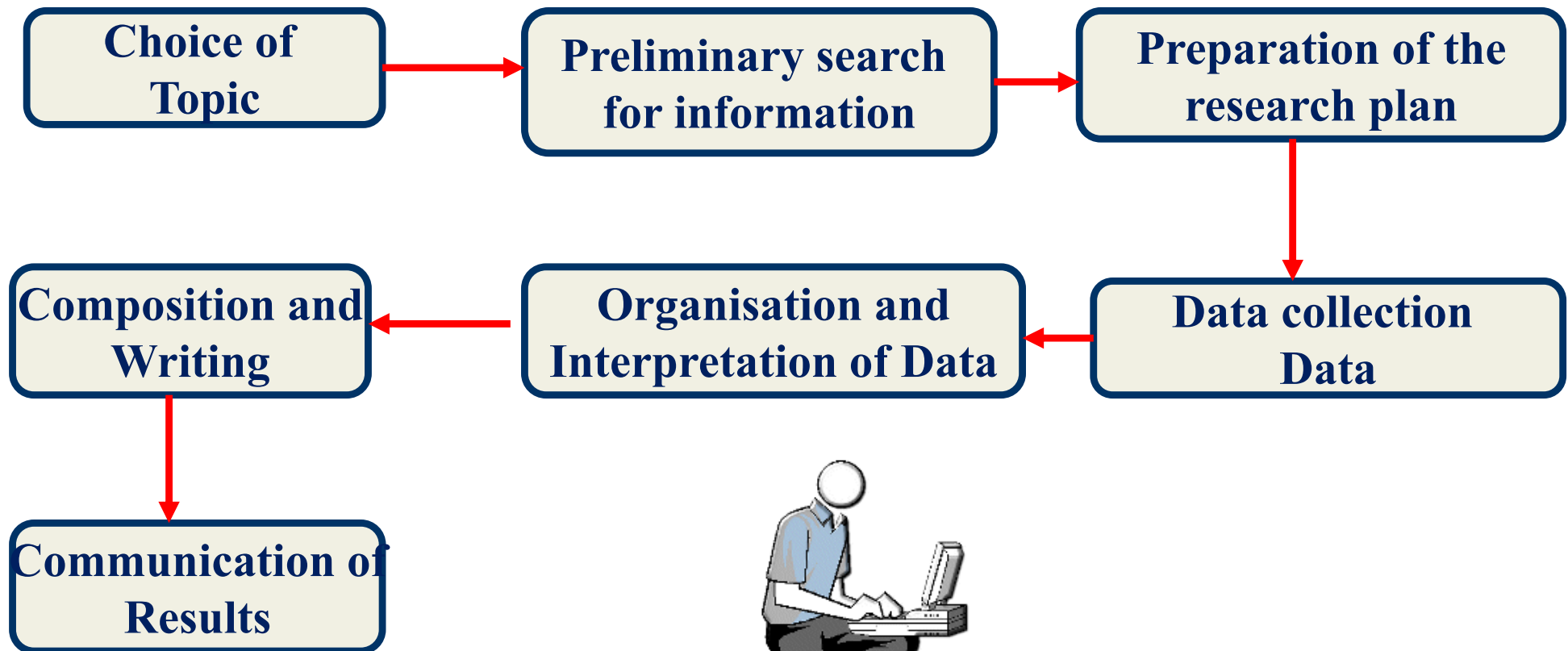
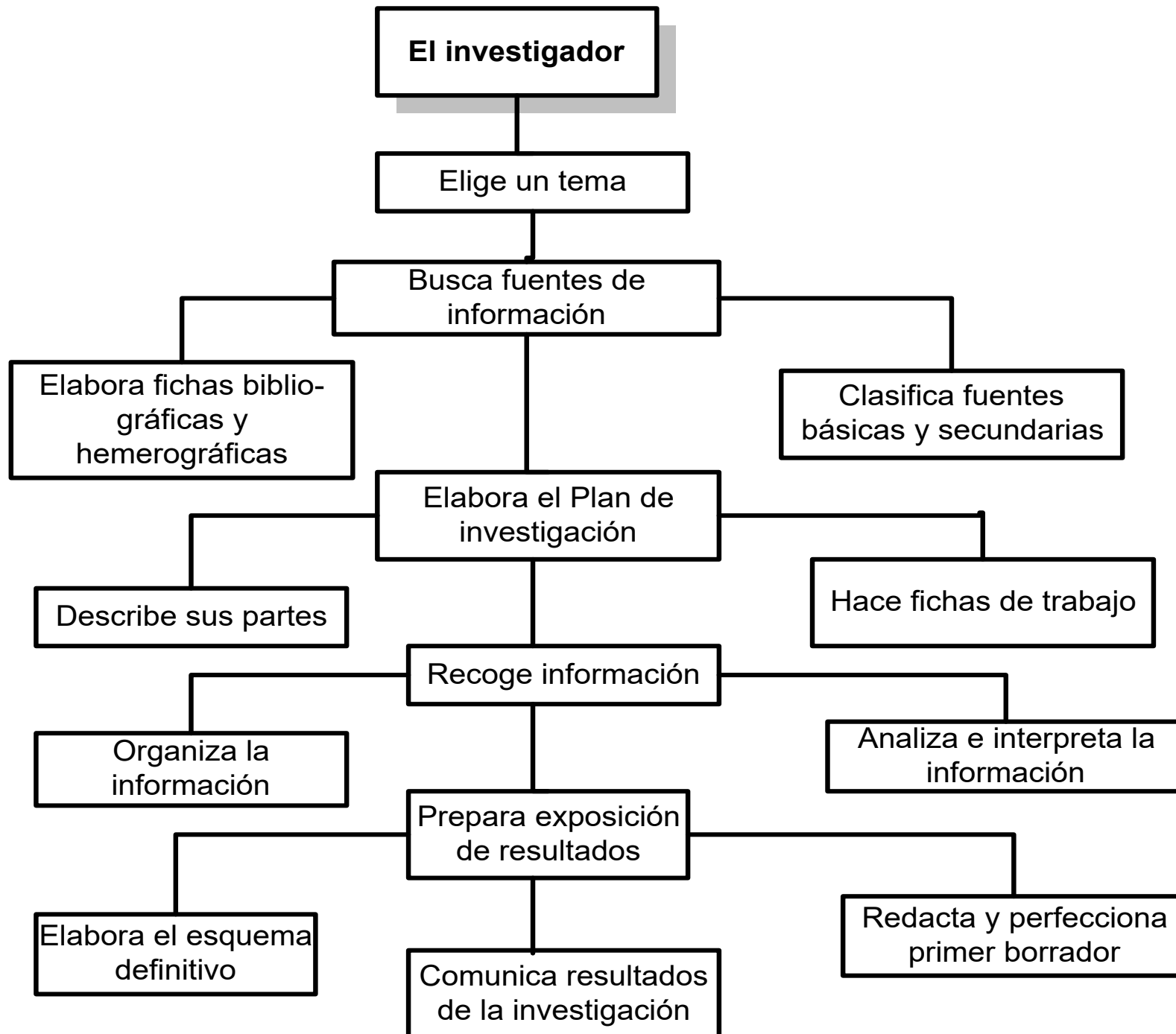


DIAGRAM OF THE MONOGRAPHIC RESEARCH





Preparation of the Research Plan

- With the information retrieved, we proceed to formulate an outline, which will serve as a guide for the search for new, more in-depth information.
- Plan Structure:
 - ✓ Cover page
 - ✓ Introduction (reference to objectives, importance, etc.)
 - ✓ Body (Table of Contents)
 - ✓ Sources of Information (Bibliographic, Newspaper, electronic (list of those consulted up to that point have been consulted).



Data collection

- This consists of gathering information
- To this end, research sources are used
- The filing technique is used





Organisation and Interpretation of data

- **This begins once the information has been collected.**
- **The content of the research files is reviewed.**
- **Qualitative and quantitative information is taken into account.**
- **The files are classified and organised according to topic.**

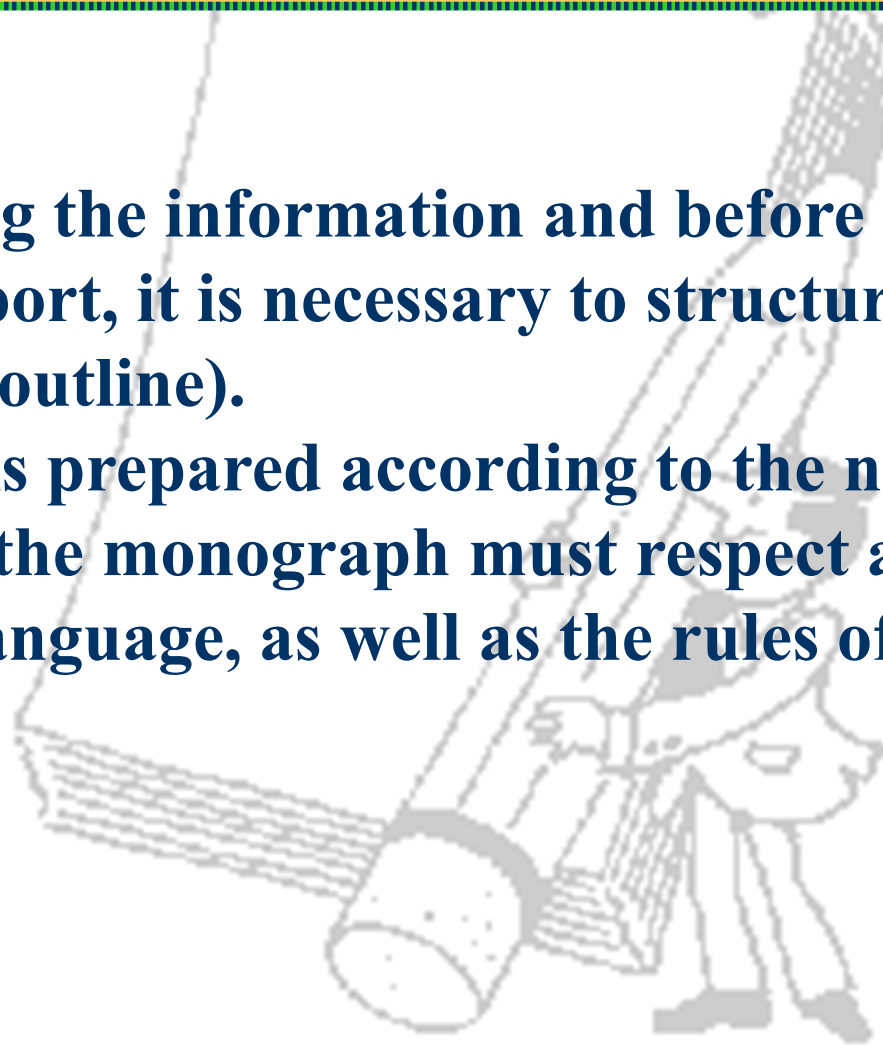


Composition and Writing

- After organising the information and before proceeding drafting the report, it is necessary to structure ideas (in a new outline).

The first draft is prepared according to the new outline

- The writing of the monograph must respect academic and technical language, as well as the rules of its construction.





Communication of results

- This means that after obtaining the research results research must be communicated to the Biodanza
- The work must be presented in printed form and take into account aspects of form and content

For the development of the Monograph on PRACTICAL EXPERIENCE

EVERY monograph must have a chapter dedicated to the development of the practice, which must include an account of the eight supervised sessions.

1.- Introduction: The introduction consists of a brief description of Biodanza, including its definition and a reference to Rolando Toro Araneda, its creator, as well as a brief presentation of the monograph.

2.- Description of the group. (refer to how the group is constituted).

- a) Ages**
- b) Gender** (number of women and men participating in the group).
- c) Professions**
- d) Expectations of the group participants**
- e) Location** where the work was carried out (describe the characteristics of the premises where the supervised classes were held).
- f) How it was formed.**

Note: You should refer to the information provided by the group participants in the "Individual Follow-up Form for Participants in the Supervised Practice Group".

3.-Programa: (el Programa se refiere a los objetivos de los temas tratados en las sesiones)

- a) Programa del Curso de Biodanza para iniciantes (ejemplo : Integracion Motora)**
- b) Cuales son los aspectos que se desean desarrollar.**

4.- Verificación:

- a.- Sobre el grupo y los individuos**
- b.- Puntos significativos que han emergidos en relación a los elementos teóricos**

5.- Experiencia del alumno practicante

- a) Relato sobre la experiencia personal de conducción del grupo durante el ciclo de prácticas supervisadas.**
- b) Describir cuál es la relación entre el desarrollo de la Práctica Supervisada y los Elementos Teóricos de Biodanza aprendidos durante la Formación.**

6.- Conclusión.

IMPORTANT:

**Reflections on the
process and
experience of
Supervised
Practice**

**PREPARING A
MONOGRAPHY**

INVOLVES

**KNOWING
HOW TO
READ**

**AND THAT IN TURN
IMPLIES**

A READING PROCESS

FOUR OPERATIONS

1

PERCEPTION

=
•What is the text about?
•Grasping what I have read

2

COMPREHENSION

=
•Gain an overview of what you have read.
•Understanding the author's thinking

3

ASSIMILATION

=
•Discern and/or select ideas and
internalise them

4

EVALUATION

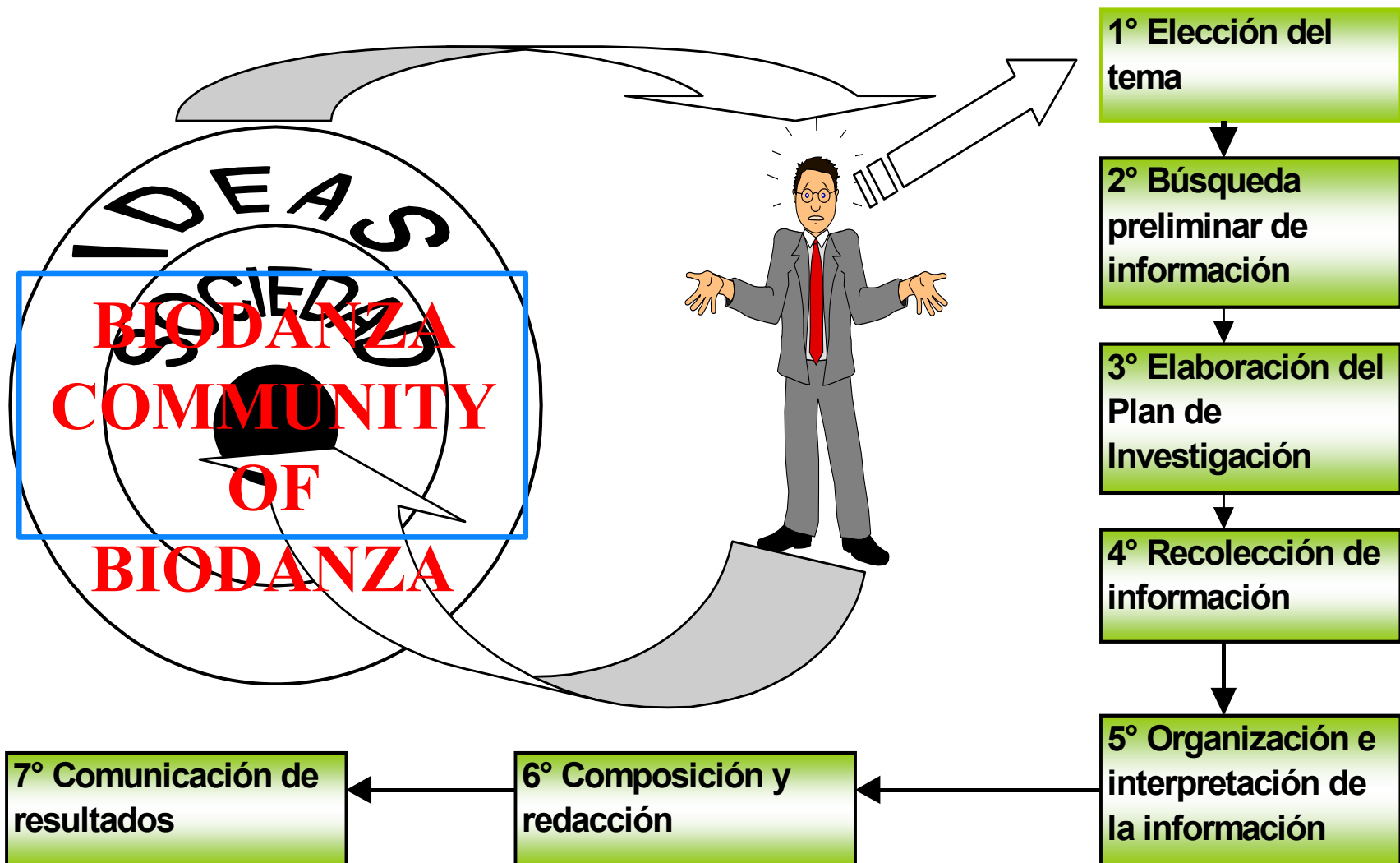
IMPLIES

INTERPRET:

- Mediator
- Translator

OBSERVE:

- The beginning of something.
- Correct spelling mistakes.
- Observe logic in ideas.
- Whether there is order in the ideas presented.





THANK YOU VERY MUCH

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