

GUIDELINES FOR PREPARATION OF RESEARCH PROPOSAL

The proposal must be written on single side A4 papers for the following typographic specifications:

Font Type- Times New Roman

Font size: Text-12 points, Title: 16 points (Bold, capital), Headings: 14 points (Bold, each word capitalized)

Alignment: Title- centered, Text- Justified, Headings: left

Spacing: Double

1. Format for Research Proposal

TITLE

The words should reflect the focus of your proposal. It should be clear and unambiguous. Put the key words of your research work and put the most important ones first.

Abstract

A well written abstract provides a brief and focused overview of the research proposal. It should clearly indicate why your proposed research is important, what your project aims to address, and how the project will be undertaken. (Minimum: 150 words)

Aims and Objectives

The aims are broad statements of desired outcomes, or the general intentions of the research. The objectives briefly indicate how you are going to achieve the aims.

Literature Review

This section should describe the background and the current state of research that is immediately connected with your research project. Reference the relevant findings from previous studies. Place each work in the context of its contribution to understanding the research problem being studied. Describe the relationship of each work to the others under consideration and reveal any gaps that exist in the literature. Locate your own research within the context of existing literature. (Minimum: 500 words).

Significance of Your Research Work

This section should describe how the project is significant and how it extends previous work. You will be providing information that assists in understanding the significance of the work, strengthening a claim to originality and showing you have engaged with the relevant literature and can therefore justify the worth of the project. The M.Phil./Ph.D. proposals should clearly indicate how the proposed work contributes to the creation of new knowledge in the relevant field.

Research Design and Methodology

Describe how the research project is carried out to accomplish the above aims and objectives. Explain how the overall research design and methods of analysis will correctly address the problem and that the methods will provide the means to effectively interpret the potential results.

Work Schedule

Provide a time plan for the tasks you need to undertake for your research work. Make sure to allocate enough time to each task and span the whole work at least over the minimum required

time period for the relevant degree. Clearly indicate deliverables of your research project at half year milestones to coincide with your progress report dues.

Financial Resources

State the required financial resources. Provide details of the grants obtained for the project.

Material/Human

State the required human and material resources for the project and how they are obtained.

References

All references given in the text should be listed here according to the author date system or numeric system. However, only one of these systems shall be used throughout the proposal.

In author date system, references are listed in alphabetical order according to the first author's surname or the title of the reference if the author is unknown. Citation in the text must be given with the author surname and the date of publication in parenthesis.

In numeric system, references are listed in the numerical order they are cited. Citation in the text is given using the number, instead of the author surname and date within the parenthesis.

2. Name and Signature

3. Name/s and Signature/s of Supervisor/s, Head of the Department

4. Backdating of Registration

Backdating of an application for registration for a research degree is allowed only in the case of provisional students. In the case of provisional students the maximum period of backdating allowed is three months provided the research proposal is submitted within three months.