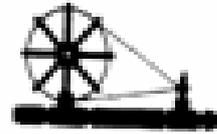




Indira Gandhi National Open University
School of Interdisciplinary and
Transdisciplinary Studies



Gandhi Smriti & Darshan Samiti

MGPP-017

Master of Arts (Gandhi and Peace Studies)

**Handbook
for
Project Work in
Gandhi and Peace Studies**

**Gandhian Studies Programme
School of Interdisciplinary and Transdisciplinary Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi -110068 (India)
and
Gandhi Smriti & Darshan Samiti, Rajghat, New Delhi**

Handbook Preparation Team

Prof. R P Mishra, Former Vice Chancellor, Allahabad University and Honorary Director, Gandhian Studies Programme, IGNOU.

Dr. Savita Singh, Former Director, Gandhi Smriti & Darshan Samiti, Gandhi Darshan Complex, Rajghat, Delhi.

Dr. S. Vijayasekhara Reddy, Reader, Faculty of Political Science, School of Social Sciences, IGNOU, New Delhi.

Dr. Sailaja Gullapalli, Research Associate, Gandhi Smriti & Darshan Samiti, Gandhi Darshan Complex, Rajghat, Delhi.

Prof. D. Gopal, Professor of Political Science & Programme Coordinator, Gandhian Studies, School of Interdisciplinary and Transdisciplinary Studies, IGNOU, New Delhi.

PRINT PRODUCTION

Secretarial Assistant

Mr. B. Natrajan
Deputy Registrar (Publication)
MPDD, IGNOU, New Delhi

Mr. Arvind Kumar
Section Officer (Publication)
MPDD, IGNOU, New Delhi

R. Ramesh Kumar
Sr. P.A.
SOSS, IGNOU, N.Delhi

April, 2011

Indira Gandhi National Open University, 2011

All rights reserved. No part of this may be reproduced in any form, by mimeograph or any other means, without permission in writing from the Indira Gandhi National Open University.

Further information on the Indira Gandhi National Open University courses may be obtained from the University's Office at Maidan Garhi, New Delhi-110068, India.

Printed and Published on behalf of the Indira Gandhi National Open University, New Delhi, by Registrar, MPDD, IGNOU, New Delhi.

Laser typeset by : Rajshree Computers, V-166A, Bhagwati Vihar, Uttam Nagar, Near Sc. 2, Dwarka, New Delhi-59

Printed at:

CONTENTS

Masters Project Work: Course Requirements	5
A) The Project Proposal	5
Each Student Who Undertakes	
B) The Project	6
C) Academic Counselling and Supervision	7
1. Choosing a Research Topic	11
2. Preparing the Project Proposal	13
3. Executing the Research Project Work	15
3.1 Analysis, Synthesis and Interpretation of Data	20
3.2 Writing the Project	21
4. Using Sources	22
5. Acknowledging Sources	23
6. Planning your Year	29
References	30
A. Cover Page of Dissertation Proposal	31
B. Cover Page of The Dissertation	32

Dear Learner,

At the Masters level, a learner is expected to acquire tools, abilities and knowledge that will qualify him/her to teach, carry out research, and perform as a professional social scientist. The Project Work in Gandhi and Peace Studies, MGPP-017, seeks to partially fulfil this requirement.

We are happy that you have opted to undertake the Project Work in Gandhi and Peace Studies that essentially involves writing a dissertation. This will allow you to explore the areas of the social world that interests you and present your findings in a well-structured document. In addition, it helps you in becoming a critical consumer of research done by others.

This Handbook is a supplement to the course MGPP-017, Introduction to Research Methods. This Handbook details the policies and procedures of dissertation project and work in Gandhi and Peace Studies. It also serves as an introductory guide to conceive, plan and execute the dissertation project.

Project work, by definition, is a self-directed work. It is conceived, executed and reported primarily by you. There will, however, be an Academic Supervisor to advise and guide you at different stages of the dissertation work. The Academic Counsellors at the Study Centre will organise counselling sessions and one of them will most probably be your Academic Supervisor. We suggest that you be in touch with your Academic Supervisor at regular intervals to discuss specific stages in the preparation of the dissertation, e.g., writing the dissertation proposal, timetable, and methods; draft chapters; final draft even if you are familiar with the contents of the course MGPE-015 Introduction to Research Methods and feel confident of taking up research work on your own,

You may also write to the faculty at the headquarters to seek additional information and advice.

Faculty of Gandhian Studies

MASTERS PROJECT WORK: COURSE REQUIREMENTS

The Masters Project Work in Gandhi and Peace Studies is an independent research project worth 8 credits of course work. This means that it requires about 240 study hours and has the same weightage as a full year course.

The Masters Project Work generally consists of a review of the scholarly literature relating to a research question selected by the student and relevant to his/her area of specialisation. However, it need not be restricted to literature survey. Since you have been acquainted with research methods and techniques, you can choose a project work involving primary research, e.g. in the form of surveys, interviews or fieldwork.

The project work process begins with the identification of a topic and ends with the submission of a well structured document of about 20000 words (excluding bibliographic references), which shows you have completed the following tasks:

- Identifying a research topic
- Reading relevant literature
- Constructing a project proposal
- Collecting and evaluating data
- Analysing and interpreting the data with reference to the aims and objectives of your study
- Presenting the work in an extended and coherent manner.

The tasks involved in your Masters degree project work are very similar to the Doctoral research process. However, the resources and time available at the Master's level are limited. Your project is, therefore, not expected to demonstrate a substantial original contribution in the field of research. It must, however, provide evidence that you are able to independently conceive, design and carry out a systematic and sustained task in study and writing according to the academic requirements of any discipline in Social Sciences.

Since the project work is a substantially large research and writing project than anything you may have encountered during your undergraduate studies, an Academic Supervisor recognised by the University shall guide project work.

All Academic Counsellors of the MGPS programme at the Study Centres and faculty members of the School of Interdisciplinary and Transdisciplinary Studies (SOITS) at the University headquarters and the Gandhi Smriti and Darshan Samiti are recognised as Academic Supervisors for guiding project work. In addition, you can approach any University/College teacher who has a doctoral degree in any Social Science discipline to supervise your project. **If you are taking an Academic Supervisor of your choice (from University/college teachers), send a brief bio-data of him/her along with the project proposal to the Project Coordinator at New Delhi for approval.**

A) THE PROJECT PROPOSAL

Each student who undertakes project work is required to submit to the Project Coordinator of the MGPS at the University headquarters, a short **'research plan' or project proposal of approximately 2000 words.**

The project proposal must include the following:

1. a working title for the proposed research
2. a clear statement of the research problem to be examined
3. a very brief review of relevant literature to demonstrate the unique methodological and/or theoretical contribution of the proposed research to the discipline
4. an outline of the plan of research and methods to be used
5. an outline of chapter headings for the dissertation; and
6. a preliminary bibliography of primary and secondary sources relevant to the proposed research work.

The **Faculty at the IGNOU/GSDS** must approve the project proposal before you can begin work on the project work. Suggestions and comments made by the Faculty Committee on the project proposal, if any, must be incorporated before proceeding with research and writing of the project. A change in the title, even its wording, is not allowed once the Committee has approved the proposal, with or without modifications.

A.1 Submission

The project proposal, typed on A-4 size paper with its pages numbered sequentially at bottom-centre of the page should be submitted to:

Prof. D. Gopal

Programme Coordinator Gandhian Studies

School of Gandhian Thought Peace Studies, New Building, Rajghat, New Delhi,

E-mail: dgopal@ignou.ac.in, Mobile : 9873497720.

Send your proposal through Registered or Speed Post only so that it reaches the project Coordinator for sure. Before you post your Proposal, make sure that

- * the cover page of the proposal is according to the format given in Annexure A and all information (your name, address for correspondence, enrolment number, name and code of your Study Centre and Regional Centre, tentative title of the proposal and the name and address of your Academic Supervisor) is furnished.
- * your Academic Counsellor or the teacher who has agreed to supervise your project work has affixed his/her signature on the cover page of your project proposal.

B) THE PROJECT

The topic for the project work should be a theme or problem in an area of your choice within the framework of the contents of the courses you have studied in the First Year of Master's Programme in Gandhi and Peace Studies. **A list of priority areas for research is given in Section I of this Handbook. However, you are free to work on any other topic or theme falling within the domain of Gandhi and Peace Studies.**

B.1 Format of the Project Work

The project should be around 20,000 words in length (excluding the title page, acknowledgements and bibliographic references). Essential statistical and documentary appendices such as questionnaires, surveys, interview schedules may be added to the total, but these should be kept within absolute limitation.

- Project should be typed or word-processed on A-4 size paper.
- All material in the main part of the project, excluding the bibliographic references, should have 1.5 line spacing and printed on one side of the paper with one-inch margins.
- Notes and references should be in the prescribed format given in this manual.
- Pages should be numbered sequentially at bottom centre.
- The final project along with the cover page of the approved project proposal should be spiral bound between transparent plastic sheets (cover pages).

The sequence of the material in the project work should be in following order:

1. **The Cover Page** of the project should state the title of the project, the name and enrolment number of the student, the name of the Academic Supervisor, the degree programme for which it is prepared, the name of the University and the month and year of submission. (The Cover Page format is given in the Annexure-I).
2. **The Title Page** should give the same information as on the cover, together with the statement: ‘This project is submitted in partial fulfilment of the requirements for the Master’s degree in Gandhi and Peace Studies of the Indira Gandhi National Open University’, followed by the date (month and year) of submission.
3. **A Certificate** issued by the Academic Supervisor that the dissertation submitted by the candidate is his/her own work and that the same be placed before the examiner. See the format given in Annexure C.
4. **The Table of Contents** should list the contents of the project by chapters, with sections where appropriate, and the page number for each, together with the page number for the bibliographic references and figures, tables and maps, if any.
5. **Acknowledgements:** Acknowledge any help you might have received in the preparation of the project work.
6. **The Main Text** comprises the chapters (usually three or four, including the Introduction and Conclusion) bibliographic references and appendices, if any. Each main heading (chapters, bibliographic references and appendices) should start on a new page; sections within main headings may continue on the same page. The numbering of the main text of the project should be sequential. The bibliographic references should list all works cited in the chapters and other valuable sources used in the preparation of the project. Do not give separate entries for primary and secondary sources. Further guidance on citing and referencing is given in Section 5 of this Handbook.
7. **The Cover page of the project proposal approved by the Faculty Committee** must be appended to the project at the end.

B.2 Submission

A spiral bound copy of the project work in Gandhi and Peace Studies should be submitted before the term-end examination in June or December.

Project work submitted during the term end examinations will be evaluated in the next cycle of term-end examinations.

The Project Work should be submitted to:

The Registrar
Student Evaluation Division (SED)
Block 12
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068

- Do make two copies of the project work and submit one to the University. The University will not return the evaluated project work .
- Presentation of the project work is taken into account in awarding marks. Make sure that the final text has been carefully examined for any typing errors before it is bound and submitted.
- Before binding the project work , make sure that the pages are arranged in correct sequence and format. Ensure that the Cover Page of the project work proposal approved by the Faculty/ Committee and the project are bound together.

B.3 Assessment

The purpose of the project work is to enable you to demonstrate your capacity to carry out a substantial piece of independent research work on a selected topic of your choice. Your project will be assessed according to the following four criteria:

- Ability to articulate and explain the project topic
- Quality of scholarship and research
- Quality of structure and organisation
- Quality of presentation.

How well a project satisfies the criteria determines the marks it receives. In general, a project is expected to meet the requirements of all the criteria equally.

In determining marks for the project work, the examiners will consider the following points under each criterion. Please go through these points carefully as these will help you in meeting the requirements of a project at the University.

Ability to articulate and explain the project topic	<ul style="list-style-type: none">□ Is the research question or problem clearly explained?□ Are all key words and concepts carefully and clearly explained?
Quality of scholarship and research	<ul style="list-style-type: none">□ Does it identify and consider primary and secondary material relevant to the topic?□ Is previous research and scholarly material incorporated completely (e.g. by quotation, paraphrase, and/or commentary) and acknowledged by citation?

	<ul style="list-style-type: none"> ☐ Does the project demonstrate competency in understanding and evaluating this material? ☐ Does the project formulate a coherent and developing argument?
Quality of structure and organisation	<ul style="list-style-type: none"> ☐ Is the structure logical; are there good links between individual chapters? ☐ Is there an excessive reliance on quotation, paraphrase, or other primary and secondary material?
Quality of presentation	<ul style="list-style-type: none"> ☐ Is the project written in English/Hindi that is formal and at the appropriate level of academic discourse? ☐ Does it correctly cite and refer all source material using the style guide prescribed in the Handbook? ☐ Has it been carefully proof-read to ensure the accuracy of spelling, quotations, and references? ☐ Is all the material accurately paginated and sequenced according to the prescribed format?

C) ACADEMIC COUNSELLING AND SUPERVISION

While you are expected to do the project work on your own, the University will organise counselling sessions at the Study Centres to help you in completing the project.

The Academic Counsellor at the Study Centre is a recognised Academic Supervisor. The role of the Academic Supervisor is to provide advice and support on all aspects of developing and implementing the project. In addition, he/she will approve and recommend the project proposal to the Faculty Committee as well as certify and recommend the project for evaluation. The main help and support, which Academic Supervisor may provide, include:

- ☐ Advising about developing the research question
- ☐ Advising about review of relevant literature
- ☐ Advising about study design and methods
- ☐ Suggesting additional sources of specialist advice and support
- ☐ Giving practical advice to help in the implementation of your project work
- ☐ Giving letters of authorisation to enable you to make enquiry and investigations at different sources (offices, libraries etc.).
- ☐ Supporting you to prepare a suitable timetable and meet key deadlines
- ☐ Commenting on drafts of your chapters

GUIDELINES AND TIPS FOR PROJECT WORK

This section is aimed at helping you in completing different tasks involved in the dissertation process. If you face difficulty at any point with the project work, especially if you seem to be getting nowhere, consult your supervisor in the first instance.

You can contact the Project Coordinator for general information at school of **Gandhian Thought and Peace Studies, Gandhi Darshan Complex, Gandhi Smriti & Darshan Samiti (GS&DS) Gandhi Darshan, Rajghat, Delhi**, or at E-mail: dgopal@ignou.ac.in

For academic help regarding the topic, proposal, and writing in your area of specialisation, contact the faculty member concerned at the University headquarters by writing, emailing or on phone.

Name	Areas of specialization	email address and mobile number
Prof. R.P. Mishra, Former Vice Chancellor, Allahabad University, Allahabad	Gandhian Thought and Peace Studies, Environment and Sustainable Development	09450869688 0532-2266325 sdf.misra@gmail.com
Dr. Savita Singh, Former Director, Gandhi Smriti & Darshan Samiti, Gandhi Darshan Complex, Rajghat, Delhi	Gandhian Thought and Peace Studies, Environment and Sustainable Development	09810422055 savita_dsingh@hotmail.com
Dr. Sailaja Gullapalli, Research Associate, Gandhi Smriti & Darshan Samiti, Gandhi Darshan Complex, Rajghat, Delhi	Gandhian Thought and Peace Studies, Human Rights, Environment, Sustainable Development and International Political Economy	09810786946 sailajagullapalli@gmail.com
Dr. S Vijaysekhar Reddy, Associate Professor, Faculty of Political Science, School of Social Sciences, IGNOU, New Delhi	Peace Studies and Conflict Resolution and South Asian Studies	0 svreddy@ignou.ac.in
Prof. D. Gopal, Professor of Political Science & Programme Coordinator, Gandhian Studies, School of Interdisciplinary and Transdisciplinary Studies, IGNOU, New Delhi	Gandhian Studies, Peace Studies and Conflict Resolution, International Relations, Environment and Sustainable Development	dgopal@ignou.ac.in (O) 2957 2704 098734 97720

1. CHOOSING A RESEARCH TOPIC

In choosing topic, reflect on what has really interested you in your degree programme so far; Are you interested in pursuing an in-depth project in ideas or theory, in the practice of peace and conflict at interpersonal, regional, national or international level? Pick up a topic in an area, which really excites you, on a subject that you would like to spend more time exploring.

A topic is not automatically a problem for investigation. Explore the topic or theme by conducting a specific survey of literature. Survey the literature first from a general source such as an encyclopaedia or textbook, which will give you an overview or summary. This overview will not only clarify your main concepts or keywords but also help in focusing your research question. Follow this up by reading books related to the topic you have chosen. Journals are other important source of information. They provide sharply focused information on recent events, discoveries or research. The World Wide Web is yet another valuable source of information. Use Internet search engines and subject directories to find materials on the Web.

This type of broad and deep reading will help you in deciding and defining what questions you want to ask in your own study. By the time you write your project proposal, you should be able to show the reader the answer to the following questions: (Please check the sentence)

- what problems or questions of significance are suggested by the material you have studied?
- why the reader should be interested in these problems -that is, what light your work sheds on questions of more general interest? and
- what questions have arisen in the course of your studies that need further investigation?

Before you finalise the topic, decide what is practically possible in terms of access to data, which would provide the basis for the topic. If you are planning an empirical study, the secondary data, that is, original published data is going to be your primary source of information. You may not have the time and resources to collect primary data, that is, original data from the field. Think about the resources (access to libraries, internet and other sources of secondary data) and the time available for data collection and analysis. Is the data easily accessible?

Primary Data/ Secondary Data

Primary data are data collected by the immediate user(s) of the data expressly for the experiment or survey being conducted. Secondary data refers to any data collected by a person or organisation other than the user(s) of the data. Secondary data sources can be official or unofficial. Official secondary data comprise all information collected, processed and made available by legally constituted organisations, primarily by government departments and statutory authorities. Unofficial secondary data comprises all other forms of secondary information sources, such as data generated by academic publications, research reports of corporations and private consultants, opinion polls, etc.,

If you wish to take up a historical subject or a theme in social or political theory, choose a topic that has some relevance to the contemporary problems or area.

The Faculty of Gandhian Studies Programme in the School of Interdisciplinary and Transdisciplinary Studies has identified some themes or topics, given in the box next pages, as priority areas for research. We would like you to work on one of these themes, but you are free to work on any other theme as long as it falls within the framework of the four courses you have studied in the first year of Gandhi and Peace Studies.

Topics as Priority Areas of Research

Gandhi and Mass Struggle
Non-Cooperation Movement
Constructive Programme
Rural Development
Gandhi and His Contemporaries
Swadeshi
Sarvodaya
Satyagraha
Hind Swaraj
Gandhi on Children and Youth
Gandhi on Democracy and Nationalism
Global Peace Movements
Gandhi's Economic Thought
Environmental Movements
Social Inclusion
Civil Society and Peace Building
Human Security
Gandhian Civil Society for Global Peace
Gandhi on Development
Gandhian Concept of Non-Violence
Individual and State in Gandhi's Ramarajya

Relative Autonomy of State
Group Rights (tribal, worker, environmental etc)
Globalisation and Nationality Question
Political Extremes (Left and Right) in the Globalising World
Global Scene on Liberalisation of Trade: Reflections on Control Regimes
Comparative Frame of Development of the South Asian Countries
Political Obligation-Dynamics in the New Era
Mass Politics in a Globalising World
Population Growth and Sustainable Development
Gandhi and Journalism
Role of ICT Information and Communication Technology

Conflicts, War, Peace, and Social Security
Building States to Building Peace
Global Justice

Right to Information-A Status Review
Peacemaking and Mediation
Self-Determination Movements and Democracy
Post-Conflict Rehabilitation

E-Governance and Decentralisation: The Case of Corporate Social Responsibility

Economic Liberalisation and Trade Unions in India
Decline of Political Institutions: The Case of Trusteeship

The Corporatisation of Indian Politics
Communal Invasion of Socio-Economic Space in India
Challenges to Coalition Formation in India
Human Rights : Democracy and Development

Emerging Balance of Power in Asia
Information Technology: Mass Media and Culture
Peoples (Dalits, Tribes, Women, Peasants etc) Struggle and Movements for Equitable Democratic Society
Population, Poverty and Migration Politics of Violence
Right to Education
Women in the North-East

Nuclear Weapons-Free World
Portrayal of Foreign Policy Issues in the Indian Press
The Nuclear Factor in Indo-China/Pakistan/US Relations
Confidence Building Measures in Indo-Pakistan/China Relations
Peace Keeping in the Post Cold-War Era
Relationship between Peace-keeping and Human Rights
Oil and US West Asian Policy in the 1990s
Dual Use Technologies and Indo-US Relations

2. PREPARING THE PROJECT PROPOSAL

The proposal is the first step on the journey toward the completion of your project work. The proposal is your signal to the Faculty Committee that you have a clear idea of what you want to investigate, and that you have the necessary skills to undertake the research on the topic.

You should begin to write your proposal only when you are confident that you can answer 'YES' to the following three questions:

1. Have you read broadly and deeply in the area of your research topic?
2. Have you spent time thinking critically about the research topic?
3. Have you spent time discussing your research topic with others?

If you start writing too soon, you will be forced to stop and go back to the initial steps.

Your project proposal should have the following five sections and a working title:

- i) The Statement of the Research Problem
- ii) Review of Relevant Literature
- iii) Outline of the Plan of Research and Methods to be Used
- iv) An Outline of Chapter Headings
- v) A Preliminary Bibliography

i) The Statement of the Research Problem

Many students believe that the purpose of a research project is to report on the books and articles they have read. A project work, however, is not an essay that tells the reader all about the topic. It is intended to allow you to answer a question or examine an issue related to the topic you are studying.

In this section, state clearly and in specific terms what the project is about. Why are you doing this work? (What is your aim?) What problem or set of problems do you want to investigate? What questions will you ask?

Stating the research problem clearly helps you in organising your project work and decide what is necessary for understanding the logic of your argument (and therefore relevant for inclusion) and what is not.

In writing this section, clearly define the key terms. Be particularly careful to define explicitly terms or concepts that are in everyday use (e.g., 'nationalistic', 'democratic', 'self-government') in order that the reader will know exactly what you mean when you use them.

ii) Review of Relevant Literature

Review of related literature available in books, research journals, project reports, dissertations, etc., helps in getting acquainted with the current knowledge in the area in which the study is to be conducted. It acquaints you with the research methodology, the tools and techniques that have proved to be useful and promising in the previous research projects. You will also get to know the recommendations made by previous researchers for further research.

This section should show that you understand what work has been done in the area in the past, and where your proposed research fits in with this work. Briefly describe the literature you have read and the main findings of the author(s) in relation to your research question. You should indicate how these are relevant to your project, and how these works are similar to and/or different from your own research.

Try to review both primary and secondary sources available in the library. Primary sources are the original works/words of a writer-novelist, speech, eyewitness account, letter, autobiography, interview, or results of original research. They include the texts of legislation, parliamentary records, speeches or statements, official reports, political party or interest group documents, etc. Secondary sources are writings about the primary sources and about the authors who produce primary material. These include analyses or interpretations in editorials, monographs, essays and other works of explanation and interpretation.

Consulting primary sources, though time consuming, is a rewarding process. Primary sources provide a good source of information on the research methods used as well as actual data. Secondary sources often compile and summarize the findings of the work done by others and provide interpretations of these findings. The disadvantage of such sources is that one is dependent upon someone else's judgments about the important and significant aspects of the study. Check the interpretations given in the secondary accounts not only against each other but also against your own reading of the primary sources.

iii) Outline of the Plan of Research and Methods to be Used

This section should convince the Faculty Committee that your research will successfully answer the questions it aims to answer in the stipulated time frame. Description of your methodology, materials, etc., may be tentative at this stage as you may not have made a final decision about your methods. But you may describe a range of possibilities.

Since most of you do not have grounding in requisite methodologies, it is advisable to restrict your dissertation to survey of primary and secondary literature. For proposals involving literature survey, you need to explain generally what your sources (primary and secondary) are and why they are appropriate for your study. Explain the limits of your study- the time period, the place, the case studies as well as the limitations of your sources - e.g., newspapers and parliamentary records, but no access to records of internal party deliberations.

If you are working on a dissertation involving field work, you need to describe the kinds of data that you intend to gather, how you plan to gather it, and how this data will be used to develop your argument. Explain the limits of your study - the time period, the place, the case studies as well as the limitations of your data.

This section should also include a general outline of the dates and time to be spent on various aspects of the dissertation work.

iv) An Outline of Chapter Headings

Your project will have at least three chapters; the first and the last chapter being Introduction and Conclusion. The middle chapter (s) present your main arguments and findings. Restrict the number of middle chapters to two.

Give tentative titles for each of these chapters along with a brief, two-sentence description of each chapter.

v) A Preliminary Bibliography

List the works relevant to the proposed research work including the literature you have already surveyed for preparing the proposal. For citing and referencing, use the prescribed author-date format given in Section 4 of this Project Handbook.

vi) A Working Title

The topic for a project is not the same as the title of the project. The topic refers to the contents of the project and to the questions raised in the text, whereas the purpose of the title is to describe the structure and the organisation of the project as precisely and concisely as possible.

The title of the project proposal should be brief and apt; it should include key terms that readily identify the scope and nature of the study. Avoid using ambiguous or confusing words. If necessary, break your title up into a title and subtitle. Work on your title early in the process and revisit it often.

The title should be typed using ALL CAPITAL LETTERS.

3. EXECUTING THE RESEARCH PROJECT WORK

Once the Faculty Committee has approved your project proposal, with or without modifications, the next step is to execute the research project. The execution of research project involves various steps, which include collection of data, analysis and interpretation of data and formulation of conclusions and generalisations. Here we will briefly introduce you to methods and methodology, which will determine how you will go about collecting data and analysing it.

The range of research methods available for designing, carrying out and analyzing the results of research is wide and there are different ways of thinking about and categorizing them. Before we proceed to examine these, it will be useful to distinguish the two widely used terms 'method' and 'methodology'. The term method refers to the techniques or tools of data collection, such as questionnaires and interviews. Methodology on the other hand has a more general and philosophical meaning and is used to refer to research approaches.

Blaxer, Hughes and Tight (1999) suggest a simple and straightforward way of categorizing research methods by grouping them at three successive levels of general strategies for doing research, approaches to designing research projects and techniques for collecting data. See the box below.

RESEARCH FAMILIES, APPROACHES AND TECHNIQUES

General Research Strategy

Quantitative or qualitative

Research Approaches

Action Research

Case Studies

Experiments

Surveys

Research Techniques

Documents

Interviews

Observations

Questionnaires

Research can be broadly categorised as qualitative and quantitative research based on the type of information sought. Basically, research studies based on data that can be analyzed in terms of numbers are classified as quantitative research. This type of research tends to emphasize relatively large scale and representative sets of data. It is used in a wide variety of natural and social sciences, including Political Science.

This type of research is often contrasted with qualitative research, which has become popular in many disciplines of social sciences in the recent past. Qualitative research is the non-numerical examination and interpretation of observations for the purpose of discovering underlying meanings and patterns of relationships. Here, the researcher strives for understanding of the phenomenon under study. For instance, why do people like certain foods; how does a successful political leader prepare for elections; how opinions about political issues are formed; or how it feels to be a senior party member without Cabinet position. Though a variety of research techniques are used to answer such questions, the data collected and used does not accommodate readily to quantification, specification, objectification, or classification. Qualitative research tends to focus on exploring in as much detail as possible, smaller number of instances or examples, which are seen as being interesting or illuminating. It aims to achieve depth rather than breadth. The box below highlights the distinctions between quantitative and qualitative research and helps in clarifying the main features of the two approaches.

While qualitative and quantitative analyses are two separate strategies based on alternative views of the world, the exclusive nature of each cannot be overemphasized. For instance, use of questionnaire as a research technique might appear to be a part of quantitative strategy, while interviews and observations might appear to be part of qualitative techniques. But interviews may be structured and analyzed in a quantitative manner and numeric data can be collected from such interviews and some times non-numeric answers can be categorized and coded in numeric form. Similarly, surveys using questionnaires may allow for open ended responses and lead to the in-depth study of individual cases. It is for this reason that many researchers are happy to combine both strategies in a single research project.

In your preliminary survey of literature, you would have noticed that several research projects use more than one approach; a case study is carried out through action research and action research may use survey methods. Thus, the classification of research approaches into action research, case study,

experimentation and survey methods is not meant to be definitive or exclusive. It is simply intended to bring forth the most common approaches used by small-scale researchers like you.

i) Action Research

Action research is a research oriented towards enhancement of direct practice. It offers a research design that links the research process closely to its context. In traditional forms of empirical research, researchers do research on other people. In action research, researchers do research on themselves as an individual or on the group or organization of which they are members. Typically, a group of people identify a problem, do something to resolve it, see how successful their efforts were, and, if not satisfied, try again.

It is a popular approach among small-scale researchers in social sciences, particularly those working in professional areas such as education, social care, and tourism. What distinguishes action research from daily problem solving is its emphasis on scientific study. The researcher, who is usually a member of the community or organisation, studies the problem systematically and ensures that the intervention is informed by theoretical considerations. Much of the researcher's time is spent on refining the methodological tools to suit the exigencies of the situation, and on collecting, analysing, and presenting data on an ongoing, cyclical basis. Action research thus fits well with the idea of the research process as a spiral activity, going through repeated cycles and changing each time.

Action research aims to contribute both to the practical concerns of people in an immediate problematic situation and to further the goals of social sciences simultaneously. In other words, action research has a dual commitment; to study a system and concurrently to collaborate with members of the system in changing it in what is together regarded as a desirable direction. Action research has many variations and therefore is known by many names, including participatory research, collaborative inquiry, emancipatory research, action learning, and contextual action research.

ii) Case Study

Another research method suited to the needs and resources of small-scale researchers is the case study method. It allows the researcher to focus on a single entity or phenomena such as a political group, political movement, country/city/village, or a political process.

The thrust of case study is on in-depth research rather than on extensive research. The researcher may, therefore, have to rely on a range of data collection techniques, including direct observation, in-depth interviews and survey of relevant documents.

Case studies provide a systematic way of looking at events, collecting data, analysing information, and reporting the results. As a result, the researcher may gain a sharpened understanding of why the instance happened as it did, and what might become important to look at more extensively in future research. Case studies, moreover, lend themselves especially to generating (rather than testing) hypothesis.

iii) Experimentation

Though experimentation as a research method is associated with physical sciences, it has been adopted by a number of social science disciplines such as psychology, economics, social work and education.

A classic experiment in social sciences has four elements: a) researcher's control over the independent variable b) a pre-test and post test of the subjects on the dependent variable, c) use of at least two groups of subjects, an experimental group and a control group; and d) random assignment of subjects to the experimental and control groups.

The use of experimentation as a research approach has to be exercised with caution as one is dealing with human behaviour and perspectives. The research process can have unintended positive or negative

effects on the experimental group. As you get acquainted with this method, you will see that there are ethical issues involved as well.

iv) Survey

Survey method involves the collection of information by asking a set of preformulated questions in a predetermined sequence in a structured questionnaire to a sample of individuals drawn so as to be representative of a defined population (Hutton, 1990, p 8). Survey method, in other words, involves the collection and analysis of information gathered from a representative sample of the population.

Survey method is adopted for a variety of purposes. News media use it to gather (and even for making) news, business corporations use it to develop marketing strategies, political parties and candidates use it to develop campaign strategies and government agencies use it to obtain information about the effectiveness of its own policies and programmes. Social scientists use it to test hypothesis and develop generalisations.

Not only do surveys have a wide variety of purposes, they also can be conducted in many ways, including over the telephone, by mail, or in person. Nonetheless, all surveys do have certain characteristics in common. First, unlike a census, where all members of the population are studied, surveys gather information from only a portion of a population of interest, the size of the sample depending on the purpose of the study. Secondly, the sample is not selected haphazardly or only from persons who volunteer to participate. It is scientifically chosen so that each person in the population will have a measurable chance of selection. This way, the results can be reliably projected from the sample to the larger population. Thirdly, since the objective of a survey is to get a composite profile of the population, information is collected by means of standardized procedures so that every individual is asked the same questions in more or less the same way. Finally, individual respondents in a survey are never identified in reporting survey findings. All of the survey's results are presented in completely anonymous summaries, such as statistical tables and charts.

Before we proceed further, you should be aware that there are numerous sources of survey data that has been gathered by others and are available at little or no cost. If you examine articles in Political Science journals that analyse survey data, you will find that the focus is mostly on data that has been collected by large survey organisations rather than by the authors themselves. Many libraries have a collection of such survey data. Talk to the library staff to find out what is available at your place.

All research involves the collection and analysis of data, whether through reading, observation, measurement, asking questions or a combination of these or other strategies. Here we have identified the four basic social science research techniques: the study of documents, interviews, observations and questionnaires.

- a) All research projects involve, to a greater or lesser extent, the use and analysis of documents, often in conjunction with other research techniques. Some research projects, entirely or almost entirely, depend on documents of various kinds. Blaxter, Hughes and Tight point out that such research projects might
- be library based, aimed at producing a critical synopsis of an existing area of research writing;
 - be computer based, consisting largely of the analysis of previously collected data sets;
 - have a policy focus, examining materials relevant to a particular set of policy decisions;
 - have a historical orientation, making use of available archival and other documentary evidence.

Most studies in Gandhian Thought, Peace and Conflict Resolution are based on documents. They make considerable use of secondary data, that is, data, which has already been collected, and possibly analysed by somebody else. Some of the sources of secondary data include:

- Statistics and reports of various UN agencies and other international organisations/institutions
- Census reports
- Government documents, including parliamentary reports
- Annual reports of organisations and institutions
- Books and journals
- Newspapers, television and radio programmes

Researchers in Social Science have many good reasons for depending on secondary data. For many small-scale researchers, the time and resources available for collecting primary data are limited. In some cases, there may be difficulties in gathering primary data. Moreover, secondary data may shed light on, or complement, the primary data one has collected. After all, one cannot conduct a research in isolation from what has already been done.

- b) Interview:** The interview method involves questioning or discussing issues with people. It is a process of communication or interaction in which the subject or interviewer provides the needed information verbally either face to face or over telephone. It can be a very useful technique for collecting data, which would be unlikely to be accessible using techniques, such as observation or questionnaires.

Interviews are classified as structured or unstructured. A structured interview is one in which the procedure to be followed is standardised and is determined in advance of the interview. The same type of questions is in the same order to each subject or interviewer, and working of the instructions to interviewers is specified. The interviewer has no freedom to rephrase questions, add extra ones, or change the order in which the questions have been presented. Unstructured interview, on the other hand, provides greater flexibility. Although the series of questions to be asked and the procedure to be followed are decided before hand, the interviewer is largely free to arrange the form and timing of the questions. However, whether the interview is tape recorded or not, the planning, execution and analysis of an interview is a time consuming process. Yet the technique has been found useful in many descriptive and case study researches.

- c) Observations:** Observation is a technique in which one or more persons observe what is occurring in some real-life situation. It classifies and records pertinent happenings according to some planned scheme. It is used to evaluate the overt behaviour of individuals in controlled and uncontrolled situations. Observational technique has occupied an important place in descriptive studies. This technique needs proper planning, expert execution, and adequate recording and interpretation.

Observation may be either participant or non-participant. In the former case, the observer becomes more or less one of the group under observation. The researcher may play any one of the roles in observation, with varying degrees of participation, as a visiting stranger, an attentive listener, an eager learner, or a more complete role as participant observer. In non-participant observation, the researcher takes a position where his/her presence is not disturbing to the group. She/he may follow in detail the behaviour of one individual or may describe one or two behaviour characteristics of a dozen or more individuals.

You should be aware that as in the case of interviewing, the observation method is potentially time-consuming. Time is absorbed in planning and observing, but also afterwards as well, when one has to interpret and analyse what has been recorded.

- d) Questionnaire:** Questionnaires are one of the most widely used social research techniques. While it might seem easy to prepare a set of written questions to seek experiences and opinions of the

people, the exercise is not as simple as it might seem. The questionnaire has to be well designed after a review of the objectives of the study so that it performs the intended functions. You have to ensure that as far as possible, the questions seek information/responses covering all aspects of study. The questionnaire should not be too demanding and time consuming on the people for whom it is intended.

Questions in a questionnaire fall into two types: open and closed. Closed questions offer limited number of options to the respondents. The Likert scale named after Rensis Likert who developed this form in the early 1930s is the most useful of such question forms. The respondent is presented with a sentence and is asked to agree or disagree on a three, five or seven point scale.

Open questions allow the respondents to answer as she/he desires. For example, in a study of why the respondent (who has been identified as a party worker) chose political work as a career, an open question is more appropriate. Open-ended questions can also be structured by asking the respondents to give the three main factors/reasons. Questions have to be structured to get optimum response.

Some Tips on Collecting Data

Data collection is the most important stage of your dissertation work. While the exact nature of data to be collected depends on your topic, there are certain rules to be kept in mind.

It is always better to over-collect the data than under-collect. Eventually, you may be using less than half of the data you collected. But every piece of information collected at this stage contributes to your knowledge of the field. Do not get overwhelmed by the volume of data. Do not, therefore, leave opportunities for data collection, or put it off for another day. You may not get the same opportunity again. Your sources, whether in the form of books, documents, people may not be always available to you.

If you intend to use any of the four research techniques listed above, it will be useful to seek the help of your Academic Counsellor, speak to others who have worked on similar studies and read some literature related to it. Your questionnaire or structure of the interview you intend to take should evolve out of all these.

Remember to:

*Classify and catalogue your data. Maintaining separate files of different kinds of information will help you later at the time of writing your dissertation.

*Note the date and time and place etc., of interview taken.

3.1 ANALYSIS, SYNTHESIS AND INTERPRETATION OF DATA

We make use of various types of techniques in the analysis of quantitative and qualitative data. Statistical techniques have contributed greatly in gathering, organising, analyzing and interpreting quantitative or numerical data. In the analysis of quantitative data with the help of statistical techniques, the researcher is required to understand the concepts involved in use and applications of those methods. Their strengths and limitations need to be understood so that there is no ambiguity in the use of these techniques. Quantitative data analysis techniques include the use and application of various descriptive statistical measures: i) measures of central tendency or averages; ii) measures of dispersion or variability; iii) measures of relative position; and iv) measures of relationship. Inferential or sampling statistics, with

the help of various parametric and non-parametric tests, enable the researcher to make generalisations or inferences about populations from the observations or measures of the characteristics of samples. Z-test, t-test analysis of variance and co-variance, regression analysis, chi-square test, median test and Mann Whitney U test are examples of some parametric and non-parametric tests, which are widely used in the analysis of quantitative data.

Qualitative data in the form of responses and narratives are analysed to study or discover inherent facts. These data are studied from as many angles as possible to explore new facts or to reinterpret already existing facts. Content analysis, inductive analysis and logical analysis are mostly used in the analysis of qualitative material.

Once the data have been analysed, you can proceed to the stage of interpreting the results. The process of interpreting is essentially one of stating what the results show. It is not a routine and mechanical process, but calls for a careful, logical and critical examination of the results obtained after analysis, keeping in view the limitations of the sample chosen, the tools selected and used in the study. There is always an element of subjectivity, which should be reduced to the minimum by the researcher while interpreting the results.

In the light of interpretations of the results, you have to use all care and caution in formulating your conclusions and generalisations. These final step in the research work demand critical and logical thinking in summarising the findings of the study and comparing them with the objectives and hypothesis formulated (if any) in the beginning. The generalisations drawn on the basis of research findings should be in agreement with facts and should not conflict with the known laws of nature.

3.2 WRITING THE PROJECT

You have assembled facts and ideas and you have studied them either to draw new conclusions as per the fact or interpretation or to present the material in the light of new interest. You are familiar with the format and structure of the project, that is, the sequence of material in the dissertation.

Social Scientists strive to emulate the objectivity as well as the conceptual and methodological rigour typically associated with natural sciences (e.g. physics, chemistry, biology). The rigour, objectivity and logical consistency that are characteristic of the scientific method are reflected in their writing. Social scientists do not use impressionistic or metaphorical language or a language, which appeals to the senses, emotions, or moral beliefs. They persuade through their command of the facts and their ability to relate those facts to theories that can withstand the test of empirical investigation. Since clarity and concision are the hallmarks of writing in political science, you should clearly define any concepts or terms that are important in your arguments.

Gandhian thought and philosophy is an important exception to this empirical approach. Philosophers and theorists deal with historical or normative analysis. They debate on what should be rather than what is. They are less concerned with the scientific measurement of social phenomena than with understanding actually how major ideas develop over time. Logical consistency of ideas is the hallmark of their writing. Pay special attention to the manner in which you use the arguments of other theorists to support your own ideas. Aim for logical consistency.

Since how you say is as important as what you are saying, let us examine the rules and principles involved in writing a dissertation. Your writing should be clear and logically consistent. Having read a lot on your topic you may think that much of the ideas, arguments, issues and terms are obvious, it is essential to assume that your reader does not know much about the topic. This means you should explain what things do, who people are, (this is not clear) and how it all fits together instead of assuming something about your topic is common knowledge.

The presentation of the project should be logical and concise making use of simple common words and sentence structure. The language should be formal and straightforward avoiding colloquialism or slang. The personal pronouns I, we, you, my, our and us should not be used. Their use should be avoided by the use of such expression as ‘the researcher’ or ‘the investigator’. The use of abbreviations should be avoided in the main text of the project, except some universally understood ones such as M.A., IQ, etc.

Numbers less than three figures, round numbers and numbers that begin sentences should always be spelt out, except in statistical discussions in which they are used frequently. Fractions are also spelled out. Figures are used for decimals and percentages, but word ‘per cent’ is spelled out, e.g., 25 per cent.

Graphics and tables can enhance your project by adding a visual element to explain complex concepts. Use them only if they are directly relevant to your project and help the reader in understanding your points better. Never use a graphic or table in place of writing. If you do use a graphic or table that is not your own creation, you must acknowledge the source as you would any other quotation.

Some Writing Tips

The writing process often takes more time than most people think. So, do not leave the writing up until the last few weeks before submission deadline; instead start writing as soon as possible.

It is not necessary to start writing from chapter one. You can begin writing in the middle of a chapter somewhere other than word one. Start where your evidence is strongest and your ideas are clear.

Prepare an outline of what each chapter of your project will include. This will assist you to plan and organise the writing process. It will also enable you to estimate how long each chapter will take to write, what areas need more work, what information needs to go where.

Break up large amounts of text with headings and subheadings. The more signposts the reader is given, the easier the dissertation will be to navigate and understand.

4. USING SOURCES

Literary surveys will obviously depend on printed or online sources. How can you integrate this material into your own writing while distinguishing between your ideas and those of your source? There are three ways in which we can draw material from a source. The most familiar way is by **quotation**, i.e., using an author’s actual words in quotation marks. The second way to use the source is through **paraphrase**, where you restate the whole content of the original sentence/paragraph/passage, following the author’s order but using your own words. The third way to make use of a source is through **summary**, that is, presenting, in your own words, the core or gist of a passage, and perhaps a key example or detail. The summary will be obviously briefer than the original source or even a paraphrase.

What are the guidelines and rules for using quotations? **First, be selective in using quotations.** Use quotations primarily to present a memorable or important statement that expresses an author’s point or argument, more concisely or vividly than your own summary or paraphrase could. Use quotations sparingly even if you feel that an author’s original wording is always better than your own.

Second, **quote accurately and enclose quoted material in quotation marks.** We assume that anything between quotation marks is an exact copy of what is in the source. Therefore, if you decide

to omit a part of a quotation, even a word, substitute ellipsis marks (...) for the omitted material. Make sure that what remains is still grammatically correct. If you need to add or even change anything, however slightly, to make the quotation work smoothly grammatically in the context of your own writing, use square brackets [] around the addition or change.

Short quotations, from phrases to whole sentences, can be integrated into your own sentences. However, if the quotation is longer than three sentences, then it should be 'blocked', i.e., leave double space between regular text and the blocked quotation, single space the quotation, and indent it to make a wider margin than regular text. Go back to the regular margin and spacing once the quotation is completed. Do not use quotation marks with a blocked quotation because the indentation and single spacing are themselves a signal that you are quoting.

Remember, whether you quote, paraphrase or summarise, you must acknowledge the original source. The next section details the procedures for acknowledging a source.

5. ACKNOWLEDGING SOURCES

All previous studies/research on which the dissertation is based (data, ideas, and quotations) should be duly acknowledged by citing the source in the text and giving detailed information about it in the references. References give the reader a quick index to the research on which the project is based.

Citations not only serve in identifying all sources of information, interpretations, theories or, insights borrowed from others but also provide the reader with the necessary tools for a critical evaluation of your work. Citations permit the reader to check the accuracy of quotations and of your understanding of the materials. Exact references allow the reader to put the concept or quotation back 'in context', and to assess it independently. For many types of Political Science research, this is the nearest one can come to replicating the work, that is, repeating the investigation to see whether one arrives at the same conclusions. Citations are, therefore, analogous to the requirement that scientists include the method of an experiment so that others may repeat it to test the validity of the results.

There are currently two basic referencing styles in common usage in Social Sciences. The more traditional or 'humanities' style uses footnotes to reference every citation. The newer 'author-date' style simply inserts the author, date and page number(s) in brackets in the main text. Footnotes are used in this system, but only to make substantive comments that would be inappropriate in the main text.

Since the author-date style has advantages of flexibility, clarity and ease of use, both for author and reader, the Faculty of Gandhi and Peace Studies recommends the use of this system of referencing. We advise you to use the following author-date format based on the APA style for documenting your references.

a) Citations

All references to other works in the main body of the project should take the form of a citation in brackets in the text. At the appropriate point in your text, insert within brackets the surname of the author(s), a comma, and the year of publication. Your reader can use your Reference List to obtain the full reference.

- Do not include suffixes such as Jr. or qualifiers like Ed. Do not include months or days even if in the Reference List.
- For quotations and references to a specific part of a work, follow the year of publication with a comma and provide the page number(s) or identify the section you refer to. Precede the page numbers with p. or pp. or para. or sect. as appropriate. For web pages without page numbers, be as specific as possible in order to help your reader find what you are referring to.

- For un-authored works, use the first few words of whatever is the first element of the reference in your Reference List, followed by the date and other specifics needed.
- If you have more than one work by authors with the same last name, provide initials (before the last name, not inverted order) for each author in the text and in parenthetical citations.
- For undated works, include n.d. for ‘no date.’
- For works by two authors, provide the surnames of both every time the work is cited in the text. For three to five authors, provide the surnames of all authors the first time referred to in the text, and in subsequent references, provide only the surname of the first author followed by et al. If there are more than six authors, provide only the surname of the first author and shorten the rest to et al.

b) Reference List

The Reference List or the Bibliographic References is the list of all documents cited in the text and other works relevant to the study. However, personal communications, such as e-mail messages to you, or private interviews that you conducted with another person, should not be cited in your reference list because they are not retrievable sources for anyone else. You should make reference to these sources in your in-text citations.

Reference List is always given at the end of the text. The Reference List should begin on a separate page from the text under the label References, centered at the top of the page. References are listed in alphabetical order of author’s surname or first two title words, if there is no author, list the elements that identify the work’s author, title, publication date, and its publisher. For online publications, add elements stating where and when you retrieved the document.

- **Punctuation.** Periods are generally used to end elements in references. Commas are generally used to separate items within an element, except for colon between location and publisher of books and for brackets around (year of publication), (Eds.), and (page numbers for a chapter in a book). If there are two or more authors, separate them with commas. Precede the last author named with & (not the word ‘and’).
- **Capitalization.** Capitalize only the first letter (and any proper nouns) of titles and subtitles of articles, books, chapters, and unpublished periodicals. Capitalize the first letter of all significant words in titles of published periodicals.
- **Italics.** Italicize titles of books and periodicals (journals, newspapers, magazines, etc.). Italicize the volume number only of periodicals.
- **Authors.** All authors’ surnames are inverted (surname first), and first names are abbreviated to the authors’ initials. For one to three authors, list all. For four or more, list the first three followed by a comma and et al.
- **Corporate authors.** Corporate names as authors are written out; capitalize the first letter of significant words. A parent body precedes a subdivision within an organization.
- **Editors.** For an edited book without a named author, treat the editors as authors (inverted order), and include (Ed.) or (Eds.) in brackets after the last editor’s name. Editors’ names and other names not in the author position (e.g., translators) are not inverted and are followed by an abbreviated designation in brackets.
- **Publication date.** The year of publication is enclosed in brackets and precedes the title, generally after the authors’ names.

- For works with no author or editor, put the title first and follow it by the year of publication. For magazines, newsletters, and newspapers, provide the year, month and day, or quarter of the issue if following the year in format (YYYY, MM, DD) or (YYYY, Season). If there is no date available, enter (n.d.).
- **Volume, issue, and page numbers.** For periodicals with continuous pagination throughout a volume, provide only the volume number (italicized), a comma, and then the inclusive page numbers. If and only if each issue begins with page 1, give the issue number in brackets immediately after the volume: 38(2), 12-17. Precede page numbers with p. or pp. only for chapters in books, newspaper articles, and when unavoidably required for clarity.
- **Publishers and place of publication.** For publishers, give the city and state or country if the city is not well known for publishing or is ambiguous. Omit superfluous terms like ‘Publishers,’ ‘Co.,’ or ‘Inc.’ but include ‘Press’ or ‘Books.’ Use two-letter abbreviations for states if needed. Do not abbreviate ‘University.’ If two or more publisher locations are listed, give the first or the home office location if known.
- **Reviews.** The review author is listed first. Review title follows publication date in format appropriate to the type of periodical. In brackets provide a statement identifying the article as a review, the medium being reviewed and its title [Review of the book/motion picture/television program/etc. Title of reviewed item]. Finish by providing the rest of the periodical citation. If a review is untitled and/or lacks an author, use the material in brackets as the title; retain the brackets.
- **Electronic publications.** For online publications, follow the rules for print insofar as possible.
 - Page numbers may be irrelevant.
 - After the body of the reference, provide a ‘Retrieved’ statement telling the date retrieved and source. The source may be the URL or the name of an indexing service or journal database where the article was located. Do not provide the URL for well known providers of journal articles or books such as a library database.
 - Omit the final period if a citation ends with a URL.
 - If an online journal is an exact reproduction of the print publication (e.g., JSTOR, NetLibrary, and most PDF documents), and you did not consult the print version, cite as if print (with page numbers) and include [Electronic version] as the last element of the article title.

	REFERENCES Bibliography	CITATIONS IN TEXT Direct Quote/Paraphrase
Book Single Author	Nielsen, Ron. (2005). <i>The Little Green Handbook-A Guide to Critical Global Trends</i> . Melbourne: Scribe Publications Note: All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation	If the author's name occurs naturally in the sentence as: Nielsen (2005) agrees with ... If the name does not occur naturally as in : Another study on development policies (Nielsen, 2005)
Book Three or more Authors	Baxter, Craig, Malik, Y.K., Kennedy, H.K., & Oberst, R.C.(1988). <i>Government and Politics in South Asia</i> . Lahore: Vanguard Books.	First citation (Baxter, Malik, Kennedy & Oberst, 1988, p.122) Subsequent citations (Baxter et al., 1988, p.122) Omit the page number if paraphrasing
Book Edited	Powers, Roger. & William Vogele. (Eds.). (1997). <i>Protest, Power and Change: An Encyclopaedia of Nonviolent Action from ACT-UP to Women's Suffrage</i> . New York and London: Garland.	(Power & Vogele, 1997, p33) or (Power & Vogele, 1997)
Chapter in Edited Book	Sharp, Gene. <i>A Study of the Meaning of Nonviolence</i> . In G. Ramachandran. & T.K. Mahadevan (Eds.). (1971). Gandhi: His Relevance for His Times (21-66). <i>Berkeley: World Without War</i>	(Sharp, 1971, p.17) or (Sharp, 1971)
Book Group author publisher	ISRO. (Indian Space Research Organisation). (n.d.) <i>20 Years of Rocketry in Thumba</i> . Bangalore: Vikram Sarabhai Space Centre, ISRO.	(ISRO, n.d., p 3) or (ISRO, n.d.)
Government Publications	Country. Government Department. (Year). <i>Title: Sub-Title</i> . (Edition) (Government Catalogue Number, if any). Place of Publication: Publisher. India. Atomic Energy Commission (AEC). (1970). <i>Atomic Energy and Space Research: A Profile for the Decade 1970-1980</i> . Bombay: Author. If the publisher is the same as the author, give the name of the publisher as 'Author'. This happens frequently with Government publications and Corporate publications. Where the person is named as the authors, format the reference as for personal authors.	(AEC, 1970, p.7) or (AEC, 1970)

	REFERENCES Bibliography	CITATIONS IN TEXT Direct Quote/Paraphrase
Published Conference Proceedings	Sen, Amartya. (1980). Equality of What? In S. McMurrin (Ed.). <i>The Tanner Lectures on Human Values</i> . Vol.1 Salt Lake City: University of Utah Press.	(Sen, 1980, p110) or (Sen, 1980)
Multivolume Work	O'Donnell, G. & P. Schmitter. (Eds.)(1986) <i>Transitions from Authoritarian Rule: Prospects for Democracy</i> (Vols.1-4). Baltimore, Md: Johns Hopkins University Press.	(O'Donnell & Schmitter, 1986, Vol.2, pp 159-60) or . (O'Donnell & Schmitter, 1986)
Encyclopaedia	Sills, D.L. (1968) Functionalism and Functional Integration. In <i>The International Encyclopedia of the Social Sciences</i> (Vol.7, pp. 534-47). London: Collier Macmillan.	(Sills, 1968, p.543) or (Sills, 1968)
Journal Article One or two authors	Boulding, Kenneth, (1977). Twelve Friendly Quarrels with Johan Galtung. <i>Journal of Peace Research</i> , 14, 75-86.	(Boulding, 1977, p. 82) or (Boulding, 1977)
Journal Article Three or more authors	Anderson, A., Douglas, K., Lawton, G & J, Webb. (2001) Judgement Day: There are Only Angels and Devils. Global Environment Supplement. <i>New Scientist</i> , 2288, 1-23.	First citation (Anderson, Douglas.Lawton & Webb, 2001, p19) Subsequent citations (Anderson et al., 2001, p19) or (Alesina et al., 1993)
Journal Article Electronic	Toffler, Alvin & Heidi Toffler. (2003). Why the United Nations is Cracking as the Future Arrives. Parallax: <i>The Journal of Ethics and Globalisation</i> . Retrieved October 20, 2004, from http://www.parallaxonline.org/toffler1.html	(Toffler & Toffler, 2003)
Newspaper article No author	All set for Privately-funded Manned Space Flights. (2003, September 28) <i>The Hindu</i> . p.8	('All set', 2003, p.8) or ('All set', 2003)
Magazine Article	Khilnani, Sunil. (2004, November 15). Americans are in Political Blindness. <i>Outlook</i> , 28-31.	(Khilnani, 2004, p.30) or (Khilnani, 2004)
Television Series	Producer, P. P. (Producer). (Date of broadcast or copyright). <i>Title of broadcast</i> [Television broadcast or Television series]. City of origin: Studio or distributor. e.g., BBC (1980) <i>Yes Minister</i> . UK: BBC	(BBC, 1980)

	REFERENCES Bibliography	CITATIONS IN TEXT Direct Quote/Paraphrase
A Single Episode of a Television Series	Writer, W. W. (Writer), & Director, D.D. (Director). (Date of publication). Title of episode [Television series episode]. In P. Producer (Producer), <i>Series Title</i> . City of origin: Studio or distributor.	
Electronic Document No author, no date year, no page number	Style list for references. (n.d.). Retrieved January 1, 2001, from http://www.apa.org	Because there is no date and no author, your text citation would include the first couple of words from the title in quotations and n.d. for no date and the paragraph number, (if provided; alternatively, you could count paragraphs down from the beginning of the document), (e.g., 'Style List,' n.d., para 5).
Web site	United Nations Development Program (UNDP). (2003). <i>Human Development Report</i> . Retrieved October 20, 2004, from http://www.undp.org/hdr2003/	(UNDP, 2003, p.46) or (UNDP, 2003)
Interview	An interview is not considered recoverable data, so no reference to this is provided in the References. You may, however, cite the interview within the text as a personal communication.	(Madhavan Nair, personal communication, August 12, 2004)
Citing a source found in another source		To cite secondary sources, refer to both sources in the text, but include in the Reference List only the source that you actually used
Citing a work with same last name as another in your References	Sen, Mohit. (1972). Showdown in Andhra. <i>Economic and Political Weekly</i> , 52, 32-6 Sen, Amartya. (1981). <i>Poverty and Famines: An Essay on Entitlement and Deprivation</i> . Oxford: Oxford University Press. Note: All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation	A early study on party politics in Andhra Pradesh (M. Sen, 1972) or M. Sen argued that... or A. Sen contends that or A path-breaking study on famines (A.Sen, 1981)

6. PLANNING YOUR YEAR

Postgraduate students are expected to be able to organize time for work on the dissertation in a responsible way without the need for detailed advice. Your success in managing the whole process will depend on how well you plan the work and monitor progress against your plan.

When you are planning your schedule, remember that your own time and application is only one of the determining factors. You need to take into account delays, which are beyond your control, and you should take into account your Academic Supervisor's time as well as your own when estimating overall time needed. Data collection always takes longer than you expect, as generally does analysis and drafting and redrafting the dissertation. So to be on the safe side, double your initial estimate of the time required for these tasks.

The following is a suggested timetable. It is advisory only and will vary from person to person depending on the time available, other course and work commitments, status of the research etc. You should prepare your own timetable to suit your project and circumstances, and you should discuss this with your Academic Supervisor.

First month	Identify dissertation topic/theme and start reading.
Second and third months	Survey more literature. Interact with the Counsellor to finalise the dissertation proposal.
Fourth month	You must now be ready to state your research problem, comment on the literature you have gone through and draft your proposal. Consult your Academic Supervisor to polish your proposal. By the end of this month you should take the Academic Supervisor's signature on the cover of the proposal and post a copy to the Dissertation Coordinator.
End of fifth month	Finalise the proposal in the light of the comments given by the Faculty Committee. Keep the copy with comments and suggestions of the Faculty in safe custody.
Fifth to seventh month	Collect and analyze the data from primary and secondary sources.
Eight and ninth month	Start writing the dissertation even as you collect and analyze data.
Ninth month	Complete the typing work. Check for typing errors and sequencing of pages. Make sure that the Cover Page of the proposal with Faculty comments is appended before spiral binding the dissertation. Submit a copy of the dissertation to the Registrar, SR&E Division , Please check by the end of the month so that you have time to prepare for the term-end examinations.

Remember that the dissertation cannot be completed in a quick burst of effort over a few days. The best strategy is to do a little at a time over the whole period of time available for its completion.

REFERENCES

- Blaxter, Loraine, C. Hughes & M. Tight. (1999). *How to Research*. Buckingham: Open University Press.
- Burton, Dawn. (Ed.). (2000). *Research Training for Social Scientists: A Handbook for Postgraduate Researchers*. London: Sage.
- Creswell, W. John. (1994). *Research Design: Qualitative and Quantitative Approaches*. London: Sage.
- IGNOU. (2003). *Manual for Project Work*. New Delhi: School of Education, IGNOU.
- Lester D. James. (1996). *Writing Research Papers: A Complete Guide*. New York: Harper Collins College.
- Mauch, E. J. & J. W. Birch. (1998). *Guide to the Successful Thesis and Dissertation: A Handbook for Students and Faculty*. New York: Marcel Dekker.
- Stewart, D.W. (1984). *Secondary Research: Information Sources and Methods*. Beverly Hills, CA: Sage.

A. COVER PAGE OF DISSERTATION PROPOSAL

Student's Name:

Programme Code: **MGPS**

Course Code: **MGPSE 17**

Enrolment No:

Regional Centre _____

Study Centre Code:

Address: _____

TITLE OF THE DISSERTATION _____

Name and address of the Supervisor:

Signature of the Student

Signature of the Supervisor

Date:.....

Date:.....

For Office Use Only

Approved

Signature, stamp of the Dissertation

Proposal Evaluator

Date:

Suggestions and Comments

B) COVER PAGE OF THE PROJECT WORK

<p style="text-align: center;">PROJECT</p> <p style="text-align: center;">Name and enrollment of the Candidate</p> <p style="text-align: center;">Supervised by (Name of the Academic Supervisor)</p> <p style="text-align: center;">Master of Arts (Gandhi and Peace Studies) INDIRA GANDHI NATIONAL OPEN UNIVERSITY (Month and Year of Submission)</p>

C) CERTIFICATE BY THE ACADEMIC SUPERVISOR

CERTIFICATE

Certified that the Project entitled submitted by
..... is his/her own work and has been done under my supervision.

It is recommended that this Project be placed before the examiner for evaluation.

(Signature of the Academic Supervisor)

Name :

Address :

.....

Study Centre:

Regional Centre:

Date:

D) REMUNERATION BILL FOR GUIDANCE OF PROJECTWORK

To,

The Registrar (SRE) IGNOU
Maidan Garhi
New Delhi-110068

Programme Code : (MAGPS)
Course Code : MGPP-017
Name of the Academic Supervisor :
Designation :
Office Address and Phone :

Residential Address and Phone :

Certified that I have guided the project work of the following student(s).

Sl.No.	Title of project	Name of Student	Enrollment	Amount Rs. 200/-
1.				
2.				
3.				
4.				
5.				
6.				

*The remuneration payable for guidance of Project work is Rs. 300/- per student.

Date :

Signature

For Office Use

Certified that the above Academic Supervisor as approved and recommended by the concerned school of study and above claim may be admitted.

Dy. Asst. Registrar

Section Officer

Dealing Assistant

