Guidelines for Research Report Writing (as an alternative to Thesis in the prevailing situation of COVID-19)

The research report is meant to function as an alternative to research thesis. It will be based on **Conceptual Research** wherein research is conducted by observing and analyzing already present information on a given topic (does not involve conducting any practical experiments).

The conceptual research report may:

1. propose abstract concepts or ideas.
2. Develop new theories or interpret existing theories in a different light.
3. Propose theories (proposed explanations) of observed phenomena or relationships based on systematic analysis of the existing literature (meta-analysis of studies on the selected topic).

The research report will consist of three sections:

- **Introductory Section**
- **Main Body of the Report**
- **References**

Introductory Section

1. **Title Page:** Should have,
    a. Title of the research project,
    b. Name of the student along with roll no. and session.
    c. University logo along with names of the department and university
2. Acknowledgments (if any)
3. Table of Contents
4. List of Tables (if any)
5. List of Figures (if any)
6. List of abbreviations (if any)
7. Abstract/Summary of the work done (maximum one page)

Main Body of the Report

- **Introduction**

    It will include background knowledge related to the topic and a brief introduction of the topic along with the problem statement and significance of the problem under study.

- **Literature Review**

  Analysis of the previous work done related to the problem under study.

- **Conceptual Research Framework / Materials and Methods**

  This part will describe building of the required framework using the mix of variables from the scientific articles and other relevant materials. The problem statement in research becomes the research framework. It may also include materials and methods used in the previous research that is needed to confirm the newly proposed hypothesis or answer the problem statement.

- **Results and Discussion**

  This part will describe the major findings of the research work done along with analysis of the data obtained. The results will be based on the meta-analysis of previous related studies to support the hypothesis and explain the problem statement.

- **Conclusions/Recommendations**

  Based on the findings of the research, conclusions will be drawn and recommendations will be given in the light of the findings of the research.

References

A list of all the references cited in the report will be added at the end as per **LGUJLS** reference style.

Length of the report

Conceptual Research Report should be consisted of 40 to 50 pages.

Formatting Details

All the research reports presented in typescript for the degree should comply with the following specifications unless permission to do otherwise is obtained from the competent authority

- **Number of Copies**

  Five copies will be required.

- **Size of Paper**

  A4 size be used except for drawings and maps if required

- **Paper Specification**

  Good quality paper (Minimum 80 gms) be submitted

- **Method of Production**

  The text must be typed in acceptable type face and the original typescript (or copy of equal quality) must normally be submitted as the first copy. The second and subsequent copies may be produced by means of other acceptable copying methods.

- **Layout of Script**

  Typescript should appear on one side only, lines; at least one-and-a-half spaced. Footnotes, quotations, references and photographic captions may be single spaced. Where appropriate, these should contain lists giving the locations of figures and illustrations.

- **Font Size**

Title Page	18-22
Headings / Subheadings	14-20
Text	10-12
Footnotes	8-10

  Footnotes be given on the same page where reference is quoted

- **Type Style**

  Times New Roman / Arial

- **Margins**

  At least 1¼ -1½ inches (3.17-3.81cm) on the left-hand side, 3/4 - 1 inch (2 -2.54cm) at the top and bottom of the page, and about ½ - 0.75 inches (1.27 - 1.90cm) at the outer edge. The best position for the page number is at top-centre or top right ½ inch (1.27 cm) below the edge. Pages containing figures and illustration should be suitable paginated.