Hand Book
Of
M.S / M. Phil & Ph. D
Research Proposal / Synopsis

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Preface

As a rule, the main components of a research study are nearly the same in all disciplines throughout the world. Though, various styles of referencing and citation are used by the researchers in their research work i.e. APA, MLA, Harvard, Chicago, Turabian etc. Nonetheless, every established university develops its own customized format for its students’ facilitation in presentation of research proposals and theses. This handbook is compiled to facilitate the M. S / M. Phil and Ph. D students of Qurtuba University in developing their research proposals and to bring an overall uniformity in their research proposals. The format suggested in this handbook is mandatory for all M. S / M. Phil and Ph. D. students to develop and submit their proposal for approval of Board of Advanced Studies and Research (BOASAR). Further, the students are required to prepare their research proposal under the supervision of their respective supervisors.

The purpose of the research proposal / synopsis is to help the scholars to focus and define their research plans. A well developed research proposal needs to include certain basic components, in which a number of questions are to be addressed. Why research on the proposed topic should be undertaken and what gains are likely to be achieved? What has been done previously in this or related areas? What are the objectives of the study and how these will be achieved? What methodology is to be used to carry out the study? An extensive initial exercise should help in designing a sound research project, which is likely to make a significant contribution in successful completion of M. S / M. Phil and Ph. D. research.
1 - Preliminary Section

1.1 Title Page:

The title page of the research proposal / synopsis should include title of the research project, name of the student (with qualifications), name of the supervisor(s), place of work and date (month and year) of submission. The topic for research should be selected carefully. It should be specific and well formulated in order to show the nature of work involved as far as possible

(See Sample)

1.2 Certificates:

The following certificates should be attached after title page:

i. Detailed Marks Sheet (part of the proposal)
ii. Approval Certificate (as a part of the proposal / synopsis)

(See sample)

1.3 Table of Contents:

List the sections of proposal / synopsis and page references. Use hierarchy of titles and sub titles.
2 - Body of Research Proposal / Synopsis

2.1 Introduction:

It should provide a brief description to introduce the area of the proposed research work and provide background information relating to the social / political / historical / educational / organizational (etc) context of the study.

2.2 Literature Review:

A review of the relevant literature showing the work done previously in the area of proposed research is essential to plan further research effectively. The information given in the review should be supported by references. The function of the literature review is to show your supervisor and the department that you are aware of significant writers / researchers in the field, and to indicate which issues / topics you will focus on in your review. Literature review is not expected to be extensive for the proposal / synopsis. You should demonstrate critical analysis and your review should be shaped by your argument and should seek to establish your theoretical orientation.

2.3 Research Problem / Questions:

A concise research problem statement that, in one to three sentences, describes specifically what the problem is that you intend to solve. It explains what problems or issues you wish to explore and why you wish to explore them.
2.4 **Research Objective:**

The General/Global Objective should state the expected contribution of the research to the general body of knowledge in the subject area. The Specific Objectives should state how specifically the general objectives will be achieved.

2.5 **Hypotheses (Optional):**

The students may include hypothesis of the study in their proposal depending on the nature of the research. Hypotheses should be in the form of Null Hypothesis (H0) and Alternate Hypothesis (H1).

2.6 **Methodology:**

The Methodology section is very important because it documents how you plan to tackle your research problem. Depending on the nature and the underlying methodological approach to be adopted for the proposed research work the followings may be documented in this section:

**Research Design and Method**
- Indicate which research design is to be adopted/used (if any)
- Is the research QUANTITATIVE or QUALITATIVE in nature in terms of the methodology?
- Discuss and justify your choice of research method
- Highlight and discuss the relevance of the adopted method to your study
- Describe how the adopted method will be applied

**Research Type**
- Is the research Explorative, Descriptive, Causal or a Case study method?

**Techniques / Tools / Approaches / Instrumentation / Devices**
- Which techniques, tools/instruments, approaches etc will be adopted and used to develop/produce, present/demonstrate the expected results of the proposed study
- Highlight and discuss the relevance of these techniques / tools / instruments / approaches to your study.
• Describe how these techniques/tools/instruments or approaches will be applied or used

Data Collection Methods (if applicable)
• Clearly indicate as to whether you are going to use primary or secondary data
• Indicate what does primary or secondary data mean (i.e. provide a theoretical perspective).
• Identify the secondary data which you are going to use for your study.

Population and Sampling Procedures (if applicable)
• Identify and document the population or reference for the study. In case of different components of the population, clearly indicate this
• Discuss the various sampling frames, types and techniques that will be adopted including an indication of the type of statistical data analysis that will be carried out to analyze the results

In brief the guiding principle for writing the methodology section is that it should contain sufficient information for the reader to determine whether the methodology is sound. It may well be the longest section of your proposal.

2.7 Significance of the Study:

While documenting the significance of the research you need to indicate how your research will refine, revise, or extend the frontiers of existing knowledge in the area under investigation. Note that such refinements, revisions, or extensions may have substantive, theoretical, or methodological significance.

The documentation of the significance of the study should, among other things, address the following questions:
• What are the specific, significant, unique/major contributions that the proposed research work will make to the area/body of knowledge?
• What will be the expected results/outcome of the proposed research?
• What will be the practical implications/use of the expected results/outcome?
• How will the expected results/outcome of the study be implemented, including a statement on its possible impact and on what innovations will come about through its implementation (if any)?
• What areas/directions of further/subsequent research work are likely to arise from the expected outcome/findings or results of the proposed study?
• What will be improved or changed as a result of the proposed research work?

2.8 Limitation:

Document the potential weaknesses or the possible limitations of the expected results/outcome of the proposed study and the limitations of the approaches, procedures, methods etc to be adopted to achieve the expected results of the proposed study. Also to be included are statements relating to issues, factors beyond the control of the study.

2.9 References & Bibliography:

A section listing relevant references on which the research proposal is based should be included. Only references cited in the text are to be included in the reference list. The students of Social Sciences should use APA style for citation while students of Linguistics and Literature should use MLA Style for citation.

The student should add the relevant Bibliography in the last part after References in alphabetical order.

2.10 Student Profile:

A comprehensive student profile consisting of bio data, educational qualification and professional background of the student should be the last part of the proposal. The student profile should be made as per suggested format.

[see sample]
3 – Referencing and Citation – For Social Sciences

All the students of Social Sciences i.e. Management Sciences, Political Sciences, International Relations and Education are required to use the following style of referencing and citation in their proposals. (The basic concept is taken from APA style of referencing)

3.1 Handling Quotes in the Text

- Short quotations (fewer than 40 words) are incorporated into the text and enclosed by double quotation marks (“ ”).
- Long quotations (more than 40 words) are typed in a double-spaced block with no quotation marks. Indent five spaces and type the entire quotation on the indented margin without the usual opening paragraph indentation. Give citation information in parentheses ( ) after last sentence in block quotation, with no punctuation following parentheses.
- If you have a quote within a short quote, enclose it in single quotation marks (‘ ’).
- If you have a quote within a block quotation, enclose it in double quotation marks (“ ”).
- Ellipsis points (…) are used to indicate material omitted from the body of a quotation, but should not be used at the beginning or end of a quotation.

3.2 In-Text Citation

Citations within the text of your paper refer the reader to an alphabetical reference list at the end of the paper. APA format uses the author-date method of citation. The author’s last name and the publication date are inserted at the appropriate point in the text, following the material cited. Suffixes such as PhD. or Jr. are not included.

Works by a single author:
If the author is mentioned in the paper, provide the year of publication in ( ) just after the name:

Ex: Hacking (1998) covers material on public record about chronic fatigue syndrome.

If the author is not mentioned in the paper, at the end of the quote or paraphrase use the author’s last name and the year, separated by a comma:

Ex: The article covers material on public record about chronic fatigue syndrome (Hacking, 1998).

If both the author and the date are mentioned in the text, a parenthetical reference is not needed. Ex: In a 1993 article, Gould explains Darwin’s most successful theory.
For exact quotations, cite specific page numbers following the year.

Ex: Emily Bronte “expressed increasing hostility for the world of human relationships, whether sexual or social” (Taylor, 1988, p. 11).

For paraphrased passages, page numbers are encouraged, but not required. The year is required.

For an online source with no pagination:
If page numbers are not provided on an electronic source, use the abbreviation “para.” to indicate the paragraph location of direct quotes.
Ex: In exchange for that cooperation, authorities have recommended a sentence of 15 years in prison (Hayes, 2009, para. 4).

Works by two authors:
Provide the last names of both authors. Use the word “and” to separate the names in the sentence, and use an & to separate their names in the parenthetical citation.
Ex: As Sullivan and Thomas (1998) point out...
Ex: The turmoil in the Middle East is the result of politics (Sullivan & Thomas, 1998).

Works by more than two authors:
Use the last names of all authors in the first citation. Then, in all following citations, include only the last name of the first author followed by “et al.”
Ex: Writing becomes better as the child matures (Britton, Thomas, & Miller, 1996). Ex: According to Britton et al. (1996), a child’s writing improves over time.

Works with no author identified:
When a work has no author identified, cite the first two or three words of the reference list entry followed by the year. The first entry is usually the title. Italicize the title of a periodical or book; use double quotation marks around the title of an article or chapter.
Ex: article on language use (“World languages,” 1993).

Secondary Sources:
When a work mentions another, previously published work, acknowledge the original author in your text, but give the source you are using in the reference list. Use the phrase “as cited in” for your in-text reference.
Ex: As Villa points out, “Perhaps the conflict seems so strong because the stakes are so low” (as cited in Affleck, Allen, & Della, 1996).

Personal Communication (Including letters, e-mail, and interviews):
Do not add this information to your reference list. You should cite the information in text only. Give the initials as well as the surname of the communicator, and provide an exact date:
Ex: (A.N. Jones, personal communication, March 18, 2009).
### 3.3 Reference List: BOOKS

**Note:** In titles of books in the reference list, capitalize only the first word of the title, the first word after a colon, and proper nouns.

| Books by one author | Author’s name. (publication date). *Title*. City and state of publication: Publisher.  
**In-text citation:** (Alvarez, 1999). |
|---|---|
| Books by two to seven authors | Authors’ names in the order in which they appear. (date). *Title of publication*. City and state: Publisher.  
**In-text citation:** (Strunk, Jones, & White, 1979). |
| Books with 8 or more authors | List the first six authors, then insert three ellipsis points, and add the last Author’s name.  
**First in-text citation:** (Engberg, Dugan, Haworth, Williams, Kelly, Johnson, Smith, & Stewart, 2009).  
**Subsequent in-text citations:** (Engberg, et al., 2009). |
| Books by a group, institutional, or corporate authors | Alphabetize group authors by the first significant word of the name. (date). *Title*. City: Publisher (When the author and publisher are the same, use the word “Author” as the name of the publisher).  
**In-text citation:** (Springhouse Corporation, 2002). |
| Books with Editors | For a book with an editor but no author, begin with the name of the editor (or editors) followed by the abbreviation “Ed.” (or “Eds.” for more than one editor) in parentheses.  
**In-text citation:** (Duncan & Brooks-Gunn, 1997). |
**In-text citation:** (Haybron, 2008). |
| --- | --- |
| A book written by an author but overseen by an editor | Cite as you normally would, but add information about the editor in parentheses after the book title.  
**In-text citation:** (Plath, 2000). |

### 3.4 Reference List: ARTICLES

| Article or entry in a reference book | Author’s name. (date). Title of chapter or entry. In Editors (Eds.), *Title of reference book*. (Vol. #, pp.#). Location: Publisher.  
**In-text citation:** (Field, 2002).  
**In-text citation:** (Schizophrenia, 1983). |
| --- | --- |
| Articles in scholarly journals and periodicals paginated by volume | Scholarly journals are often published by volume, and page numbers may continue throughout the year instead of beginning each issue with page 1. After the italicized title of the journal, give the volume number (also italicized, but do not use Vol.) followed by the page numbers at the end of the citation (do not use pp.) Author(s). (date). Title of article. *Title of Periodical or Journal, volume #*, page #s.  
**In-text citation:** (Spitch, Verzy, & Wilkie, 1993). When each issue of a journal begins with page 1, include the issue number in parantheses. Author. (date). Title of article. *Title of Journal, volume # (issue #)*, page #s.  
3.5 Reference List: ELECTRONIC SOURCES

(Including: Web sites, electronic books, Pro Quest, EBSCO host and other library databases)

If you cannot find some of this information for your reference, cite what is available.

Note: The updated guidelines for electronic sources state that the digital object identifier number (DOI) must be included if one is assigned. “A DOI is a unique alphanumeric string assigned by a registration agency to identify content and provide a persistent link to its location on the Internet” (American Psychological Association, 2010, 189).

Note: If a DOI is available, use it at the end of a citation. If it is not available, use the URL of the web site from which the information was retrieved.

Note: Retrieval dates are only necessary if the information will prove difficult to find again due to revision (ex. Wikis).

Note: Titles of documents or articles are not in italics and only the first word is capitalized. Titles of journals and other periodicals are to be written in italics and all major words are capitalized. Titles of web sites are capitalized but not in italics.

<table>
<thead>
<tr>
<th>Articles in magazines (7.01.7)</th>
<th>News magazines are usually published weekly or monthly. Note the month (and date, if given), along with the year. Remember to include volume and issue numbers if available.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-text citation: (Cortese, 1998).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Articles in newspapers (7.01.7)</th>
<th>Begin with the name of the author, if one is given, followed by the year, month, and day of publication. Page numbers are introduced with “p.” (or “pp.” for multiple pages).</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-text citation: (Haney, 1998).</td>
<td></td>
</tr>
</tbody>
</table>
| Web site (Not a periodical article) | Author(s). (Date of Publication). Title of document. Retrieved from electronic address  
**In text citation:** (Shiltz, 2002).  
**In text citation:** When referring to a specific piece of information, include paragraph numbers in the reference. Use “para.” Example: (Butler, 2003, paras. 2-3). |
| Articles from an online journal | Author(s). (Year of Publication). Title of article. *Journal Title, Volume Number* (Issue Number), pages if available. Retrieved from electronic address  
**In text citation:** (Royce, Gebelt, & Duff, 2003). |
| Articles from an online magazine | Author(s). (Date of Publication). Title of article. *Title of Magazine, Volume Number* (if given) (Issue Number), page(s). Retrieved from electronic address.  
**In text citation:** (Rauch, 2002). |
**In text citation:** First citation: (Bureau of Alcohol, Tobacco, and Firearms [ATF], 2002).  
**Second and subsequent citations:** (ATF, 2002). |
### 3.6 Reference List: MEDIA

<table>
<thead>
<tr>
<th>Type</th>
<th>Example</th>
<th>In-text citation</th>
</tr>
</thead>
</table>

**A blog post**

<table>
<thead>
<tr>
<th>Example</th>
<th>In-text citation</th>
</tr>
</thead>
</table>

**Online Book (E-Book)**

<table>
<thead>
<tr>
<th>Example</th>
<th>In-text citation</th>
</tr>
</thead>
</table>
3.7 Reference List: GENERAL REFERENCE DATABASES

Please note: The name of the database used and the date the article was retrieved is no longer needed.

<table>
<thead>
<tr>
<th>Inclusion:</th>
<th>Reference</th>
</tr>
</thead>
</table>
**In text citation:** (“Child care,” 2001).  
**In text citation:** (Steinberg, 2001) |

3.8 Reference List: GENERAL SUBJECT DATABASES


Please note: If there is not a digital object identification number (DOI), include the home page of the database in the reference. Use this format: Retrieved from http://www...

**Examples (without DOI):**

**In text citation:** (Edmondson, 2002).
**In text citation:** First citation: (Saldinger, Cain, & Porterfield, 2003).  
Subsequent citations: (Saldinger et al., 2003).

**Example (with DOI):**

  
**In text citation:** (Fox, Gover & Kaukinen, 2009).
### 3.9 Reference List: CURRENT/CONTROVERSIAL ISSUES DATABASES

<table>
<thead>
<tr>
<th>Database</th>
<th>Source</th>
<th>In-text citation</th>
</tr>
</thead>
</table>
### 3.10 Reference List: SUBJECT-SPECIFIC DATABASES

doi:10.1036/1097-8542.134900  

**In text citation:** (Stack & Anderson, 2000). |
|-------------------------------------------------|----------------------------------------------------------------------------------|

**In text citation:** (Loucky, Armstrong, & Estrada, 2006). |
|-------------------------------------------------|----------------------------------------------------------------------------------|
| ERIC                                            | Author(s). (Date of Publication). *Title of report* (Accession No. xx). Location: Publisher. Retrieved from http://search.ebscohost.com  


**First in text citation:** (Unruh, Bullis, Todis, Waintrup, Atkins, & National Center on Secondary Education and Transition, 2001).  

**Subsequent citations:** (Unruh et al., 2001). |
|-------------------------------------------------|----------------------------------------------------------------------------------|

**In text citation:** (Dunlap & Bunton-Pierce, 1999). |
<table>
<thead>
<tr>
<th>Database</th>
<th>Example Entry</th>
<th>Text Citation</th>
</tr>
</thead>
</table>
Reference citation in the text should be as follows. The citation should be as brief as possible while directing the reader to the correct reference.

- **Single author**
  Simply use Name followed by any relevant page number: (Marcuse 197)
  In text: Tannen has argued this point (178–85)

- **More than one author with same name**
  Add the first initial (or full first name if initial is the same): (A. Patterson 183; L. Patterson 230)

- **Two or three authors**
  Give all author names: (Rabking, Greenberg, and Olander vii)

- **More than three authors**
  Follow the bibliographic entry: (Lauter et al. 2425) or all last names if given

### 4.1 Books

**A Book by a Single Author**

**An Anthology or a Compilation**

**Two or More Books by the Same Author**
(Use three hyphens followed by period and then title, or comma and ed. ... if necessary)

A Book by Two or More Authors

If there are more than three authors, you may name only the first and add et al. (“and others”), or you may give all names in full in the order in which they appear on the title page.


Or


Repeat names in full if the same person is part of a different authorship. Do not use three hyphens unless the total authorship is the same

A Book by a Corporate Author

A Work in an Anthology

Often the works in anthologies have been published before. If you wish to inform your reader of the date when a previously published piece other than a scholarly article first appeared, you may follow the title of the piece with the year of original publication and a period.


An Article in a Reference Book

An Introduction, a Preface, a Foreword or an Afterword

If the introduction, preface, foreword, or afterword has a title, give the title, enclosed in
quotation marks, immediately before the name of the part.


An Anonymous Book

A Translation

A Book Published in a Second or Subsequent Edition

A Multivolume Work

If you are using one volume of a multivolume work state the number of the volume:


A Book in a Series

A Republished Book

A Book with Multiple Publishers

A Government Publication

The Published Proceedings of a Conference


An Unpublished Dissertation

A Published Dissertation

4.2 Journals and Newspapers

An Article in a Journal with Continuous Pagination

An Article in a Journal that pages each issue separately

Some journals do not use volume numbers at all, numbering issues only. Treat the issue numbers of such journals as you would volume numbers.
An Article in a Newspaper

An Article in a Magazine

An Anonymous Article

A Special Issue

A Legal Source

4.3 Electronic Publications

Basic Entry Document from Internet Site

Entire Internet Site

Online Books
Online Periodicals

Publications on CD-ROM, Diskette or Magnetic Tape
It is important to state the publication medium as different formats may be different.


E-mail Communication
Harner, James L. E-mail to the author. 20 Aug. 2002.
5 - Formatting and Presentation

5.1 Page Size and Quality:
AA4 (A4-Fine paper) should be used for submission of proposal / synopsis. Minimum paper weight should be 80 grams.

5.2 Page Setup / Margins:
At least 1¼ -1½ inches (3.17-3.81cm) on the right-hand side, 3/4 - 1 inch (2 - 2.54cm) at the bottom of the page, and about ½ - 0.75 inches (1.27 - 1.90cm) at the outer edge.

5.3 Page Numbering:
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.

5.4 Font:
New Times Roman font should be used throughout the proposal / synopsis.

5.5 Font Size:

<table>
<thead>
<tr>
<th>Type</th>
<th>Size</th>
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</thead>
<tbody>
<tr>
<td>Title Page</td>
<td>22 (Bold)</td>
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<tr>
<td>Chapter Titles</td>
<td>16 (Bold)</td>
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<tr>
<td>Headings</td>
<td>14 (Bold)</td>
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<tr>
<td>Sub Headings</td>
<td>12 (Bold)</td>
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<tr>
<td>Text</td>
<td>12</td>
</tr>
<tr>
<td>Footnotes / End notes</td>
<td>10</td>
</tr>
</tbody>
</table>

Footnotes be given on the same page where reference is quoted

5.6 Paragraph Setting:
Line spacing should be 1.5 and all the paragraph should be justified (Ctrl + J). No tab is required at the starting of a new paragraph. Use one line space between paragraphs for differentiation.
5.7 **Number of Copies:**
The students are required to submit 20 to 25 copies (as per coordinator’s directive) other than the master copy, to be presented to Board of Advanced Studies and Research (BOASAR).

5.8 **Binding:**
Only one master copy should be in tape binding with plastic cover and no need of binding for the rest of copies.

5.9 **Submission of Soft Copy of Proposal:**
The students are required to send a PDF copy of their research proposal to the program coordinator on the following e-mail address:
jazahmad@qurtuba.edu.pk
Research Proposal

The Role of Contingency Employees in Organizational Performance
(A Case Study of Islamia College, Peshawar)

By

Nisar Muhammad
M.S - Management Sciences
Student I.D: 4818

Supervisor

Dr. .................

Department of Management Sciences

Qurtuba University of Science and Information Technology
Peshawar.
Recommendation Sheet

Certified that the research proposal of

Mr / Ms. [Your Official Name],
Student I.D # 0000,
with the title

“Research Title [ Bold,14pt, Title Case]”

has been reviewed and recommended to be presented to
Board of Advance Studies and Research (BOASAR) for final review and approval.

____________________________________
Supervisor: Dr.............................................
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7. Significance of the study....................................................................................... 5  
8. Scope and Limitations........................................................................................... 6  
9. References............................................................................................................ 6
The Role of Contingency Employees in Organizational Performance

(A Case Study of Islamia College Peshawar)

By: Nisar Muhammad

1. Introduction:

The proposal should start with proper headings and sub-headings as per suggested standard format.
Name: ____________________________ s/o _________________________________
Program: _________________________ ID #: ____________________
Cell No: _______________________ Land Line No: ___________________________
Email: ___________________________

**Educational Qualification:** *(Starting From the highest Degree)*

<table>
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<tr>
<th>Certificate / Degree</th>
<th>Year</th>
<th>Division / Grade</th>
<th>Board / University</th>
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**Professional Experience:**

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**Personal Statement** *(a short paragraph about yourself)*:

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(Signature of the student)