

NALSAR Directorate of Distance Education
M.A. (Security Studies and Defence Laws)

GUIDELINES FOR PROJECT WRITING

Prof. P.V.Rao

National Fellow ICSSR &
Visiting Professor, CADL, NALSAR
E-mail- pvraoj@yahoo.com

Purpose of Project Work writing

- Writing a Project Work report on a specific topic enables the student to improve the language skills, intellectual enquiry, organizing the matter and analysis. It is pertinent to recall Sir Francis Bacon's 19th C instructive quotation : "Reading makes a full man, conference makes a ready man, and *Writing makes an exact man.*" Writing teaches the author in choosing a topic of interest, gathering information and reading it, testing your level of understanding, sharpening your intellect, and gaining knowledge. Above all, as you sharpen the tools of writing you gain in self confidence. Please note as some other philosopher offered this useful advice: *Language is Power*. The power of speaking boldly and convincing others. Writing therefore is an Art., like painting, sculpture, music or mimicry.
- In searching and collecting sources for your Project topic, gathering relevant information, organizing and analyzing the data collected, and writing the final report, the author is expected to observe certain research methods. There are different methods of conducting research and writing a report. NALSAR follows the following methodology and the candidate is advised to confine to the following Guidelines.

Guidelines to write a Project

- Each student has to submit one Project Report on a topic relevant to the Course.
- The Project work should be an independent and personal (Not plagiarized/ reproduced) work of the student.
- One student should work individually on one Project. Co-authored or multiple authored Project reports will not be accepted.
- Each Project Work carries 30 Marks.

Draft Project Work Proposal

- **Draft Project Work Proposal** should contain the following components:
- ***Introduction:*** The researcher is required to introduce the subject and the issue involved in brief.
- ***Statement of Problem:*** The researcher is required to explain the debatable issue involved in a research topic. Such issues could be single or multiple. A Statement of Problem is basically a statement that illustrates a clear vision and the overall method that will be used to solve the problem at hand. Usually used when doing research, a problem statement discusses any foreseeable tangible or intangible problems that the researcher may face throughout the course of the Project Work .
- ***Research Questions:*** A research question is an answerable inquiry into a specific concern or issue. It is the initial step in a Project Work . The 'initial step' means after you have an idea of what you want to study, the research question is the first active step in the Project Work .

Draft Project Work Proposal contd...

- *Hypothesis:* A research hypothesis is the statement created by researchers when they speculate upon the outcome of a research or experiment. It is an assumption with which the researcher begins its research and throughout the Project Work , the researcher should seek to prove or disprove the hypothesis.
- *Research Methodology:* The method that the researcher adopts to conduct a research i.e. doctrinal or non-doctrinal or empirical. The researcher has to state along with the method the justification of using the method in a Project Work . Please note that the researcher can use a combination of both the methods as long as the researcher is able to justify the usage of the combined method.
- *Research Plan / Tentative Chapterization:* The researcher is required to briefly state how the researcher intends to go about the research. The researcher is required to categorize the Project Work into broad chapter and provide a gist of contents that the researcher intends to include in each chapter.

Format of the Final Project Report

- a) Cover Page with Title and your name
- b) Preface with Acknowledgements
- c) Table of Contents
- d) List of Cases(if any)
- e) List of Maps
- f) Fullform of abbreviations used (e.g. FDI =Foreign Direct Investment)

Format of the Final Project Report contd...

- Chapter I: Introduction
- Chapter II: Background / Evolution of the issue or a subject
- Chapter III: Scope of the Topic; key issues for discussion; time frame or period of analysis; ; what are the major writings, their contributions and limitations.
- Chapter IV: Critical Analysis/interpretation of the issue or subject.
- Chapter V: Impact of the policy or decision on the stakeholders or general public.
- Chapter VI: Conclusion and Suggestions. Summarise your main arguments and suggest your recommendations for improving or strengthening a policy/ law/programme.
- **Please note** that the above chapters formation is a template or illustration of how to chapterise your report.

Footnotes and Bibliography

- Footnotes should be placed at the end of the page.
- Bibliography (alphabetically arranged books) should come at the end of the Project Works.

Word Limit of Report

- Around 4000-5000 words (20-25 pages.)
- Font: Times New Roman, Size: 12, Spacing: 1.5, Alignment: Justified.

Check List for Researcher

- Before making the final submission, the researcher must check whether your Project Report addresses the following:
 - Has my report followed proper research methodology?
 - Does it enhance better understanding of the subject or policy issue?
 - Does it make some relevant suggestions or policy recommendations.?
 - Is the presentation lucid and scholarly?
 - Is it worthy of publication?

Check List for Researcher contd...

- Foreign Words should be italicized. Eg: *Sui generis*, *ipso facto*, *de facto*.
-
- Direct Quotations should be used in double quotes (“ ”)
-
- Do not number paragraphs
-
- Do not design the report with decorative cover pages, pictures or borders.

Thank You