

UGC- STRIDE (Component I)
Research Capacity Building amongst the Students of Post- Graduation
Workshop on 11.05.2022

Dissertation Writing & Research Paper Writing
Focusing on MLA & APA Style

Dr. Samira Sinha, Assistant Professor
University Department of English, Ranchi University

What is the purpose of Research?

- Research is the journey from problem to solution
- Must not be a mere academic exercise
- Results must be taken back to the community- must be of use to mankind
- Therefore it must be **Relevant**

Viabile

Replicable

Sustainable

Change how we think

Must add to the knowledge base

Why is Report Writing Important?

- Research is incomplete unless presented/ written.
- Effective communication of research findings with all the details, analyzed and logically concluded is possible.
- A written record preserves the findings for future reference and research.
- It adds to the knowledge base.
-
- It requires a set of skills which are different from the earlier stages of research

How to go about writing a Report?

- Proposing a topic
- Theoretical framework
- Literature review
- Methodology
- Findings and discussions
- Readability
- Reference format
- Further reading
- Academic Research Desk

Mechanics of Writing a Research Paper

Physical Design

- Paper size- A4
- Left margin- 1 and a ½ inch
- Right margin- 1- ½ inch
- Top & bottom margin- 1 inch
- Header- surname of researcher and page number
- Double spacing of line- 2.0
- Left alignment except for insertion of long quotations
- Font- Times New Roman
- Size- 12

Quotations

- Short quotes: a phrase, word or one to three line quote should be placed within quotation marks and double spaced forming an immediate part of the text.
- Long quotes: more than three lines should be quoted separately within quotation marks, single spaced and indented at least half an inch to the right of the margin.
- Source must given in in text reference where the quote ends, e.g.. (Last name of author, pg.). If there are more than two authors, the last name of the first writer followed by et. al. and pg. If it is from an edited volume write Ed. Last name of the editor and pg. If there are two authors list the authors last names and pg. If the author's name has been mentioned in the text already then just write the pg. in brackets. Several other possibilities are listed in MLA Handbook which can be accessed online.
- Source must be mentioned even if you have paraphrased and not used quotation marks.

Notes and Appendices

- Information that has supplemental value though not immediately necessary to the subject under research may be included in notes which comes after conclusion. They may be mentioned in text within parentheses as (see Notes).
- Appendix includes tables and graphs which may be used for further illustration or comparison.
- Footnotes were used earlier to identify materials used in quotations or for extra information. It is rarely used anymore.
- References come at the end of chapters / papers.

Format

Format is the way in which a document / presentation is arranged. Some of them are:

APA: American Psychological Association

MLA: Modern Language Association

ASTD: American Society for Training and Development

SIOP: Society of Industrial and Organizational Psychology

MLA Style

- Times New Roman, font 12, double spacing.
- Top right hand corner must have the last name of the researcher and page number on all pages.
- The first page has the title of the dissertation/ paper on the top. It must be centered. All main words of the title must begin with capital letter.
- Then the name of the author/ researcher
- After that document type e.g. Dissertation submitted to—for-- name of department, institution, faculty, university, place, year.
- If it is a Ph. D. thesis, then the name and designation of the supervisor should be on the bottom left and that of the research scholar on the bottom right of the title page

Works Cited/ References

Citations for Dissertations/ Theses/ Research articles must have

- Name of the Author in reverse order (in case of multiple authors only the first authors name will be in reverse order.
- Book title in italics
- Place of publication
- Publisher
- Date of publication
- Page number

E.g. Kothari, C.R., Gaurav Garg. *Research Methodology- Methods and Techniques(1985)*, New Delhi: New Age International(P) Ltd., 2019, 420.

The date after the name of the book is the date of first edition.

Works Cited/ References

- If the citation is from an article in a **journal** then after the author name will come the title of the article within double inverted commas, not italicized. Name of the journal, in italics, Vol. Issue no., date of publication, page.
- If citation is from an **unpublished dissertation/ thesis** the write the details as you would for a book and give the database and URL if accessed online, date of access.
- In the case of an **encyclopedia / film** begin with the title and follow up with other details.
- In case of **videos** provide the link after the title.
- In case of a **published interview** begin with the name (in reverse) of the person being interviewed, title, name of the interviewer, name of journal, vol. number, date of publication, page range. If accessed online give the URL.
- Unpublished interview- details up to interviewer, date.

APA Style

An APA style paper includes:

- Title page
- Abstract
- Introduction
- Method
- Results
- Discussion
- References
- All these should be on separate pages
- Font 12, double spaced, one inch margin on all sides

Title page

- Title- 10-12 words, centered
- Name of the author/researcher
- Institution
- University
- Create page header in which the following has to be created:
- Running head which is a short title (not more than 50 characters) of the paper, all in capitals.
- The words “Running Head” appear on the first page only along with the title but not in the subsequent pages. To achieve that you make a section break between the title page and the rest of the paper and make the paper different for the rest.
- On the right corner of the header enter page number using toolbox.

Abstract

- Should be about 120 words
- Single paragraph
- No indention
- Topic should be stated preferably in one sentence. An overview of the method, results and discussion should be given.
- The heading “Abstract” should be centered and not in bold.

Introduction

- This page should not be labeled as 'Introduction'. The title of the paper goes at the top of the page.
- The introduction should summarize, integrate and critically evaluate the empirical knowledge in the area of study. It sets the stage for your area of study and why you undertook it.
- It should excite the interest of the reader. Perhaps you can begin with an interesting fact or thought provoking question, an example or an illustrative anecdote.
- State your purpose briefly and a scheme of all the information you will present next.
- It should logically lead to your hypothesis. Avoid a series of who did what and when. It should ideally be a presentation of ideas which are central to your topic.
- Finally give a brief overview of your study

Method

- The heading should be labeled, centered and bold
- Describe the details of your study precisely and in such a way that another researcher is able to replicate your methods exactly.
- It typically should include Participants, Materials and /or Apparatus and Procedure sections which appear as sub headings, left aligned and in bold.
- In a study where questionnaire is involved it is useful to present the Procedure section before the materials section
- Try to avoid short choppy sentences. Rather combine information into longer sentences when possible to give your style more flow.

Results

- The heading is centered and bold
- Describe how you analyzed the data and what you found
- Labeled subsections (perhaps one for each hypothesis)
- Include a section for descriptive statistics
- List what type of test you conducted to test each hypothesis
- After analysing the statistics state the nature of your findings in words and whether or not they support your hypothesis
- A table or figure to represent your results visually and also describe the trends shown in the figure.
- Do not explain the results in this section.

Discussion

- The heading must be labeled , centered and bold
- Interpret and explain the findings
- Place them in the larger context of the existing literature in this area of knowledge
- Start with specifics and work towards generalization beginning with a brief restatement of your main findings
- Use words not numbers. State whether they support your hypothesis. If not, why not?
- Any surprising or interesting findings. Bring in some of the theories from the introduction and discuss if they agree or not.
- Discuss limitations of the study if your findings differ from the other researchers. Give one or two suggestions
- What further questions were generated from the study for further research. The gaps that remain.

Conclusion & References

- **Conclusion**: Sum up on a positive note reminding the reader why your study was important and what it added to the existing knowledge base.
- **References** must be on a separate page. The label should be centered but not bold
- Alphabetical order. No numbering or bullets. Hanging indention
- The citation entries are the same as in MLA style except that the date of publication comes after the name of the author, journal or volume .
- Varieties of table and figures are available in the APA manual

Until the Next Time

- Styles and formats are reviewed from time to time.
- Here are two links where you can view a demonstration of how to create the sheets step by step:

MLA- <https://youtu.be/2GJ5DmQMyzQ>

APA- <https://youtu.be/qZVla2sTbpM>

Thank you