



GUIDELINES FOR WRITING SYNOPSIS

Synopsis will be submitted by M.Phil. /Ph.D. Research scholars in the department. The Departmental Research Committee (DRC) and Advanced Studies and Research Board (ASRB) will approve the synopsis, to maintain the standards and quality of research.

A. COMPONENTS OF SYNOPSIS

This sequence should be followed while writing a synopsis

1. Cover Page/Title page (Refer to page No. 6)

The title for research should be selected carefully. It should be specific and about the general issues at national or international level (Refer to Page No. 5).

2. Table of Contents (Refer to page No. 7)

3. Undertaking by student and supervisor (Refer to page No. 8)

4. Certificate of approval (Refer to page No. 9)

It must include name of supervisor, Co-supervisor (if applicable), Chairperson and Dean

5. Introduction (Refer to Page No. 10)

It should provide a brief description to explain the area of the proposed research work by the researcher.

a. Statement of the Problem

Statement of the problem informs how useful the proposed study is and what are the gaps in current literature and how would the proposed study fill these gaps.

b. Hypothesis of Study

Hypothesis is the statement which is to be tested for possible acceptance or rejection. Hypothesis are of two types i.e. Null (H_0) and Alternative (H_1). Null hypothesis is tested for possible rejection, whereas alternative hypothesis is tested for possible acceptance.

c. Significance of Study

It is important to provide justification for undertaking the proposed research, perhaps in the light of previous work done. It should be possible in most cases to predict the specific and general benefits likely to be achieved as a result of completion of the proposed research. It emphasized on the significance/ importance of the research work/study i.e. why we selected the topic under discussion.

d. Aims and Objectives

Aim is the title of your study work and objectives are designed for the achievement of your aim. Broad objectives to be achieved should be clearly mentioned and these should be numbered/itemized. These objectives will indicate the major aspects of the study to be undertaken.

- i. Must not be more than three in case of M.Phil.
- ii. Each objective must start with “To” following an action verb

6. Review of Literature (Refer to Page No. 11)

A review of the relevant literature is another very important part of the synopsis, showing the work done previously in the area of proposed research is essential to plan further research effectively and in a proper way. The information given in the review should be supported by references. It must be in chronological order (year wise) or in thematic order.

7. Methodology (Refer to Page No. 12)

This describes the various aspects of the study in a logical sequence. The methodologies to be employed, are the most important cruxes of any research plan. It helps to demonstrate that the researcher has a fairly good idea about the nature of work likely to be involved. In the case of social sciences what resource materials will be used; whether the required information will be obtained from primary or secondary sources, etc. A time schedule for the various aspects of the proposed research may be provided wherever possible.

Methodology includes the following:

a. **Sources of data** (Primary or Secondary)

- i. Published research papers and books
- ii. Survey, questionnaires, Interviews, focus group interviews, observation, case studies, diaries, critical incidents, portfolios, books, journals, periodicals, abstracts, indexes, directories, research reports, conference papers, market reports, annual reports, internal records of organizations, newspapers & magazines, CD-ROMs, on-line databases, Internet, videos & broadcasts etc.

b. **Research approach and design** (If applicable)

Details for research approach and research designs should be provided with justifications.

c. **Sample size** should be normal neither too small nor too large.

d. **Sampling Technique** (If applicable) In Social Sciences and as well as in Arts and Humanities sampling are mainly of two types as probability and non-probability sampling techniques. Based on the need and requirements of the topics the proposed sampling techniques should be explained with justifications.

e. **Data Collection Techniques / Research Tools & Technique**

Registration, Scales, Tests, Questionnaires, interviews, Direct Observations, Focused Group Interviews, Artifacts for Social Sciences and Arts and Humanities)

f. Analysis of Data

In this part of synopsis, the research scholars must provide details for data analysis techniques for the proposed study. Data is to be analyzed according to the requirement of topic. In experimental research instruments may be required for analysis. The total variables used are to be included in the study and then the relationship between variable will be analyzed. analyzed statistical analysis techniques are used for analyses of quantitative data in Social Sciences and Arts and Humanities while thematic analysis, grounded theory analysis, content analysis and discourse analysis are some of the most frequently data analysis techniques used for qualitative analysis.

g. Place of Work and Facilities Available

In order to complete the proposed research some specialized facilities may be required. For example, in case of experimental sciences different equipment may be involved or in the case of, may be, a study on a scholar, the relevant literature may be available in a foreign country. Therefore, it is important to identify the place where the research work will be undertaken and whether the resources and facilities required for doing the research are available like easy access to the external academic markets via internet.

h. Statistical Analysis (if applicable)

8. Duration of study/Plan of work

Breakup must be given in a form of table, total work break-up with respect to time.

9. References (Refer to Page No. 13)

Synopsis should contain at the end a list of references, and a bibliography if required. These should be written on a standard pattern of APA reference style 7th edition. For details visit <https://apastyle.apa.org/>.

10. Length of a synopsis

It will be difficult to define an overall length for a synopsis for M.Phil. /Ph.D. research in such varied fields of study. Whereas it should be concise as far as possible and avoid repetitions, it should also provide sufficient details on the various aspects mentioned above to show that the research involved has been well understood and planned, and it is of an acceptable academic merit. The total length of a synopsis may run from 1,500 to a few thousand words. It must not be more than 10 pages (including title page, certificate of approval, plan of work and references).

B. FORMAT / PATTERN OF SYNOPSIS

All thesis presented in type script for the degree of M.Phil./ Ph.D. should comply with the following specifications:

STYLE

Paper size: A4 (8.27" x 11.69).

Font style: Times New Roman.

Font Size: 12 pt normal for writing in English and 16 pt normal for writing in Urdu.

Page Number: insert page numbers at top right corner, in page header

Footnotes: 8-10 12 pt

Line Spacing: 2 line spacing (double), 1.5 line spacing can be used in initial pages

Margins: Left: 1.5 in, Right: 1in, Top: 1 in, Bottom: 1 in.

Headings: 14 pt bold for writing in English and 16 pt bold for writing in Urdu.

Subheadings: 12 pt bold for writing in English and 16 pt bold for writing in Urdu

(APA style for levels of headings will be followed)

C. PLAGIARISM ALLOWED

Plagiarism is presenting someone else's idea, work, project, or words as your own. This also includes using someone's exact words, figures, tables, etc or even modifying them but not providing citation or reference to the actual work. The plagiarism should be between 5% to 18%.

TITLE OF SYNOPSIS

Time New Roman
Font size = 20, Capital letters, Bold



Size of monogram
(about 1.8'' X 2.8'')

M.Phil./Ph.D. Synopsis

Time New Roman
Font size = 18 Bold
Sentence case

By (Regular, sentence case, font size 14)

Student Name

Registration No: -----

Time New Roman
Font size = 18 Bold
Sentence case

DEPARTMENT FACULTY

SARDAR BAHADUR KHAN WOMEN'S UNIVERSITY QUETTA

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SESSION

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Undertaking by student and supervisor for HIGHER EDUCATION COMMISSION OF PAKISTAN

Monograph /Thesis /Textbook Proposal Submission Undertaking

Supervisor/Corresponding Author(s) Name: _____

Corresponding Author(s) Address: _____

Title of Work: _____

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Student Signature: _____ Name: _____ Date: _____

Supervisor Signature: _____ Name: _____ Date: _____

Co-supervisor Signature: _____ Name: _____ Date: _____

CERTIFICATE OF APPROVAL

This is to certify that **student name (Sentence case, Bold)** registered for M.Phil. **department name (Sentence case, Bold)** on a research project entitled, “**title of synopsis (Sentence case, Bold)**” in the Department of ----- Sardar Bahadur Khan Women’s University, is hereby to submit her synopsis for approval by the committee.

Supervisor

Name
 Designation
 Department
 University

Co- supervisor

Name
 Designation
 Department
 University

Chairperson

Name
 Designation
 Department
 University

Dean

Name
 Designation
 Department
 University

1.1. Background of Study

1.2. Statement of the problem

1.3. Hypotheses (if applicable)

1.4. Significance/Justification of Study

1.5. Aims and objectives of Study/Research Questions

- i. To XX
- ii. To XX

iii. To XXX

2. Literature Review (On New page)

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3. Methodology (On New page)

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3.1. Research Design/Research Approach

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3.2. Sampling

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3.3. Data Collection/ Research Tools & Techniques

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XXX
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XX XXXXXXXXXX

3.4. Analysis of data

XXX
XXX

3.5. Statistical Analysis (If applicable)

XXX
XXX

4. Duration of study (On New page)

S.No	Work plan	Duration in Month
1.	Literature review	
2.	Research design	
3.	Data collection	
4.	Sampling	
5.	Sample analysis	
6.	Statistical analysis	
7.	Thesis write up	

References (On New page)

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All the references cited in the text should be included in the reference list. APA 6th /7th should be referred for references. <https://apastyle.apa.org/> , https://en.wikipedia.org/wiki/APA_style .