BANGLADESH UNIVERSITY OF PROFESSIONALS (BUP)

GUIDELINES FOR RESEARCH PROPOSAL AND PRE-SUBMISSION PAPER SUBMISSION AND SEMINAR PRESENTATION FOR MASTER OF PHILOSOPHY (MPhil) PROGRAM

Prepared By:

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BANGLADESH UNIVERSITY OF PROFESSIONALS (BUP)

GUIDELINES FOR RESEARCH PROPOSAL PAPER SUBMISSION AND 1ST SEMINAR PRESENTATION FOR RESEARCH PROPOSAL) MASTER OF PHILOSOPHY (MPhil) PROGRAM

Introduction

1.   All the researchers enrolled in MPhil program under the Centre for Higher Studies and Research (CHSR), Bangladesh University of Professions (BUP) are required to undergo course works for one (01) year. After successful completion of course works, they are required to submit the research proposal paper and present first seminar on the proposal paper in the beginning of second year. Guidelines for presenting first seminar have been mentioned in the subsequent paragraphs. This guideline is prepared to help the researchers to follow an established academic practice for writing the thesis. However, this is only a guideline and deviation from which may be acceptable with supporting academic logic. Even the lay out of the paper may vary depending on the field of study.

Outline

2.   Research proposal is to assess the quality and originality of researcher's ideas, skills in critical thinking and the feasibility of the research project. Researcher must bear in mind that MPhil program is of **Two (02)** years. So, researcher must think very carefully about the scope of his/her research and be prepared to explain how he/she will complete it within the relevant timeframe. Research proposal is also used to assess researcher's expertise in the area in which he/she wants to conduct research and knowledge of the existing literature.

3.   Crucially, it is also an opportunity for the researcher to communicate his/her passion in the subject area and to make a persuasive argument about what his/her project can accomplish. Although the proposal should include an outline, it is also an

opportunity to establish the attention of readers and convince them of the importance of the study.

4.   This paper is a reference and guide to help researchers in ensuring that they conform to formats which fulfill the requirements of a standard research paper. The guideline contains both specific and general guidelines for preparation of the research proposal, including guidelines on matters relating to format, length, footnotes, tables, appendices, references, citation and referencing styles, the words required for abstract, permissible languages, publications, similarity index, submission, and presentation.

Research Proposal and Seminar

5.   Research proposals may vary in length, but generally the written paper should be 10-15 pages or around 3000 words. The presentation of the paper should take maximum 20-30 minutes. There will be at least 10 minutes scheduled for questions and answers, and 20 minutes for feedback and discussion by research experts. Researcher should submit the Research Proposal along with a short biography of him/her two (02) weeks prior to the scheduled presentation date to the **CHSR office**.

6.   A research proposal is an outline of proposed research that is designed to:

   a. Define a clear question and approach to answering it.

   b. Highlight its originality and/or significance.

   c. Explain how it adds to, develops (or challenges) existing literature in
   the field.

Publication

7.   MPhil researchers need to publish at least one (01) article related to their field of study in recognized peer reviewed journals having ISSN. The article is to be submitted to CHSR before submitting thesis for defence.

Plagiarism

8.   The approved similarity index for plagiarism check is 20% for BUP. It is to be made sure that researcher acknowledges the authors of all publications he/she uses to write the proposal. Failure to do so will be considered as plagiarism. Researcher should not copy word for word what an author has said. If the researcher wants to copy at all, then he/she should make sure that he/she uses quotation marks and italics to indicate it. The policy for plagiarism of CHSR to be followed sincerely.

Contents of Research Proposal

9. The contents of Research Proposal are as under:

a. Title

b. Abstract and Keywords

c. Introduction

d. Problem Statement

e. Rationale of the Study

f. Literature Review and Research Gap.

g. Research Objectives,
   Research Question and/or Hypothesis

h. Theoretical and /or Conceptual Framework

i. Research Methodology/Materials and Methods (for science related subjects)

   1. Research type or strategy
   2. Data type
   3. Research Philosophy
   4. Study Design and Period.
   5. Study Location and Population
   6. Selection Criteria
   7. Ethical Considerations
   8. Sampling Plan (Target Population characteristics, sample size, sampling type)
   9. Research Instruments
   10. Data Collection Process, questionnaire format, Data analysis process, validity, reliability and the authenticity of Data, Data Processing, and quality control of Data
   11. Research Procedure
   12. Summary

j. Expected Results and Significance of the Study

k. Limitation of the Study

l. Timetable

m. Concluding Remarks

n. References

o.	Appendices: Proposed Survey Questionnaire, Interview / FGD / KII Questions, Observations Check List etc. (as applicable).

p.	Researcher's Short Biography: Researcher's Photo, Academic and Professional Background, Publications, Major Achievements, and Research Project Work (If applicable).

Title

10.	The title summarizes the main idea or ideas of the study. A good title contains the fewest possible words needed to adequately describe the content and/or purpose of the research paper. It is the first part of a research proposal that is seen by the relevant research committees, and it is essential to give a good impression from the very beginning. Obviously, at this stage it will not be the final title of finished research - that will often depend upon the results. However, a working title is needed, and this working title will summarize the proposed research. Important 'key words' to be included which will relate the proposal. Effective titles in academic research papers have several characteristics as follows:

a.	Indicate accurately the subject and scope of the study.
b.	Minimum use of abbreviations unless they are commonly known.
c.	Use words that create a positive impression and stimulate readers' interest.
d.	Is limited to 10-13 words.
e.	All letters of the words should be capitalized.
f.	Brackets should not be used.

11.	It should be noted that if researcher needs/wants to change/modify the titled that has already been approved by the academic council, he/she is advised to fill up the prescribed form with recommendation of the supervisor to change/modify the title and submit to CHSR at least one month prior to the presentation. Only minor modifications are allowed.

Abstract and Keywords

12.	An abstract is a summary of the proposal. To capture the essence of the proposal, the abstract should summarize all the elements of the proposal, except the references and work plan. It starts by describing the background of the study. It then briefly presents the research statement and proposed research objectives and approach. It concludes with the expected outcome. **The number of words should not exceed 100.**

13.	**Keywords** are important words/concepts found in your **research** and these should be mentioned at the end of the Abstract under heading Keywords in Italic font.

Introduction

14.   The introduction leads the reader from a general subject area to a particular field of research. The introduction provides a brief rationale for why the proposed study is worth pursuing. It explains why other people should care about it (establishes its importance). It explains the significance of the research. The introduction serves to familiarize the reader with the topic of the proposal.

15.   It also provides a summary of the literature on research related to the problem being investigated. It should briefly outline the objectives of the project and provide enough background to enable the reader to place this research problem in the context of common knowledge.

Problem Statement

16.   The statement of the problem provides the focus and direction of the study. A good statement of the problem clearly defines the problem, states the concepts to be related in the study and identifies a feasible solution to the problem. A well-written problem statement helps identify the variables to be investigated in the study.

Rationale of the Study

17.   The rationale of the study explains the potential value of the research and findings to science or society. It also identifies the target audience of the study and how the results will benefit them. It explains the ways the study will add to the scholarly knowledge in the field, how it improves the practice or policy.

Literature Review

18.   The purpose of the literature review is to summarize, evaluate and compare the main developments and current debates in the field, which are specifically relevant to the subject of research embodied in the thesis. The key objective of the literature review is to demonstrate that the research will fill **an important gap** in the current research on the subject. Literature review serves to answer the following questions:

   a. What research has already been done in your field and what is your understanding of the findings?
   b. What do you think is missing?
   c. How has previous research not explained the questions that your
   study seeks to address.

19.   By evaluating the research idea against the larger context of what has been explored, the literature review allows to demonstrate that the work is original and

innovative. The literature review should be accompanied by comprehensive references, which are listed at the end of the proposal. The appropriate referencing conventions should be followed strictly, and it should ensure that the documents referred to in the body of the proposal are not missing in the final list of references. Finally, the research gap is to be highlighted.

Research Objectives

20.   Research objectives outline the specific goals the study plans to achieve when completed. The research objectives are usually divided into i. General objective/broad objective ii. Specific objectives. The general (broad) objective or goal and specific objectives are not the same and should be dealt with separately. The general objective defines the contribution of the project in a bigger context thereby defining the purpose of the project. Specific objectives are statements of precise outcomes that can be measured in support of the project's general objective. The research objective/s must have relations with the research question/s and/or hypothesis.

Research Question and/or Hypothesis

21.   A research question is a clear, focused, and arguable question around which researcher plan to carry out his/her research. A research question can be answered directly through the analysis of data. Example Topic: The role of diet on student performance. Research Question: Is there any relationship between the diet and student performance in class? A research question is associated with the problem statement and can be answered directly through the analysis of data, but a hypothesis is the researcher's best guess of the answer to the research question. Hypotheses are generated from specific theories, but research questions often attempt to refute/validate various theories through the testing of their associated hypotheses.

Theoretical and/or Conceptual Framework

22.   A Theoretical/Conceptual Framework is an analytical tool with several variations and contexts. It is used to make theoretical/conceptual distinctions and organize ideas. Strong conceptual frameworks capture something real and do this in a way that is easy to remember and apply. Theoretical/Conceptual frameworks are abstract representations, connected to the research project's goals that direct the collection and analysis of data.

Research Methodology/Materials and Method

23.   Research method provides a description of the exact (specific) actions, plan, or strategy to be used to answer the research questions. Methodology of a project spells out in specific steps and procedures how the research will be undertaken. It is necessary to link each of the specific objectives to the methods to account for all activities of the project. This also outlines the apparatus, instruments, and procedures to be used to answer the research questions. The method section is really the heart of the research proposal. It must be indicated whether Qualitative or Quantitative or Mixed Method to be used. The method section typically consists of the following sections:

1. Research type or strategy
2. Data type
3. Research Philosophy
4. Study Design and Period.
5. Study Location and Population
6. Selection Criteria
7. Ethical Considerations
8. Sampling Plan (Target Population characteristics, sample size, sampling type)
9. Research Instruments
10. Data Collection Process, questionnaire format, Data analysis process, validity, reliability and the authenticity of Data, Data Processing, and quality control of Data
11. Research Procedure
12. Summary

Expected Results and Significance of the Study

24.   Obviously, a researcher does not have results at the proposal stage. However, in this section a researcher should give a good indication of what he/she expects to get out of the research. It should join the data analysis and possible outcomes to the theory and questions that have been raised. It will be a good place to summarize the significance of the work. It is important to convince the reader of the potential impact of the proposed research. A sense of enthusiasm and confidence is needed to communicate the merits of the proposal without exaggeration.

Limitation of the Study

25.   The actual limitations of the research should be detailed in this para.

Timetable

26.   Estimated timetable (if possible, in table form) of the research to be framed, indicating the sequence of research phases and the time that is needed for each phase.

27.   The work plan presents the timelines of various activities the researcher plans to do and the specific milestones of the project. The plan should also anticipate the conferences and journals, to which the work in progress is expected to be submitted along the way, and schedule it in a goal for publication section of the work plan.

Concluding Remarks and Recommendations

28.   This will summarize the whole proposal.

References

29.   Researchers need to understand the difference between **Reference** and **Bibliography**. A reference list includes the details of all the resources you have quoted or paraphrased in your assignment. However, a bibliography includes details of all the resources you used to produce your assignment, including those you did not quote or paraphrase. In this stage, researchers are advised to prepare the reference list, therefore, all publications only cited in the Research Proposal should be presented in a list of references following the text. Sources of Wikipedia should not be used as reference.

30.   Reference lists are created to allow readers to locate original sources of the work/s. The following general requirements to be observed:

   a. Reference list must include all works cited in the text (including those included in figures, legends, and tables).
   b. All references should be relevant and up to date.
   c. All references listed must be cited in the text.
   d. Start the references on a separate page, and references list in alphabetical order by the first author's name; do not number the references.

31.   References should follow the Harvard-like format. In this format each citation in a reference list includes various pieces of information including the:

   a. Name of the author(s)
   b. Year published

    c. Title
    d. City published
    e. Publisher
    f. Pages used

32.   Citation of references in the text should be given by author's last name (no initials) followed by the year. When two or more citations of the same author are given, list them in chronological order (year wise). When there are two authors, include both names, separate them by putting **"&"** in between. When there are three or more names, give only the first author followed by **"et al"**. If there are two or more papers by the same author/s in the same year, place them in alphabetical order by the title.

33.   List all the authors (do not use "et al.) in the reference list. When there are two or more references of the same author/s, list them in chronological order (year wise). In the reference list, the name of authors (last name and initials) should be followed by the year within parentheses, title of the article, journal name (in **italics)** volume number to be followed by a colon and pages to be numbered first-last page numbers. Reference to electronic material should include author's name/s, date, article title, and journal (as above); where volume and /or page numbers are not available, substitute Digital Object Identifier (DOI) number.

34.   Generally, Harvard Reference List citations follow this format:

- Last name, First Initial. (Year published). *Title*. City: Publisher, Page(s).
- Citations are listed in alphabetical order by the author's last name.
- If there are multiple sources by the same author, then citations are listed in order by the date of publication.

35**.**   **Harvard Reference List Citations for Books with One Author:**

The structure for a Harvard Reference List citation for books with one author includes the following:

- Last name, first initial. (Year published). *Title*. Edition. (Only include the edition if it is not the first edition) City published: Publisher, Page(s).

If the edition isn't listed, it is safe to assume that it is the first addition, and does not need to be included in the citation.

Example: One author AND first edition:

- Patterson, J. (2005). *Maximum ride*. New York: Little, Brown, pp. 31-32.

Example: One author AND NOT the first edition

- Dahl, R. (2004). *Charlie and the chocolate factory*. 6th ed. New York: Knopf.

36**.** **Harvard Reference List Citations for Books with Two or More Authors:**
When creating a citation that has more than one author, place the names in the order in
which they appear on the source. Use the word "and" to separate the names.

- Last name, First initial. and Last name, First initial. (Year published). Title.
  City: Publisher, Page(s).

Example:

- Desikan, S. and Ramesh, G. (2006). *Software testing*. Bangalore, India: Dorling
  Kindersley, p.156.
- Vermaat, M., Sebok, S., Freund, S., Campbell, J. and Frydenberg, M. (2014).
  Discovering computers. Boston: Cengage Learning, pp.446-448.
- Daniels, K., Patterson, G. and Dunston, Y. (2014). *The ultimate student
  teaching guide*. 2nd ed. Los Angeles: SAGE Publications, pp.145-151.

37. **Harvard Reference List Citations for Chapters in Edited Books:** When
citing a chapter in an edited book, use the following format:

- Last name, First initial. (Year published). Chapter title. In: First initial. Last
  name, ed., *Book Title*, 1st ed.* City: Publisher, Page(s).
- Bressler, L. (2010). My girl, Kylie. In: L. Matheson, ed., *The Dogs That We
  Love*, 1st ed. Boston: Jacobson Ltd., pp. 78-92.

38. **Harvard Reference List Citations for Multiple Works By The Same Author**

When there are multiple works by the same author, place the citations in order by year.
When sources are published in the same year, place them in alphabetical order by the
title.

Example:

- Brown, D. (1998). *Digital fortress*. New York: St. Martin's Press.
- Brown, D. (2003). *Deception point*. New York: Atria Books.
- Brown, D. (2003). *The Da Vinci code*. New York: Doubleday.

39. **Harvard Reference List Citations for Print Journal Articles**

The standard structure of a print journal citation includes the following components:

- Last name, First initial. (Year published). Article title. *Journal*, Volume (Issue), Page(s).

Examples:

- Ross, N. (2015). On Truth Content and False Consciousness in Adorno's Aesthetic Theory. *Philosophy Today*, 59(2), pp. 269-290.
- Dismuke, C. and Egede, L. (2015). The Impact of Cognitive, Social and Physical Limitations on Income in Community Dwelling Adults With Chronic Medical and Mental Disorders. *Global Journal of Health Science*, 7(5), pp. 183-195.

40. Harvard Reference List Citations for Journal Articles Found on a Database or on a Website

When citing journal articles found on a database or through a website, include all of the components found in a citation of a print journal, but also include the medium ([online]), the website URL, and the date that the article was accessed.

Structure:

- Last name, First initial. (Year published). Article Title. *Journal*, [online] Volume(Issue), pages. Available at: URL [Accessed Day Mo. Year].

Example:

- Raina, S. (2015). Establishing Correlation Between Genetics and Nonresponse. *Journal of Postgraduate Medicine*, [online] Volume 61(2), p. 148. Available at: http://www.proquest.com/products-services/ProQuest-Research-Library.html [Accessed 8 Apr. 2015].

41. Harvard Reference List Citations for Print Newspaper Articles

When citing a newspaper, use the following structure:

- Last name, first initial. (Year published). Article title. *Newspaper*, Page(s).

Example:

- Weisman, J. (2015). Deal Reached on Fast-Track Authority for Obama on Trade Accord. *The New York Times*, p. A1.

42. Harvard Reference List Citations for Newspaper Articles Found on a Database or a Website

To cite a newspaper found either on a database or a website, use the following structure:

- Last name, First initial. (Year published). Article title. *Newspaper*, [online] pages. Available at: url [Accessed Day Mo. Year].

Example:

- Harris, E. (2015). For Special-Needs Students, Custom Furniture Out of Schoolhouse Scraps. *New York Times*, [online] p. A20. Available at: http://go.galegroup.com [Accessed 17 Apr. 2015].

43. Harvard Reference List Citations for Print Magazines

When citing magazines, use the following structure:

- Last name, First initial. (Year published). Article title. *Magazine*, (Volume), Page(s).

Example:

- Davidson, J. (2008). Speak her language. *Men's Health*, (23), pp.104-106.

44. Harvard Reference List Citations for Websites

When citing a website, use the following structure:

- Last name, First initial. (Year published). Page title. [online] Website name. Available at: URL [Accessed Day Mo. Year].

When no author is listed, use the following structure:

- Website name, (Year published). *Page title*. [online] Available at: URL [Accessed Day Mo. Year].

Example:

- Messer, L. (2015). *'Fancy Nancy' Optioned by Disney Junior*. [online] ABC News. Available at: http://abcnews.go.com/Entertainment/fancy-nancy-optioned-disney-junior-2017/story?id=29942496#.VRWbWJwmbs0.twitter [Accessed 31 Mar. 2015].

- Mms.com, (2015). *M&M'S Official Website*. [online] Available at: http://www.mms.com/ [Accessed 20 Apr. 2015].

45.   **Harvard Reference List Citations for eBooks and PDFs**

When citing eBooks and PDFs, include the edition, even if it's the first edition, and follow it with the type of resource in brackets (either [ebook] or [pdf]). Include the url at the end of the citation with the date it was accessed in brackets.

Use the following structure:

- Last name, First initial. (Year published). *Title*. Edition. [format] City: Publisher, page(s). Available at: URL [Accessed Day Mo. Year].

- Zusack, M. (2015). *The Book Thief*. 1st ed. [ebook] New York: Knopf. Available at: http://ebooks.nypl.org/ [Accessed 20 Apr. 2015].
- Robin, J. (2014). *A handbook for professional learning: research, resources, and strategies for implementation*. 1st ed. [pdf] New York: NYC Department of Education. Available at http://schools.nyc.gov/ [Accessed 14 Apr. 2015].

46.   **Harvard Reference List Citations for Archive Material**

Archival materials are information sources that are used to provide evidence of past events. Archival materials are generally collected and housed by organizations, such as universities, libraries, repositories, or historical societies. Examples can include manuscripts, letters, diaries, or any other artifact that the organization decides to collect and house.

The structure for archival materials includes:

- Last name, First initial. (Year published). *Title of the material*. [format] Name of the university, library, organization, Collection name, code, or number. City.

Examples:

- Pearson, J. (1962). *Letter to James Martin*. [letter] The Jackson Historical Society, Civil Rights Collection. Jackson.
- Marshall, S. and Peete, L. (1882). *Events Along the Canal.* [program] Afton Library, Yardley History. Yardley.

47.   **Harvard Reference List Citations for Conference Proceedings**

Conference proceedings are academic papers or presentations that are created or used for the purpose of a meeting or conference.

Use the following structure to cite a conference proceeding:

If published online:

- Last name, First initial. (Conference Year). Title of Paper or Proceedings. In: *Name or Title of Conference*. [online] City: Publisher of the Proceedings, pages. Available at: URL [Accessed Day Mo. Year].

If not published online:

- Last name, First initial. (Conference Year). Title of Paper or Proceedings. In: *Name or Title of Conference*. City: Publisher of the Proceedings, pages.

Examples:

- Palmer, L., Gover, E. and Doublet, K. (2013). Advocating for Your Tech Program. In: *National Conference for Technology Teachers*. [online] New York: NCTT, pp. 33-34. Available at: http://www.nctt.com/2013conference/advocatingforyourtechprogram/ [Accessed 11 Jan. 2014].
- Fox, R. (2014). Technological Advances in Banking. In: *American Finance Association Northeast Regional Conference*. Hartford: AFA, p. 24.

48. **Harvard Reference List Citations for Government Publications**

Government publications consist of documents that are issued by local, state, or federal governments, offices, or subdivisions.

Use the following format to cite the government publications:

- Government Agency OR Last name, First Initial., (Year published). *Title of Document or Article*. City published: Publisher, Page(s).

Examples:

- Pennsylvania Department of Transportation, (2012). *BicyclePA Routes*. Harrisburg: PENNDOT, p.1.

49. However, a researcher may follow any other referencing format other than Harvard style. The format must be internationally accepted by academia and related to his/her research title. In any case, a particular referencing style must be followed for the whole paper.

sample cover page

Title of Research
(Capital, Bold, and Inverted Pyramid Form)
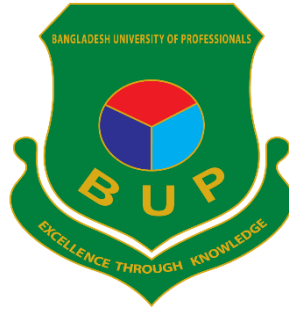
A Research Proposal Paper Submitted to the Centre for Higher Studies and Research, Bangladesh University of Professionals for First Seminar for the Degree of Master of Philosophy

By

Researcher's Name
MPhil Researcher
Roll No. -
Registration No. -
Session:

Under Supervision of

Supervisor's Name, PhD
Professor/Associate Professor
Name of Department
Name of Faculty
Name of University/Institution

Day-Month-Year

Declaration by Researcher

Here the researcher declares that the material has not been used for other awards from other institutions and all sources are acknowledged.

<div style="border: 1px solid black; padding: 20px;">

DECLARATION

I hereby declare that the research work entitled "xxx" has been carried out under the **Centre for Higher Studies and Research**, Bangladesh University of Professionals in fulfillment of the requirement for the Degree of Master of Philosophy. I have composed this seminar paper based on original research findings from xxx acquired by me along with references from published literature. This has not been submitted in part or full to other institution to any other degree. I also certify that there is no plagiarized content in this paper.

DD/Month/Year

Name : xxx
Roll No. : xxx
Registration No.: xxx
Session: xxx
Centre for Higher Studies and Research
Bangladesh University of Professionals

</div>

Declaration by Supervisor

Here the supervisor declares that the researcher worked under his/her supervision. Moreover, supervisor also declares that the material has not been used for other awards from other institutions and all sources are acknowledged.

<div style="border:1px solid">

CERTIFICATE OF THE SUPERVISOR

This is to certify that **Ms./Mr. xxx** carried out his/her **MPhil research proposal** under my guidelines and supervision, and hence prepared the thesis entitled xxx. So far as I am aware, the researcher duly acknowledged the other researchers' materials and sources used in this work. Further, the paper was not submitted to any other universities or institutions for any other degree or diplomas.

It is thus recommended that the thesis be submitted to the **Centre for Higher Studies and Research**, Bangladesh University of Professionals, in fulfillment of the requirements for the degree of Master of Philosophy. I also certify that there is no plagiarized content in this paper.

DD/Month/Year

Supervisor's Name, PhD
Professor/Associate Professor
Name of Department:
Name of Faculty
Name of University/Institution

</div>

<u>Abstract</u>

An abstract is a summary of the Thesis. To capture the essence of the work, the abstract should summarize all the elements of the paper, except the references. It starts by describing the background of the study. It then presents briefly the research statement and proposed research objectives and approach. It concludes with the results and recommendation and/or future study. **<u>The number of words should not exceed 200.</u>**

*Keywords: Write 5 -6 keywords from the thesis. Keywords should be **Italic.***

Table of Contents

Ser	Content	Page number

List of Tables

A sample of List of Tables page is shown below:

<div style="border:1px solid black; padding:20px;">

<div align="center">**LIST OF TABLES**</div>

SL.	Content	Page No.
1.	Table 1:	
2.	Table 2:	

</div>

List of Tables

List of Figures

A sample of List of Figures page is shown below:

<div>

LIST OF FIGURES

SL.	Content	Page No.
1.	Figure 1:	
2.	Figure 2:	

</div>

List of Charts

A sample of List of Charts page is shown below:

LIST OF CHARTS

SL.	Content	Page No.
1.	Chart 1:	
2.	Chart 2:	

List of Acronyms and Abbreviation

A sample of List of Acronyms and Abbreviation page is shown below:

<div align="center">

LIST OF ACRONYMS AND ABBREVIATIONS

</div>

Acronyms/Abbreviation	Expressions
BUP	Bangladesh University of Professionals (BUP)
ADB	Asian Development Bank

CHAPTER ONE

BANGLADESH UNIVERSITY OF PROFESSIONALS (BUP)

GUIDELINES FOR PRE-SUBMISSION/THESIS PAPER SUBMISSION AND 2ND SEMINAR PRSENTATION FOR MASTER OF PHILOSOPHY (MPhil) PROGRAM

Introduction

1.   All the researchers enrolled in MPhil program under the Centre for Higher Studies and Research (CHSR), Bangladesh University of Professions (BUP) are required to undergo course works for one (01) year. After successful completion of course works, they are supposed to submit the proposal paper and present first seminar in the beginning of second year. At the end of second year, on completion of necessary corrections pointed out in the first seminar, data collection and data analysis, the researcher is expected to submit his/her pre-submission/ thesis paper and present his/her final **Thesis Paper** in the **Pre-submission Seminar** at the end of second year.

Outline

2.   Whilst originality is very much appreciated in a thesis, the thesis is still bound by certain academic conventions and rules, which must be observed. It is, therefore, important that the researcher should have knowledge of these conventions and rules, as required by academia at large, and as stipulated by the university. This paper is a reference and guide to these conventions and rules, intended to help researchers in ensuring that they conform to formats which fulfill the requirements of the university. The guideline contains both general and specific guidelines for the final submission of the thesis and presentation including clear instructions on matters relating to format, length, footnotes, tables and appendices, bibliography, citation and referencing styles, the words required for abstracts, plagiarism, publication prior to submission, chapters, and permissible languages.

<u>Publication</u>

3.   For details about publication paragraph 7 of Guidelines for proposal paper under heading Publications is referred.

<u>Plagiarism</u>

4.   **Plagiarism is Completely Forbidden.** For other details about plagiarism paragraph 8 of Guidelines for First Seminar under heading Plagiarism is referred.

<u>Pre-submission Seminar</u>

5.   Pre-submission seminar is the final presentation of the thesis for the MPhil program. Here the researcher will present in detail covering all the chapters. This is a requirement for submitting final thesis and facing defense of the thesis on successful completions of the presentation. In this seminar, researcher, in consultation with panel members and supervisor, should update the various comments of previous seminars along with results/findings of the study.

6.   The presentation of the thesis is maximum 40-45 minutes. There will be at least 10 minutes scheduled for questions and answers, and 20 minutes for feedback and discussion by research experts. Researcher should submit the thesis (Nine hard bound copies) along with a short **Biography** of him/her **One Month** prior to the schedule presentation date to the CHSR. The thesis should be limited to 50,000 to 60,000 words. **This word limitations are basically applicable for social science related research only.** However, this word limit may vary depending on the type of research with sound academic logic.

<u>Thesis Paper</u>

7.   The culmination of a postgraduate researcher's journey is seen on completion of his/her research work in the form of a thesis. As a document, the thesis is evidence of the researcher's knowledge and competence in his/her area of specialization. The thesis is the mark of the researcher's achievement as a postgraduate researcher and marks the researcher's entry into the world of academia.

8.   A thesis may vary in length. A thesis shall be presented in several chapters, starting with Introduction, and ending with Conclusions. Each of the chapter will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into *sections, sub-sections, and sub-sub-section* to present the content discretely and with due emphasis.

9.   In this guideline seven **chapters** of a **thesis** are suggested (including introduction and conclusion). However, in case of a thesis containing more than seven chapters, the researcher is independent of naming these chapters depending on the topic of research and the research outcome he/she intends to bring out. But chapters of the thesis will usually not be more than Nine (09). The researcher should keep a blank page with a write up Chapter One/Two etc., before starting a new chapter. The contents of the major chapters are as follows:

Contents of Pre-submission/ final thesis Paper

10.   The contents of Pre-submission Paper and final thesis may be as under:

   a.   Title
   b. Abstract and Keywords
   c. Introduction
   d. Literature Review (Sometimes within the introduction)
   e. Theoretical and/or Conceptual Framework (This may not be a separate chapter always. Theoretical framework may be within introduction and Conceptual framework within methodology).
   f. Methodology or Materials/Sources and Methods
   g. Themed Topic Chapters (May be more than one chapter as the thesis demands)
   h. Data Analysis and Interpretation
   i. Discussions and Findings
   j. Results (May not be in all thesis Papers).
   k. Concluding Remarks and Recommendations
   l. Researcher's Publications
   m. Bibliography
   n. Appendices
   o. Researcher's Short Biography: Researcher's Photo, Academic and Professional Background, Publications, Major Achievements, and Research Project Work (If applicable).

 However, these chapters may be rearranged or renamed if the research demands such.

Title

11.   Title should be as per paragraph 10 of Guidelines for proposal paper under heading Title. For other details about title paragraphs 10 and 11 of Guidelines for proposal paper under heading Title is referred. The title of the thesis should not exceed 10 to 15 words.

Abstract and Keywords

12.   An abstract is a summary of the Thesis. To capture the essence of the work, the abstract should summarize all the elements of the paper, except the bibliography. It starts by describing the background of the study. It then briefly presents the research statement and proposed research objectives and approach. It concludes with the results and recommendation and/or future study. **The number of words should not exceed 200.**

13.   **Keywords** should be as per paragraph 13 of Guidelines for proposal paper under heading Abstract and Keywords. Keywords should be in Italic font.

Introduction

14.   The title of **Chapter One** shall be "**Introduction**". In introduction researcher should cover the following aspects:

-Background of the Study
-research gap
-Problem Statement
-Rationale of the Study
-Research Objectives, Questions and /or Hypothesis
-significance of the study
-the scope of the research
-Definitions of Terms Used in Thesis
-Chapterization of the thesis

15**.**   **Definitions of Terms:** It means the way researcher defines a particular term in his/her research. It is important that the Introduction is well written. Without a clearly defined purpose and strong theoretical rounding, the thesis or dissertation is fundamentally flawed from the outset. The final section of the Introduction should provide a brief overview of each of the main chapters that the reader will encounter. For other details about the parts mentioned above, paragraphs 14-17 and 20-21 of the study of Guidelines for proposal paper are referred.

16.   Outline of the thesis refers the organizations of the chapters (after Introduction) of the thesis.

Literature Review

17**.**	Literature review should be as per paragraphs 20 and 21 of Guidelines for proposal paper under heading Literature Review. However, researcher should do the extensive literature review along with the recommended literatures by supervisor/panel experts. The review may further include:

>	-At least recent 25 studies conducted on the topic
>	-Critical Review
>	-Theoretical framework
>	-Empirical review or systematic review
>	-Research gaps
>	-Conceptual framework and
>	-Hypothesis

Theoretical and/or Conceptual Framework

18.	Conceptual/Theoretical Framework should be as per paragraph 22 of Guidelines for Proposal paper under heading Conceptual/Theoretical Framework. This may not be a separate chapter always. Theoretical framework may be within introduction and Conceptual framework within methodology.

Research Methodology/ Materials and Methods

19.	Research Method should be as per paragraph 23 of Guidelines for proposal paper under heading Research Methodology/Materials and Method. However, researcher should explain Research Method as detail as possible in Pre-submission Seminar along with the modification recommended by supervisor/panel experts. All the parts should be clear and well explained.

Themed Topic Chapters

20. There may be one or more themed topic chapters in the final thesis. These will be chapters related with research, which the research necessitates highlighting.

Data Analysis and Interpretation

21.	**Analysis** of **data**, also known as **data** analytics, is a process of inspecting, cleansing, transforming, and modeling **data** with the goal of discovering useful information, suggesting conclusions, and supporting decision-making. For all the tables

and figures, a separate caption must be mentioned. For the table/s, caption and number should be written top of the table. And for figures the caption and number must be written bottom of the figure/s. This procedure (caption and numbering) is not only applicable for the data analysis section; however, researcher should follow the same instruction in all the places where table and figures are available in the paper. This chapter may include:

-Introduction

-Survey: Demographic profile, general background, inferential analysis (hypothesis testing)

-Interview or focus group discussion: demographic profile, thematic analysis, -summary

Discussions and Findings/Results

22.   The purpose of this chapter is not just to reiterate the findings or results but discuss the observations in relation to the theoretical body of knowledge on the topic. This chapter should also address the implication of the findings. Interpret results in terms of the background laid out in the introduction. The results are actual statements of observations, including statistics, tables, and graphs. Mention negative results as well as positive. Break up results into logical segments by using subheadings. Key results should be stated in clear sentences. Do not repeat in the text all the values given in tables. Do not present the same data as graph as well as table. Use one of the appropriate styles of presentation. This chapter may include:

-Introduction
-finding of secondary research
-finding of primary research
- discussion

Results

23.   The result of the research needs to be explained here. The results related to all the objectives and hypotheses are to be discussed one by one. If some objective is not achieved, that also needs to be explained in line with the research in this chapter.

Conclusions and Recommendations

24.   Conclusion of the study will start with a few sentences that summarize the most important results and conclude by giving the strongest and most important statement that highlights the outcomes of the study. The conclusion should provide answers or solutions

to the questions or problems raised in the introduction. The argument of the thesis should be summarized if appropriate. The recommendation and future research direction should also be mentioned elaborately. This section should include the limitation of the study.

Bibliography

25.   Previously researchers were advised to prepare the Reference list. Therefore, all publications only cited in the Research Proposal and Research Advancement papers were mentioned as the References list. However, in this stage (Pre-submission), researchers are advised to prepare the **Bibliography** instead of References. So, researchers are to include details of all the resources he/she used to produce the assignment, including those he/she did not quote or paraphrase.

26.   The format of **Bibliography should be same as References.** For details refer paragraphs 29 to 49 of under heading References in the Guidelines for Proposal paper under heading References.

Cover Page

Cover page displays thesis title, concerned faculty including university, MPhil candidate's name, name of supervisor and date. Cover page should have deep olive green background with golden font color.

Title of Thesis
(capital, bold, and inverted Pyramid form)

A Thesis Submitted to the Centre for Higher Studies and Research, Bangladesh University of Professionals for Partial Fulfillment of the Requirements for the Degree of Master of Philosophy

By
Researcher's Name
MPhil Researcher
Roll No. -
Registration No. -
Session:

Under Supervision of
Supervisor's Name, PhD
Professor/Associate Professor
Name of Department
Name of Faculty
Name of University/Institution

Day-Month-Year

Title Fly

Title fly displays thesis title, concerned faculty including university, MPhil candidate's name, name of supervisor and date.

Title of Thesis
(capital, bold, and inverted Pyramid form)

A Thesis Submitted to the Centre for Higher Studies and Research, Bangladesh University of Professionals for Partial Fulfillment of the Requirements for the Degree of Master of Philosophy

By
Researcher's Name
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Roll No. -
Registration No. -
Session:

Under Supervision of
Supervisor's Name, PhD
Professor/Associate Professor
Name of Department
Name of Faculty
Name of University/Institution

Day-Month-Year

Dedication

The author may dedicate his/her thesis in this page.

DEDICATION

To my xxx

<u>Acknowledgements</u>

Here the author recognizes the help rendered by supervisors, technical staff, family and anyone else who offered support or advice.

ACKNOWLEDGEMNTS

Declaration by Researcher

Here the author declares that the material has not been used for other awards from other institutions and all sources are acknowledged.

DECLARATION

I hereby declare that the research work entitled "xxx" has been carried out under the Centre for Higher Studies and Research, Bangladesh University of Professionals in fulfillment of the requirement for the Degree of Master of Philosophy. I have composed this thesis based on original research findings from xxx acquired by me along with references from published literature. This has not been submitted in part or full for to other institution to any other degree. I also certify that there is no plagiarized content in this thesis.

DD/Month/Year

Name   : xxx
Roll No.: xxx
Registration No.: xxx
Session: xxx
Faculty of xxx
Bangladesh University of Professionals (BUP)

Declaration by Supervisor

Here the supervisor declares that the researcher worked under his/her supervision. Moreover, supervisor also declares that the material has not been used for other awards from other institutions and all sources are acknowledged.

CERTIFICATE OF THE SUPERVISOR

This is to certify that Ms./Mr. xxx carried out his/her MPhil study under my guidelines and supervision, and hence prepared the thesis entitled xxx. So far as I am aware, the researcher duly acknowledged the other researchers' materials and sources used in this work. Further, the thesis was not submitted to any other universities or institutions for any other degree or diplomas.

It is thus recommended that the thesis be submitted to the CHSR, Bangladesh University of Professionals, in fulfillment of the requirements for the award of the degree of Doctor of Philosophy. I also certify that there is no plagiarized content in this thesis.

DD/Month/Year

Name: xxx
Faculty of xxx
University of xxx.

Abstract

9. An abstract is a summary of the Thesis. To capture the essence of the work, the abstract should summarize all the elements of the paper, except the references. It starts by describing the background of the study. It then presents briefly the research statement and proposed research objectives and approach. It concludes with the results and recommendation and/or future study. **The number of words should not exceed 200.**

*Keywords:Write 5 -6 keywords from the thesis. Keywords should be **Italic.***

Table of Contents

It must be noted that all the chapters should have a separate title. Here all the major divisions and chapter titles should be listed including page numbers. Chapter will start with an introduction/preliminary and end with conclusions. The body of each chapter will be divided by section and sub-section. A thesis will cover **Seven** to **Nine** Chapters.

Note: Before proceeding to a new chapter a page will be blank with a write up **CHAPTER xxx**. A sample is given in page 23.

List of Tables

A sample of List of Tables page is shown below:

<div align="center">

LIST OF TABLES

</div>

SL.	Content	Page No.
1.	Table 1:	
2.	Table 2:	

List of Figures

A sample of List of Figures page is shown below:

	LIST OF FIGURES	
SL.	**Content**	**Page No.**
1.	Figure 1:	
2.	Figure 2:	

List of Charts

A sample of List of Charts page is shown below:

<div align="center">

LIST OF CHARTS

</div>

SL.	Content	Page No.
1.	Chart 1:	
2.	Chart 2:	

<u>**List of Acronyms and Abbreviation**</u>

A sample of List of Acronyms and Abbreviation page is shown below:

<div align="center">

LIST OF ACRONYMS AND ABBREVIATIONS

</div>

Acronyms/Abbreviation	Expressions
BUP	Bangladesh University of Professionals (BUP)
ADB	Asian Development Bank

GENERAL REQUIREMENT

Introduction

1.   This guideline is intended to assist the researcher of CHSR in the preparation of their thesis/dissertation in terms of formatting and writing conventions. Researchers should follow closely to this guideline and seek clarification from CHSR on specific matters relating to the preparation of their thesis/dissertation. This guideline is prepared to help the researchers to follow an established academic practice for writing the thesis. However, this is a general guideline and any deviation from which will be acceptable subject to scientific logic and justification. Even the lay out of the thesis/dissertation may vary depending on the respective field of study. The general requirements for preparing the research proposal have been discussed in the subsequent paragraphs.

Language

2.   The thesis/dissertation should be written in English. The English used throughout should be consistent throughout the thesis, especially needs to follow either style in terms of spelling (American or British). The Roman alphabets may be used unless otherwise required by the discipline.

Technical Specifications

3.   The thesis/dissertation must be printed on a Letter Quality or Laser printer. Only the original copy of the thesis/dissertation or good and clean photocopies will be accepted. Copies with correcting fluid will not be accepted. Print should be with dark black characters that are consistently clear and dense. For Proposal and Pre-submission paper print should be on both side. For final submission printing will be on single side.

Page Layout

4.   The text should be presented in the portrait layout. The landscape layout may be used for figures and tables.

Type of Paper

5.   White simile A4 size (210mm x 297mm) paper (80g) or paper of equivalent size should be used. Researchers must include an extra blank sheet for the front and back of the thesis/dissertation. Photocopies of the thesis/dissertation must be on similar quality paper.

Typeface and Font Size

6.   The text of the thesis/dissertation must be produced with the same font or typeface. Times New Roman typeface font along with 12 point font size should be followed and the entire scripts should not be either scripted or italicized except for scientific names and terms used in a different language. Footnotes and text in tables should not be less than 8-point.

Margins

7.   The left margin should be at least 40 mm, followed by the right, top and bottom margins at least 25 mm. Margin specifications are meant to facilitate binding and trimming.

Line Spacing

8.   The thesis/dissertation should be 1.5 Line Spaced, with single space between paragraphs and sections. The following, however, should be single Line-spaced:
   i.   Footnotes (if absolutely necessary);
   ii.   Quotations
   iii.   References
   iv.   Multi-line captions (tables, figures);
   v.   Appendices, such as questionnaires, letters; and
   vi.   Headings or subheadings.

Pagination

9.   All pages (**except title fly**) should be numbered consecutively throughout the thesis/dissertation, including pages containing tables, figures, and appendices. Page numbers should be centered either centrally or right flushed at either the top or bottom margins. Page numbers should appear by themselves and should not be placed in brackets, be hyphenated, or be accompanied by decorative images. Text, tables, and figures should be printed on one side of each sheet only. Preliminary

pages preceding Introduction must be numbered in lowercase Roman numerals (i, ii, iii etc.). The first page should begin with Arabic numeral from where introduction begins.

Binding

10.   Before making the required number of copies and binding the paper, ensure that all University requirements have been met and necessary signatures have been obtained. Check that all pages are in the correct order. The paper should be of a fixed kind in which pages are permanently secured. The researchers should not use rank, designation, degree etc., before or after his/her name.

Submission

11.   Researchers should take following action:

   i.   Researcher should first submit a soft copy of the research thesis/dissertation (Proposal/Advancement/Pre-submission) to CHSR for Similarity Index Check with the researcher's Similarity Index Check report signed by the supervisor.

   ii.   If the similarity index report is okay CHSR will request the researcher to submit nine (9) hard copies of the paper.

   iii.   The submitted paper should contain the steps taken on the comments from Pro-VC, concerned Dean and Panel members. If some of the points from them cannot be taken the justification behind must be explained.

   iv.   A short biography of the researcher should also be submitted.
   Researchers should take following actions:

12.   For defense, following actions to be taken for submission:

   a. 15 days if the thesis is accepted with distinction.
   b. 30 days if the thesis is accepted with minor modifications: or
   c. 60 days if the thesis is accepted with major modifications after the successful completion of Pre-submission Seminar.

13.   The final copy of the thesis, after defense, should be submitted to CHSR as per paragraph 12 above.

Section, Sub-Sections and Sub- Subsection

14.   Theses should be divided as appropriate into sections, sub-sections, and sub-subsections. The system of headings must be consistent and should provide a clear indication of changes in content, emphasis and other features that occur at each stage of the work.

Headings

15.   It is recommended that all headings should be **Bold**. The recommended style is: 14 points with capitalized initial letters for section headings; 12-point with capitalized initial letters for sub-section headings; 12-point italicized for sub-subsection-headings. All headings should be on separate lines from the text.

Headers and Footers

16.   If headers are used then the recommended style is:

Introduction

The font will be 14-point with **Bold.** Footers must be used only for pagination.

Tables and Figures

17.   Tables and Figures shall be numbered consecutively throughout the paper– Table 1, Figure 1 etc. Within the text tables should be referred to as table 1 etc. For the table/s caption and number should be written top of the table. And for figures the caption and number must be written bottom of the figure/s. This procedure (caption and numbering) is applicable in all the places where table and figures are available in the paper.

Equations

18.   Equations placed on separate lines from the text should be numbered whether they are referred to in the text. Numbering should appear in round brackets at the right-hand side of the page and be ordered consecutively either throughout the paper (1) etc. , or in each section (1.1) etc. Equations should be referred to in the text as equation (1) etc.

Use of Color

19.   Color may be used in diagrams and figures. However, it is recommended that such use be kept to a minimum, being reserved for situations where it is essential for clarity. The use of color must be the same in all presentation copies of the paper.