**University of Management and Technology**

**Guidelines for Preparing Research Proposal**

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**Prepared for the School Graduate Committee of DCP, SPP**

**2021**

**Please read and consult this document regularly while preparing your Research Proposal and Dissertation**

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1. **Preface/ Preamble**

Research has become an integral and crucial part of any discipline, particularly the social sciences. This document presents an outline for preparing and presenting research reports. The focus of this document is on describing the major ingredients of a scientific and empirical research based on international conventions. This document is descriptive and not prescriptive and is flexible in nature which can be adapted and modified according to the needs. The research scholars are advised to use APA VII Manual on regular basis for guidance. Lastly, we are thankful to the members of this committee for their help and valuable suggestions.

1. **General Guidelines Related to the Format**

**Format**

The research synopsis/ proposal comprise the title page and a table of contents. The general guidelines for the format and the appearance of the research proposal are as follows:

**Font size**

Font size throughout the proposal should be 12, Times New Roman. Statistical symbols needs to be italicized

**Spacing**

The text should be double spaced.

**Margins**

Minimum thesis margins are 1.5 inches from the left edge and 1 inch from the other three edges.

**Page numbers**

Page numbering should start from the introduction page and page numbers are not printed on the initial pages such as title page, table of contents. Place the page numbers on the top right of the pages.

**Alignment**

Left alignment throughout the research proposal and Indent every new paragraph.

**Level of headings**

Level of headings should be according to APA VII Edition.

|  |  |
| --- | --- |
| **Heading Level** | **Correct Format** |
| 1 | **Centered, Bold, Title Case Heading** New paragraph begins on next line |
| 2 | **Flush left, Bold, Title Case Heading** New paragraph begins on next line |
| 3 | ***Flush left, Bold, Italic, Title Case Heading*** New paragraph begins on next line |
| 4 |  **Indented, Bold, Title Case Heading, Ends with a Period**. Paragraph begins on same line as heading title. |
| 5 |  ***Indented, Bold, Italic, Title Case Heading, Ends with a Period.*** Paragraph begins on the same line as heading title. |

**Reference citation**

APA VII edition should be followed for references both in-text and for reference list. All references should be placed alphabetically in the reference list (For more details please see APA VII edition).

**Basic In-Text Citation Styles**

|  |  |  |
| --- | --- | --- |
| **Author type** | **Parenthetical citation** | **Narrative citation** |
| One author | (Luna, 2020) | Luna (2020) |
| Two authors | (Salas & Dagostino, 2020) | Salas and Dagostino (2020) |
| Three or more authors | (Martin et al., 2020) | Martin et al. (2020) |
| Group author with abbreviation First citation Subsequent citations | (National Institute of Mental Health [NIMH], 2020)(NIMH, 2020) | National Institute of Mental Health (NIMH, 2020)NIMH (2020) |
| Group author without abbreviation | (Stanford University, 2020) | Stanford University (2020) |

**Sample References**

* **Journal Article**

|  |  |  |  |
| --- | --- | --- | --- |
| **Author** | **Date**  | **Title**  | **Source** |
| **Journal Information** | **DOI or URL** |
| Author, A.A., & Author, B.B. | (2020) | Title of Article | *Title of Journal,* *Volume No* (Issue No), Page Number | https://doi.org/xxx |

**Example:**

Schwarz, B., Stutz, M., & Ledermann, T. (2012). Perceived interparental conflict and early adolescents’ friendships: The role of attachment security and emotion regulation. *Journal of Youth and Adolescence, 41*(9), 1240–1252. https://doi.org/10.1037/1045-3830.23.1.3

**Parenthetical Citation:** (Schwarz et al., 2012)

**Narrative Citation:** Schwarz et al. (2012)

* **Book**

|  |  |  |  |
| --- | --- | --- | --- |
| **Author or Editor** | **Date**  | **Title**  | **Source** |
| **Publisher Information** | **DOI or URL** |
| Author, A.A., & Author, B.B.Editor, E.E. (Ed).Editor, E.E., & Editor, F.F. (Eds). | (2020) | *Title of book**Title of book* (2nd ed., Vol. 4) | Publisher NameFirst Publisher Name; Second Publisher Name | https://doi.org/xxx |

**Example:**

Brown, L. S. (2018). *Feminist therapy* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000092-000>.

**Parenthetical Citation:** (Brown, 2018)

**Narrative Citation:** Brown (2018)

* **Dissertation and Theses**

|  |  |  |  |
| --- | --- | --- | --- |
| **Author**  | **Date**  | **Title**  | **Source** |
| Author, A.A. | (2020) | *Title of dissertation* [Unpublished doctoral dissertation].*Title of thesis* [Unpublished master’s thesis] | Name of Institution Awarding the Degree |

**Example:**

Harris, L. (2019). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia.

**Parenthetical Citation:** (Harris, 2019)

**Narrative Citation:** Harris (2019)

* **Web Pages and Websites**

|  |  |  |  |
| --- | --- | --- | --- |
| **Author**  | **Date**  | **Title**  | **Source** |
| **Website name** | **URL** |
| Author, A.A., & Author, B.B.Name of Group. | (2020)(2020, August) | *Title of work.* | Site Name | <https://xxxxxxx> Retrieved December 22, 2020, <https://xxxxxx> |

**Example:**

Martin, C.M. (2016). Be kind to yourself: How self-compassion can improve your resiliency. https://www.mayoclinic,org/healthy-lifestyle/adult-health

**Parenthetical Citation:** (Martin, 2016)

**Narrative Citation:** Martin (2016)

For further details regarding format of references see **Page 313** of APA VII Edition

1. **Salient Contents for Preparing a Research Proposal**

**Title page**

The title page should contain the proposed title of the research, student’s name, ID, and Supervisor’s name and name of the Institute. The title should be expressed briefly and precisely reflecting the main aim and variables of the research. It should inform the reader about the spirit and the essence of your research. The length of the title should be 12-15 words (**See Appendix A**)

**Table of contents**

Add your contents of the proposal along with associated page number **(See Appendix B)**

1. **Introduction** The research synopsis should start with introducing the problem and a brief background of the study. It will also include:
	1. Implications of the current research
	2. Aim/s
	3. Objectives
	4. Operational definition of study variables
2. **Review of literature**

It should include the state of the art literature, identify gaps and by giving the rationale and justification of the proposed research. The review of literature should include:

* 1. Latest local and international literature
	2. Rational of the study
	3. Conceptual framework
	4. Research Question/s
	5. Hypotheses (If any):if the research is exploratory in nature, no need to mention hypotheses.
1. **Method**
	1. **Research design**

Mention the name of the appropriate research design. Choose the best way to answer the research questions and propose the study design e.g. correlation research design, survey method etc. also add the rationale of choosing the particular research design.

**3.2. Setting**

Propose the setting in which research work is to be conducted e.g. schools, government sector, private sector, hospitals

**3.3. Participants**

Mention the name of the sampling technique/sampling strategy going to be used in the research. Also mention how many participants with inclusion and exclusion selection criteria.

**3.4. Measures**

Mention the research measure(s) going to be used for data collection. Information about the reliability and validity of the measures should also be provided.

**3.5. Ethical considerations**

A detail account of the ethical considerations should be taken in to account should also be included in the procedure.

**3.6. Procedure**

A detailed account of how the research will be carried out. What steps would be taken to answer the research questions.

1. **Analysis of the results**

Mention in detail the statistical techniques which are going to be used for analysis of results and hypotheses testing.

**References**

APA VII edition should be followed for references both in-text and for reference list.

**Appendices**

Include the sample of the measure(s) going to be used for data collection and attach any document that is necessary for the research proposal.

**Timetable**

Attach a workable proposed timetable for the completion of the research thesis.

**Plagiarism Report**

Attach a plagiarism report of the research proposal

Appendix A

**Research Proposal (14Bold)**

**Title of the Research (14Bold)**

****

**Participant’s Name (12 Bold)**

**Participant ID (12 Bold)**

**Supervisors’ Name (12 Bold)**

**--------**

**Department of Clinical Psychology (14 Bold)**

**School of Professional Psychology** **(14 Bold)**

**University of Management and Technology**

 **Lahore (16Bold)**

**2021**

Appendix B

**Table of Contents**

|  |  |  |
| --- | --- | --- |
|  | **Introduction*** 1. Implications of the current research
	2. Aims
	3. Objectives
	4. Operational definition/s of study variables
 | 1 |
|  | **Review of literature*** Recent local and international literature
* Rationale of the study
* Conceptual framework
* Research Question/s
* Hypotheses (If any)
 | 10 |
|  | **Method*** Research design
* Setting
* Participants (sampling strategy)
* Measures
* Procedure
* Ethical considerations
* Analyses of the results
 |  |
|  | **References** |  |
|  | **Appendices** |  |
|  | **Timetable**  |  |

Appendix-G



**Department of Clinical Psychology**

**School of Professional Psychology**

**University of Management and Technology**

*We train Professionals*

**Certificate of Approval of Research Proposal**

Name of Participant/Candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Participant ID\_\_\_\_\_\_\_\_\_\_\_\_\_

* BASAR
* DGC
* DAC
* SGC

Approval for:

**APA Format (7th Edition)**

|  |  |  |
| --- | --- | --- |
| * Title Page (See Appendix A for Guidelines)
 | * Yes
 | * No
 |
| * Table of Contents (See Appendix A for Guidelines)
 | * Yes
 | * No
 |
| * Font size
 | * Yes
 | * No
 |
| * Spacing
 | * Yes
 | * No
 |
| * Margins
 | * Yes
 | * No
 |
| * Page numbers
 | * Yes
 | * No
 |
| * Alignment
 | * Yes
 | * No
 |
| * Reference citation
 | * Yes
 | * No
 |
| * Grammar Check (by using software, e.g. Ginger)
 | * Yes
 | * No
 |
| * Quality of Expression
 | * Yes
 | * No
 |

***Main Proposal***

|  |  |  |
| --- | --- | --- |
| 1. Introduction
 | * Yes
 | * No
 |
| * 1. Implications of the current research
 | * Yes
 | * No
 |
| * 1. Aims
 | * Yes
 | * No
 |
| * 1. Objectives
 | * Yes
 | * No
 |
| 1. Review of literature
 | * Yes
 | * No
 |
| * 1. Recent local and international literature
 | * Yes
 | * No
 |
| * 1. Rationale of the study
 | * Yes
 | * No
 |
| * 1. Research Question/s
 | * Yes
 | * No
 |
| * 1. Hypotheses (If any)
 | * Yes
 | * No
 |
| 1. Method
 | * Yes
 | * No
 |
| * 1. Research design
 | * Yes
 | * No
 |
| * 1. Setting
 | * Yes
 | * No
 |
| * 1. Participants (sampling strategy)
 | * Yes
 | * No
 |
| * 1. Measures
 | * Yes
 | * No
 |
| * 1. Procedure (ethical considerations)
 | * Yes
 | * No
 |
| 1. Analysis of the results
 | * Yes
 | * No
 |
| 1. References
 | * Yes
 | * No
 |
| 1. Appendices
 | * Yes
 | * No
 |
| 1. Timetable
 | * Yes
 | * No
 |
| 1. Plagiarism report
 | * Yes
 | * No
 |

* This document is approved/not approved to be presented to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee.

|  |  |
| --- | --- |
|  Signature of the Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature of the Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |