

Guidelines for Writing and Typing Research Report

**M.A. Semester IV
Course: EC1**

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Style of Research Writing

- ▶ American Psychological Association (APA) Style
 - ▶ Harvard Style
 - ▶ Modern Language Association (MLA) Style
 - ▶ Chicago style
 - ▶ AMA Style
- **The APA style is the most commonly used format for manuscript in the social sciences**

Style of Writing Research Caption

Role of Media in Buying
Practices with respect to
Food and Allied Aspects among
Women Consumers

Role of Media in Buying Practices with
respect to Food and Allied Aspects among
Women Consumers

**Role of Media in Buying Practices with respect to
Food and Allied Aspects among Women Consumers**



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General Format of Research Writing

Font Style	:	Times New Roman
Font Size	:	12
Line Spacing	:	Double spacing
Chapter Heading	:	Capitalized with bold
Section Heading	:	Capitalized without bold
Margin	:	1" from top, bottom and right side and 1.5" from left side
Text Alignment	:	Left alignment
Table	:	<ul style="list-style-type: none">• Table should have only 3 lines• If table takes more than 1 page the headings of table should be continued in the next page• Table name should be above the table
Figure	:	Figure name should be below the figure

Table

Name of Districts	No. of Schools	No. of Students
Araria	1,953	4,39,578
Arwal	526	1,50,962
Aurangabad	2,019	5,11,894
Banka	2,003	1,50,554
Begusarai	1,615	3,34,175
Bhagalpur	1,882	2,92,635
Bhojpur	1,943	2,08,576
Buxar	1,203	1,56,660
Darbhanga	2,518	4,85,846
Gaya	3,272	5,62,659
Gopalganj	1,802	4,64,059
Jamui	1,706	2,86,828
Jehanabad	900	1,86,676
Kaimur	1,211	3,31,628
Katihar	2,104	4,64,253

Cont....

Table no.1

**Number of schools and their enrolment
in all districts of Bihar**

S. No.	Name of Districts	No. of Schools					No. of Students		
		Primary	Upper Primary	Primary with Upper Primary	Zero students reported	Total	Primary	Upper Primary	Total
1	Araria	895	0	540	518	1,953	3,32,932	1,06,646	4,39,578
2	Arwal	331	4	191	0	526	94,714	56,248	1,50,962
3	Aurangabad	867	15	970	167	2,019	3,30,335	1,81,559	5,11,894
4	Banka	456	3	314	1230	2,003	1,00,998	49,558	1,50,554
5	Begusarai	460	37	418	700	1,615	2,20,317	1,13,858	3,34,175
6	Bhagalpur	458	5	425	994	1,882	1,96,268	96,367	2,92,635
7	Bhojpur	498	17	331	1097	1,943	1,36,846	71,730	2,08,576
8	Buxar	354	5	222	622	1,203	1,02,082	54,578	1,56,660
9	Darbhanga	997	6	639	876	2,518	3,34,954	1,50,892	4,85,846

Cont....

S. No.	Name of Districts	No. of Schools					No of Students		
		Primary	Upper Primary	Primary with Upper primary	Zero students reported	Total	Primary	Upper Primary	Total
10	Gaya	1,147	15	931	1,179	3,272	3,88,033	1,74,626	5,62,659
11	Gopalganj	1,032	6	647	117	1,802	3,10,992	1,53,067	4,64,059
12	Jamui	584	0	579	543	1,706	1,98,064	88,764	2,86,828
13	Jehanabad	547	6	347	0	900	1,19,828	66,848	1,86,676
14	Kaimur	613	2	588	8	1,211	2,10,785	1,20,843	3,31,628
15	Katihar	764	28	594	718	2,104	3,26,599	1,37,654	4,64,253
16	Khagaria	384	2	344	333	1,063	1,84,290	81,090	2,65,380
17	Kishanganj	420	0	492	726	1,638	1,53,430	60,675	2,14,105
18	Lakhisarai	141	0	29	590	760	27,650	5,258	32,908
19	Madhepura	191	6	157	1,203	1,557	75,700	35,487	1,11,187
20	Madhubani	1,507	8	871	749	3,135	5,23,294	2,54,895	7,78,189
21	Munger	542	5	414	152	1,113	1,44,121	76,027	2,20,148
22	Muzaffarpur	949	3	800	1,321	3,073	3,58,343	1,80,219	5,28,562
23	Nalanda	863	4	502	846	2,215	2,14,128	1,00,765	3,14,893
24	Nawada	722	2	446	515	1,685	2,16,976	92,747	3,09,723
25	Pashchim Champaran	556	1	307	1,737	2,601	1,98,345	68,425	2,66,770

Table No.1 Enrolment of students in five districts of Bihar

S. No.	Name of Districts	No. of Students		
		Primary	Upper Primary	Total
1	Araria	3,32,932	1,06,646	4,39,578
2	Arwal	94,714	56,248	1,50,962
3	Aurangabad	3,30,335	1,81,559	5,11,894
4	Banka	1,00,998	49,558	1,50,554
5	Begusarai	2,20,317	1,13,858	3,34,175

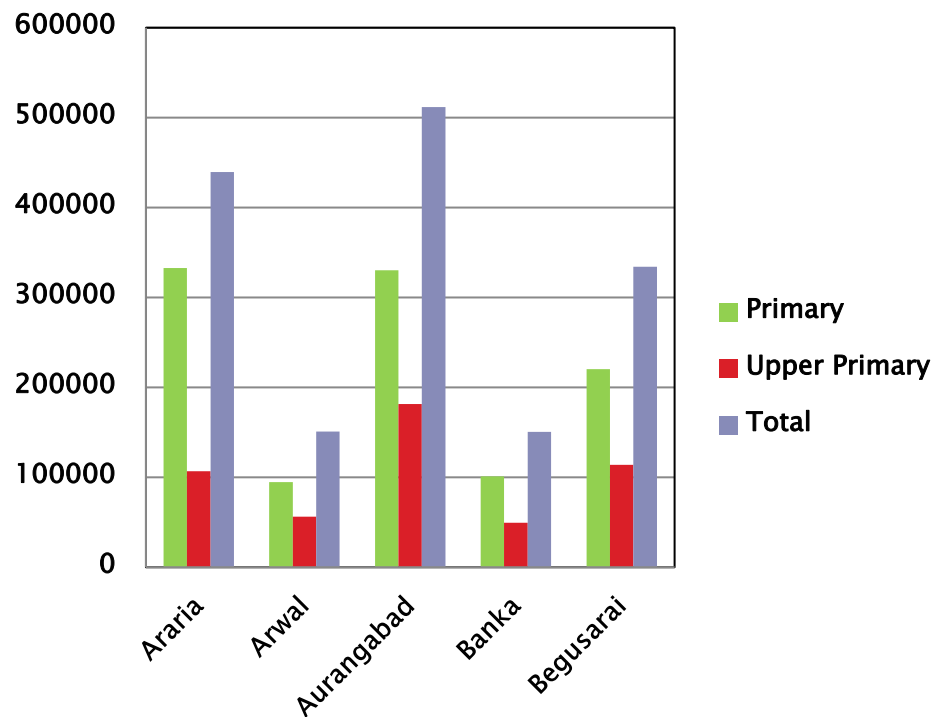


Fig.No.1 Enrolment of students in five districts of Bihar

Photographs and Data Representation



Caption

Table 4.2
AGE X EDUCATION OF THE FEMALE AGRICULTURAL LABOURERS

Age level	Illite- rate	Primary	U.P.	H.S.	Saksha- ratha	Total
18 - 25	5 (2.1)	11 (4.6)	2 (0.8)	1 (0.4)	3 (1.3)	22 (9.2)
26 - 35	13 (5.4)	17 (7.1)	8 (3.3)	3 (1.3)	18 (7.5)	59 (24.6)
36 - 45	18 (7.5)	14 (5.8)	2 (0.8)		44 (18.3)	78 (32.5)
46 - 55	24 (10.0)	3 (1.3)	2 (0.8)		28 (11.7)	57 (23.8)
56 - 65	10 (4.2)	1 (0.4)			11 (4.6)	22 (9.2)
> 65	1 (0.4)				1 (0.4)	2 (0.8)
Columns Total	71 (29.6)	46 (19.2)	14 (5.8)	4 (1.7)	105 (43.8)	240 (100)

Source

References

Particulars	Format	Example
Book	Author,A.A. (Year of Publication).Title of work. Publisher, State:publisher	Finney,J.(1970).Time and again. New York,NY:Simon and Schuster
e-book	Author,A.A. (Year of Publication).Title of work.(E-reader Version). Retrieved from http://xxxxor doi:xxxx	Eggers,D.(2008).The circle 9kindle Version).Retrieved from http://www.amazon.com
Chapter of a book	Author,A.A. (Year of Publication).Title of Chapter.Title of the work(pp.xx-xx) Publisher, State:publisher.	Clason, G. S. (2008). The tale of seven remedies for a lean purse. <i>The richest man in Babylon</i> (pp. 23-25). Charleston, SC:BN Publishing.
Chapter from an edited book	Author,A.A. (Year of Publication).Title of Chapter.(Ed.).Title of the work(pp.xx-xx) Publisher, State:publisher.	Berry, W. (2005). War does not maintain peace or promote freedom. In L. I. Gerdes (Ed.), <i>War: Opposing viewpoints</i> (pp. 71-79). Detroit, MI: Greenhaven Press.
Magazine	Author, A.A.(year, month of Publication). Article title. Magazine title, <i>Volume</i> (Issue) ,pp-pp.	Markels, A. (2007, July 23-30). Taking credit's temperature: Risky home loans run a fever, and the market prays it doesn't spread. <i>U.S. News & World Report</i> , 143(3), 37-39.
Magazine Article Online	Author, A.A.(year, month of Publication). Article title. Magazine title, <i>Volume</i> (Issue),Retrieved from http://xxxx	Tumulty,K.(2006,April).Should they stay or should they go?Time,167(15) Retrieved from http://content.time.com/time/magazine/article/0,9171,1179361,00.html

Cont...

Particulars	Format	Example
Journal Article Online	Author,A.A.(Publication Year,).Article title. Periodical Title, <i>Volume</i> (Issue),pp-pp.Retrieved from journal URL	MacLeod, A. J. (2009). On integer relations between the area and perimeter of Heron triangles. <i>Forum Geometricorum</i> , 9, 41-46. Retrieved from http://forumgeom.fau.edu/index.html
Newspaper	Author,A.A.(Year,Month Date of Publication).Article title. <i>Magazine title</i> ,pp.xx-xx	Rosenberg,G.(1997,March 31).Electronic discovery proves an effective legal weapon. <i>The New York Times</i> ,p.D5
Newspaper Article Online	Author,A.A.(Year,Month Date of Publication).Article title. Newspaper title, Retrieved from newspaper homepage URL	Bolivar, L. (2011, January 13). Treasure coast bird count shows decline of species unable to adapt to urbanization. <i>TC Palm</i> . Retrieved from http://www.tcpalm.com/
CD	CD name.(Year).Title of work. <i>Title of CD</i> (CD).Place.	The Beatles. (2009). Lucy in the sky with diamonds. On <i>Sgt. Pepper's Lonely Hearts Club Band</i> [CD]. New York, NY: EMI.
Encyclopedia (print)	Author,A.A.(Publication Year).Entry title. <i>In Encyclopedia title</i> ,(Vol.xx,pp.xx.).City,State of publication:Publisher.	Kammen,C.,& Wilson,A.H.(2012).Monuments. <i>In Encyclopedia of local history</i> .(pp.363-364)Lanham,MD:AltaMiraPress.

Cont...

Particulars	Format	Example
Personal Interview	Author,A.A.(Year, Month Date).Interview type	Marino,B.(2014, October 18).Personal Interview
Video blog (YouTube)	Author,A.A.(Screenname). (Year,Month Date of Publication).Title of video(Video file). Retrieved from http://	Rifkin, J. (2010, August). Jeremy Rifkin on the "empathic civilization" [Video file]. Retrieved from http://www.ted.com/talks/jeremy_rifkin_on_the_empathic_civilization.html
Video/Movie	Producer,A.A.(producer),& Director,A.A.(Director).(Release year). <i>Title of motion picture</i> (motion Picture).Country of origin: Studio	Bender,L.(Producer), & Tarantino,Q.(Director).(1994). <i>Pulp fiction</i> (Motion Picture).United States:Miramax
Website	Author's name,date of publication, title of document, title of complete work,(Online)Availability,URL ,Retrived date.	Patterson,O.(2011).Cultural continuity and collective memory. In the Emory centre for marial and ritual in American life(Online). Available: http://www.emory.edu/college/MARIA1/ (2001,October29).

- ▶ The researcher must have updated information regarding reporting

For example, the old format to write the reference of journal as: Marshall, M. & Clark, A. M. (2010). Is clarity essential to good teaching? *Teaching Philosophy*, **Vol.33(Issue.3)**, pp.271-289.

But now the new format is: Marshall, M. & Clark, A. M. (2010). Is clarity essential to good teaching? *Teaching Philosophy*, **33(3)**, 271-289.

The three most important things that we should take care before submission are:

- ▶ **We should check the report at least 2-3 times with suitable gaps in between.**
- ▶ **Research Report should be checked by a language expert.**
- ▶ **Proofreading of the report should be done with utmost care.**
