

## GUIDELINES OF RESEARCH PROPOSAL

### 1.1 INTRODUCTION

This guide is to help the students of Management and Science University in preparation research proposal.

### 1.2 TYPEFACE AND FONT SIZE

The entire text of the proposal, including heading and page numbers, must be produced with the same font or typeface. The font size should be **12 points (Times New roman)** or **11 points (Arial)** and should not be scripted or italicized except for scientific names and terms in a different language. **Bold** print may be used for headings. Footnotes and text in tables **should not** be less than 8 points.

### 1.3 MARGINS

Top : 30 mm  
Bottom : 25 mm  
Left : 38 mm  
Right : 25 mm

All information (text headings, footnotes, and illustrations), including page numbers must be within the text area.

### 1.4 SPACING

The proposal should be typed 1.5 spaced. The following however should be single spaced:

- |                                |                          |
|--------------------------------|--------------------------|
| I. Heading or subheading       | IV. Acknowledgements     |
| II. References or bibliography | v. Explanatory footnotes |

### 1.5 PAGINATION

Pages should be numbered consecutively throughout the proposal including pages for tables, figures and appendices. Each appendix should be identified separately using a big letter (A, B, C). The pages of appendices should also be numbered accordingly. Pages number should appear by themselves and **should not** be bracketed, hyphenated or accompanied by other decorative devices. All the pages should be **numbered at the top right corner** for each pages.

## 1.6 FRONT COVER

The following are the example of how various pages in a thesis are arranged.

This page includes the following information:

- I. Full title of research
- II. Full name of author
- III. Students matrix number
- IV. Supervisors name
- V. Degree for which the research proposal will be submitted
- VI. Name of the institution to which research proposal will be submitted
- VII. Faculty/ centre in which research will be conducted

## 1.7 TEXT OF RESEARCH PROPOSAL

### 1.7.1 *Introduction*

This should be a brief statement answering the following questions: What research question are you attempting to answer? Why is this research needed? How does it contribute to the chosen field of research? This should draw the reader into the rest of the proposal and give him or her a sense of the project as a whole. You will cover some of the same items in more detail in other sections.

### 1.7.2 *Problem Statement*

Why is this research needed?

### 1.7.3 *Hypothesis*

Is a provisional idea, which the outcome of the proposed research will either confirm or disprove it.

### 1.7.4 *Objective:*

General Objective:

Specific Objectives:

*1.7.5 Scope of Research*

*1.7.6 Review of Literature:*

Preliminary library work on the subject- highlight what has been done in the past and how that is directing the present proposed research project.

*1.7.7 Methodology*

Outline how you propose to conduct the research (Research design, sample/subject, sampling technique, location, selection criteria)  
Include flow chart, which can be used as guide when you are actually conducting the research

*1.7.8 Data Analysis*

State the proposed method of data analysis

*1.7.9 Research contributions*

*1.7.10 References*

List all the references applied in preparation of the research proposal.

*1.7.11 Gantt Chart*

Milestone, which shows the duration of the project and layout the order in which tasks need to be carried out

*1.7.12 Appendices (if any)*

Include a copy of your questionnaire or other research instrument or informed consent forms and budget.

**1.8 BINDING**

The research proposal should be comb binding with **LIGHT BLUE** cover.