RESEARCH PROJECT REPORT GUIDE

Introduction

All the Social Work Professionals need to have a clear, thorough knowledge and details about the research project. It is needed to plan a project and to evolve an action plan for achieving the objectives of the research project and to prepare the research project report. In Postgraduate Social Work curriculum the project work is done in fourth semester. The project accounts for 4 credits. Research project is a core paper. All research projects will have a general and common pattern, style and structure. This uniformity is useful for effective communication of the research. The research work includes preparing a research proposal before entering into the actual study.

The proposal writing is important not for academic purpose alone. Research proposal can be prepared for mobilizing funds for conducting research works. There are organizations, which are regularly funding individuals and organizations for carrying out research. Therefore one has to be equipped with the skills of writing research project proposals.

While preparing a proposal for request of funds the person has to provide other required details about himself or about his organization, experience in his field of research and other infrastructure facilities available in conducting the research along with the legal status of the organization. In the

academic field if the proposal is written with utmost care a considerable work of the research is completed. Therefore the Researcher has to take adequate care in preparing the research proposal. It is advisable that the Researcher makes a pilot visit to the field of research before writing the research project proposal.

RESEARCH PROPOSAL FORMAT

1. Title of the Study. The title of the study should be short and precise.
2. General Introduction. A brief introduction of the study.
3. Statement of the Problem. The research questions are included in this.
4. Scope of the Study. The magnitude and practicality of the study
5. Field of Study. A brief description of the place where the study is to be conducted.
6. Objectives. The general & specific objectives in precise terms.
7. Working Definition. Definition of the terms used in the title and objectives by its direct applicability in the study area.
8. Hypothesis (if any). A testable statement connecting two or more variables for verification.
9. Research Design. The nature and type of the study.

10. Sampling Details. Details of the population and the sampling methodology adopted to select the samples.

11. Details of Tools of Data Collection. Details of the type of tool to be used with major divisions or dimensions included in the tool.
12. Data Analysis Plan. Details with regard to the ways by which the data are going to be analyzed and the presentation of data and the statistical applications
13. Time Schedule. An estimate of time for the various items of the research work.
14. Budget. An estimate of cost involved to complete the task. (expense, quantity, cost per quantity and total)
15. Expected Outcome. Narrate what is going to happen by conducting this research.
16. Name and Address of the Researcher with Station and Date.
16. Name and Signature of the Guide.

RESEARCH REPORT FORMAT

1. Outer Cover   6. Acknowledgement
2. Title Page   7. Contents
3. Certificate   8. List of Tables
4. Declaration   9. List of Figures
5. Preface   10. List of Plates (if any)

Organization of the Research Report

Chapter I	: Introduction
Chapter II	: Review of Literature (with an appropriate title)
Chapter III	: Methodology
Chapter IV	: Analysis and Interpretation
Chapter V	: Main Findings and Suggestions
Chapter VI	: Summary and Conclusion
Bibliography	
Appendix	

Note: The first ten items are the preliminaries of the research report, which should be numbered in Roman small numbers. Arabic numbers are used for the other items.

1. **Outer Cover** – the department designs for its colour.
2. **Title Page** – Title of the project should be precise, revealing the basic thrust of the study.

The content and the format of Outer cover and the Title page are the same. A model is shown below.

Title

PROJECT REPORT

Submitted

To

SACRED HEART COLLEGE, (AUTONOMOUS),

TIRUPATTUR, VELLORE DISTRICT. 635 601.

[Affiliated to the Thiruvalluvar University]

in partial fulfillment for the

award of the degree of

Master of Social Work

Year

Logo

By

Name & Register Number

Department of Social Work

3. Certificate – Certificate as per the format provided by the Department and signed by the Head of the Department (left hand side bottom) and Guide (right hand side bottom).

CERTIFICATE

This is to certify that the thesis, entitled "………………………..", submitted to the Thiruvalluvar University, in partial fulfillment of the requirements for the award of the Master's Degree in Social Work is a record of original research work done by Mr. / Ms. ……….. during the period ……………of his / her research in the Department of Social Work at Sacred Heart College, Tirupattur under my supervision and guidance and the thesis has not formed the basis for the award of any Degree / Diploma / Associateship / Fellowship or other similar title to any candidate of any University.

Signature   Signature
Head of the Department   (Name of the Guide)

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4. Declaration – Declaration as per the format provided by the Department and signed by the candidate

Model

DECLARATION

I ……………………………………………… hereby declare that the thesis, entitled "………." Submitted to the Thiruvalluvar University, in partial fulfillment of the requirements for the award of the Master's Degree in Social Work is a record of original and independent research work done by me during ………………………… under the Supervision and guidance of Dr. / Mr. / Ms……………………….Department of Social Work and it has not formed the basis for the award of any Degree / Diploma / Associateship / Fellowship or other similar title to any candidate in any University.

Place: Signature of the Candidate
Date:

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5. Preface – Consists of the general nature, background and the scope of the research and signed by the Researcher on the right hand side bottom and place and date on the left hand side bottom.

6. Acknowledgement – is to acknowledge and thank persons starting with the Principal, HOD, Guide, Respondents and others who have helped for the research project.

7. Contents – provides details with regard to the various divisions starting from preface to appendix with page number. The page numbers for the preliminary items like preface, acknowledgement, contents, list of tables and list figures are in Roman small numbers. The page numbers for the chapters are in Arabic numbers. The item details are types with initial caps.

7. List of Tables **– contains Table number and title of the table and the page numbers in Arabic numbers.**

Model

List of Tables		
Table No.	Title	Page No.
1	Gender of the Respondents	17

8. List of Figures- contains Figure number and title of the figure and the page numbers in Arabic numbers.

List of Figures		
Figure No.	Title	Page No.
1	Age of the Respondents	21

9. List of Plates – contains plates i.e. photographs arranged in an order with number and title of the photo and the page numbers in Arabic numbers.

Model

List of Plates		
Figure No.	Title	Page No.
1	Photograph of the Residence	21

CHAPTER – I

Introduction

This chapter consists of three items viz. 1. A brief general introduction. 2. Statement of the problem. 3. Need / Significance / Importance of the study.
4. Scope of the Study

1. Introduction gives a broad outline of the study. How the Researcher has developed interest in this study? What made the Researcher choose this topic? In general, what the Researcher intends to do through this study.
2. **Statement of the problem** indicates the research questions. It is suggested that the objectives of the study are expressed in research question forms.
3. **Need or importance or the significance of the study** depicts how important the study is at this hour and how it is going to be useful in the respective discipline.
4. **Scope of the Study** describes the possibility and practicality of carrying out this study, which covers; study area, type of respondents, type of departments/agencies and period.

CHAPTER II - LITERATURE REVIEW WITH AN APPROPRIATE TITLE

This chapter attempts for theorization related to the study. Conceptualization and theorization of the concepts of the study are done in this chapter. This should follow the pattern either, broad to narrow or general to specific. The research

studies related to this study is also presented at the appropriate places with the comments of the Researcher in relation to the present study.

Based on the theorization, the objectives and hypothesis are formed. This **chapter ends with objectives and hypothesis**. The hypothesis is formulated depending on the research design. For the explorative design there is no hypothesis. The descriptive design it is not a must but hypothesis can be formulated and presented. For experimental design the hypothesis is a must.

All the materials referred should be acknowledged with a reference note otherwise it is considered as intellectual dishonesty, in other words it is known as 'plagiarism'. The reference note consists of the Author's name, Year of publication and the Page number of the reference at the appropriate place.

If Author's name is acknowledged either in the beginning or at the end of the paragraph the Author's name is mentioned along with the year of publication and the page number with a comma.. Example John (1999,p.230) or (John, 1999, pp.235-238)

Short quotation with less than three typewritten lines is enclosed in double quotation marks and inserted in the text of the report. The Author's name, year of publication and the page number should be indicated.

Example: Thomas (1999, p.67) defines "empowerment as the control over the resources and decision making which otherwise involves power to, power over, and power within"

Long quotation where the quotation is more than three typewritten lines it is inserted as a separate paragraph and typed in single line space without any quotation marks. Indent the quotation with three spaces from the left.

> **Example:** Social analysis is a method or a tool or a technique to understand the society or a   community. There are many methods that could be used to analyze the society. In the recent days, participatory rural appraisal has been developed and widely being used for this purpose. The special feature of this method is the participation of the people and   the quick way of getting the information with the philosophy of, it is better to be approximately correct than to be precisely wrong (Opher, 2000, p.67).

CHAPTER III - METHODOLOGY

This chapter describes the various steps used in carrying out the research task. It is described in the past tense.

1. Introduction. Importance of this methodology chapter and the list of sub titles that show how this study is done scientifically.

2. Field of Study. Details of the area of study are given. A brief account of the agency / factory / village / the place where the study is conducted. The importance or the peculiarity of the place is mentioned.

3. Pilot Study. It is a narration of the details about the preliminary visit made to the place where the study was conducted; the baseline information collected which were required to decide about the sampling, the permission required and the feasibility of the study.

4. Research Design. Description and the justification of the design chosen for the study.

5. Selection of Sample. The population or the universe and the sampling methodology adopted and the justification for the sampling design is described in this part.

6. Tools of Data Collection. The type of tool used for data collection and the reason for choosing this particular

tool for data collection and a brief account of the content of the tool is also included.

7. Sources of Data. Details of the sources like the field source or documentary source or primary or secondary source is described here.

8. Pre – testing. The details with regard to how the tool prepared was tested on the samples for its validity, clarity and reliability. The outcome in terms of addition of questions and omission of questions are stated in this part.

9. Actual Data Collection. In this the actual period of data collection and how much time was spent per respondent is stated.

10. Definition of Terms. Definition of the various terms and concepts used in the title, objectives and the hypothesis, which is directly applicable in the study. It is known as operational definition or the working definition.

11. Analysis. Explanation of the analysis of data and its presentation and the usages of statistical applications are given in this portion.

12. Limitations. Limitation of the research due to technical, data, nature of the study and the problems encountered during the study is narrated here.

CHAPTER IV - ANALYSIS AND INTERPRETATION

This chapter includes the general aspects of variables analyzed. The nature of data, the inference based on the analysis, the statistical application if any and a brief conclusion are also explained in this chapter.

For analysis purpose Statistical Package for Social Sciences (SPSS) is being used. To enable the researcher to make use of this package it is suggested that certain preliminary work is being carried out which is explained below.

1. Edit the tool for its responses. Check whether all the questions are answered.
2. Prepare codes for the open-ended questions.
3. Prepare a codebook. The codebook consists of question number, the variable name, values and value labels.
4. Prepare a code-sheet or the master sheet. Code-sheet is entering of codes into the assigned columns and rows. The rows represent a case or a respondent and the column represents a variable. This could be done manually by entering the codes on the sheets or can be entered through the computer in SPSS data editor or other computer programmes for analysis purpose.

While interpreting a particular data or table the following points are kept in mind.

1. Importance of the variable
2. Components of the variable
3. Trend emerging

4. Association or relationship
5. Statistical application
6. Inference / interpretation and reference to the previous study.
7. Conclusion
8. Implication in administration or policy at different levels based on the conclusion.

Interpretation of data is not merely describing the percentage given in the table. But it should be beyond the description. The interpretation of data or table should be complete by itself. Reference to the earlier studies related to the results will strengthen the research.

A model is given for descriptive and inferential analysis in the following pages. In a table any value which is given with in bracket denotes a percentage. In a two way table, row percentage and column percentages are given within brackets.

One Way Table: Example

Perceived Parenting Styles

Parenting is an inevitable phenomenon in any family for the parents. Parenting styles have been classified as permissive, authoritarian and authoritative. The following table provides the classified parenting styles as perceived by the respondents.

Table No:
Perceived Parenting Styles

Parenting Styles	Frequency	Percentage
Permissive	61	11.7
Authoritarian	75	14.4
Authoritative	384	73.8
Total	**520**	**100.0**

The above table shows that majority (73.8%) of the respondents have perceived authoritative style of parenting from their parents. It could be stated majority of the students perceived their parents as authoritative parents. This finding is in parallel with a study conducted by Elias and Tanhuey (2009) with 247 secondary school students that majority of his study respondents expressed that their parents were authoritative parents.

Two Way Table: Example

Perceived Parenting Styles by the Native Place of the Respondents

Ambience of the native place provides enough opportunity to

learn and to live for an individual. Native places have been classified in this study as urban, rural and tribe. Urban area naturally provides enormous opportunities for a person to learn to live than rural or tribe areas. Parents in urban, rural and tribal areas reorganize their life according to the society and they teach their children to successfully fit into the environment. The following table provides details about the parenting styles perceived by the respondents according to their native place.

Table No:
Perceived Parenting Styles by their Native Place

Native	Parenting Styles			Total
	Permissive	**Authoritarian**	**Authoritative**	
Urban	21 (11.0) (34.4)	22 (11.5) (29.3)	148 (77.5) (38.5)	191 (100.0) (36.7)
Rural	37 (12.1) (60.7)	46 (14.9) (61.3)	224 (73.0) (58.3)	307 (100.0) (59.0)
Tribe	3 (13.6) (4.9)	7 (31.8) (9.3)	12 (54.5) (3.1)	22 (100.0) (4.2)
Total	**61 (11.7) (100.0)**	**75 (14.4) (100.0)**	**384 (73.8) (100.0)**	**520 (100.0) (100.0)**

From the above table it is clear that irrespective of the native places the majority of the students have experienced authoritative parenting. The other parenting styles were also been perceived by almost equal number of respondents. The parents in the urban area are more authoritative than the parents in rural areas. Rural parents are more authoritarian than the parents in the urban areas.

Testing of Hypothesis: Non Parametric Test

Education and Awareness

Education is an important factor considered for any upward movement in the society. The Government is also emphasizing this aspect through its various efforts. Whatever may be efforts if it is not known to the people it will have no effect? The understanding or the awareness of different problems of the society among the rural people cannot be the maximum but among the rural educated people it may differ. The educational qualification among the rural people is classified into four different groups. The levels of awareness are categorized into three namely low, moderate and high.

Table No.

Education by Awareness of the Respondents

Education	Awareness Level			Total
	Low	Moderate	High	
Below SSLC	5 (25.0) (10.0)	10 (50.0) (20.0)	5 (25.0) (8.3)	20 (100) (9.1)
Undergraduate	10 (20.0) (20.0)	15 (30.0) (30.0)	25 (50.0) (41.7)	50 (100) (22.7)
Postgraduate	15 (30.0) (30.0)	15 (30.0) (30.0)	20 (40.0) (33.3)	50 (100) (22.7)
Professionals	20 (50.0) (40.0)	10 (25.0) (20.0)	10 (25.0) (16.7)	40 (100) (45.5)
Total	50 (31.2) (100)	50 (31.2) (100)	60 (37.6) (100)	160 (100) (100)

The data reveals that low level of awareness was more or less the same among the educated people. But moderate level of awareness was more among the people who are qualified

below SSLC. The high level of awareness was found among the professionals than the other qualified people.

From the data it can be said that there are more number of professionally qualified people where the study was conducted. It can also be said that high level of awareness was more among the highly qualified people.

Therefore, it can be concluded that higher the level of education, higher the level of awareness. In other words education contributes to a greater extent in increasing the individual's awareness. In order to test the relationship chi square test is applied with the following hypothesis.

Ho: There is no relationship between the education and awareness

H1: There is relationship between the education and awareness

The values given in the analysis output need be presented as follows:

Chi-Square Test

Chi square value	=	12.490
Degrees of freedom	=	15
Level of significance	=	0.042

For making the conclusion from the chi square tests we need to look into the significance level.

From the above it is clear that the significance value is 0.042 and therefore it is concluded in the following manner. Since the level of significance is less than 0.05, H0 is rejected and therefore it is concluded that there is a relationship between education and level of awareness.

Testing Hypothesis: Parametric Test

Emotional Intelligence by Gender

Gender is an identity that differs psychologically and sociologically with its own nature. Emotional intelligence is equally required for both the gender towards the happiness and successful life. The studies have proved that girls have higher emotional intelligence than boys. Here the research intends to find out the difference in the mean value of the emotional intelligence by the gender of the students.

Table – 32
Emotional Intelligence by Gender – Independent Sample T-test

Group Statistics	Gender	N	Mean	Std. Deviation	t-test for Equality of Means		
					t	df	Sig
Emotional Intelligence	Boy	369	82.6911	10.46355	4.763	518	.000
	Girl	151	87.5166	10.54378			

As per the above table it is found out that the mean difference by gender shows that girls *(mean=87.51)* have higher emotional intelligence than boys *(mean=82.69).*

Ho: There is no difference in the mean values of Emotional Intelligence between boys and girls.
H1: There is difference in the mean values of Emotional Intelligence between boys and girls.
The Independent Sample't'-Test showed significant differences (t=4.763, df =518, p=<.05) in the mean value of emotional intelligence by gender. Since, the level of significance is less than 0.05 H0 is rejected. Hence, it could be stated that emotional intelligence differs according to the gender of the respondents and girls' emotional intelligence is higher than boys, which is in line with the findings of Nelson

and Low (2003). It is suggested that a series of training packages could be given to boys especially to increase their emotional intelligence. This will help the boys to be highly fit in to the personal and professional life.

ANOVA – analysis of variance is used when there are more than two groups to be studied for their differences in the mean value of quantitative variables. ANOVA test will give the variance between and within the groups in relation to that particular variable.

Motivation of the Students by their Socio-Economic Status

Motivation is essential and that can be influenced by the socio-economic situation of a students. Socio-economic status of students will determine the type of exposure and facilities that stimulate better learning.

Table No:
Motivation of the Students by their Socio-Economic Status

Motivation	Sum of Squares	Df	Mean Square	F	Sig.
Between the Group	91.467	2	45.733	4.467	.021
Within Groups	276.400	27	10.237		
Total	367.867	29			

This is the table that shows the output of the ANOVA analysis and whether we have a statistically significant difference between our group means. We can see that the significance level is 0.021 ($p = .021$), which is below 0.05. Therefore, there is a statistically significant difference in the mean value of motivation among the students in different socio-economic category.

CHAPTER V - MAIN FINDINGSAND SUGGESTIONS

The major findings related to the objectives of the study are presented in this chapter. It should contain accurate values obtained after analysis and interpretation is indicated. Only important findings are listed. There is no need to reproduce data related to personal details of the respondents.

Suggestions have to be specific, practical and related to the main findings and social work value, philosophy, method and technique should be emphasized. The suggestions should indicate the practicability like who is responsible to implement the suggestions and how it should be implemented.

CHAPTER VI - SUMMARY AND CONCLUSION

Summary of the research work contains general nature of the study, objectives, sampling technique, research design used and the main findings and suggestions in a summarized form.

Conclusion consists of the major trend emerging; the limitations and the possibility of doing further research are mentioned.

BIBLIOGRAPHY

It is written in a specific manner and arranged alphabetically. If the bibliographical list is too large it can be divided into books, periodicals, journals, monographs, documents and unpublished materials.

Examples: **Single author:** Author with surname first. Year of Publication. Title of the Book. Place of Publication: Publisher Name.

Ottawa, N.K.C. 1966. Learning Through Group Experience. London : Rutledge and Paul.

Two authors: First Author's name by his surname first. & Second Author's name (without any change in the name). Year of Publication. Title of the Book. Place of Publication : Publisher Name.

Rubin, Allen. & Earl Babbie.1977. Research Methods for Social Work, 3rd Ed. Belmont: Wadsworth.

More than two authors: First Author's name by his surname first. et.al. (to represent all the other authors). Year of Publication. Title of the Book. Place of Publication: Publisher Name.

Healey, Joseph. et.al. 1999. Exploring Social Issues Using SPSS for Windows. Thousand Oaks: Pine Forge Press.

Journals and Periodicals: Author's name by his surname first. Year. Title of the Article. Journal Name. Volume Number. (Issue Number). Page.

Grisby, Jill S. 1992. Women Change Places. American Demographics. Vol.14 (2). P.46-50.

News Paper: Author's Name by his surname first. If it is not an article but only a news item the author will be the Name of the Paper.

Devy, G.N. Rethinking Tribals. The Hindu. 17th July 2000.P.6-9.

Editor. The Unpleasant Acts of the Government. The Hindu. 4th July 2001. P.5.

Sources from Internet: Only journal articles, books, research articles and research reports can be downloaded and used for literature review and it should be properly acknowledged in the following manner.

Pan Health Organization. (2010). Measuring the impact of youth voluntary service programs Report. Washington, D.C.: World Bank. Retrieved from http://www.paho.org/English/AD/SDE/HS/CNHPS.pdf and Retrieved on 19.02.2012

Deaton, A. (2009). Instruments of development: Randomization in the tropics, and the search for the elusive keys to economic development. Working Paper, National Bureau of Economic Research. Retrieved from http://www.princeton.edu/~deaton/downloads/Instruments_of _Development.pdf and Retrieved on 21.03.2009

APPENDIX: Appendix contains copy of the tool in English and in the Regional language, if the tool has been administered in the Regional language. Other supportive material, which can be referred by the readers, can also be attached.

PAGE SET UP AND ALIGNMENT:
Font Name: Times New Roman
Font Size: Chapter Title: 12 *(Center, Upper Case & **Bold**)*, Subtitles: 12 *(Left, **Bold** & Initial Case)*
Line Space: Between Lines: 1.5, between paragraphs, and between Titles: 2
Page Margin: Top: 1inch, Bottom: 1inch, left: 1.45 inches and right: 1.25 inches
Chapter No: 14 size, Upper case, Right Alignment, **Bold**