

DEPARTMENT OF BUSINESS ADMINISTRATION

SYNOPSIS GUIDELINES

A Synopsis for PhD Registration in the Department of Business Administration should be written under the following headings:

Preface

1. Introduction
2. The Research Problem or Question
3. Review of Literature
4. Objectives
5. Methodology
6. Hypotheses
7. Chapter Scheme
8. Limitations
9. Expected Contribution

Bibliography

- The Research Scholar shall write a Preface at the beginning of the Synopsis explaining the contents in brief and will put his or her signature at the end of the Preface.
- The number of pages in a standard Synopsis could be in the range of 30 to 50 pages, ordinarily.
- There should be no mistake of grammar and sentence construction in the Synopsis. In order to ensure this, assistance of language expert should be sought.
- Nature and Type of proposed study, sampling, sample size, questionnaire, tools of analysis, sample profile and the related plan should be clearly outlined under the heading 'Methodology'.
- In order to locate the 'Research Gap' in the chosen research area, the scholar must carry out a relevant and related comprehensive 'Review of Literature' in the field so as to justify the proposed research problem to be investigated by him or her.
- The Research Scholar should be very clear at the proposal stage itself about the expected contribution to knowledge he or she is going to make with the production of the proposed study being undertaken by him or her.
- A comprehensive Bibliography including References containing proper listing of published and unpublished literature including books, papers, articles, working papers, newspaper articles, unpublished theses, conference deliberations, web sources, expert lectures etc. has to be part of the synopsis and included in the end of it.

- In order to make the Synopsis a qualitative document, some generally accepted norms regarding Page layout, Font Size, Headings etc. should also be followed for better look and academic standardization of Synopsis. Following norms are therefore suggested for the purpose:

<i>Page Size</i>	8 ½” X 11” (usually A4 size)
<i>Page Layout</i>	Left Margin 1” Right Margin 1” Top Margin 1” Bottom Margin 1”
<i>Font Type</i>	Verdana
<i>Title</i>	All Capitals Font Size 16 Bold
<i>Sub Heading-1</i>	Title Case Centered Font Size 14 (Normal)
<i>Sub Heading-2</i>	Left Hand Aligned, Font Size 14
<i>Text Matter</i>	Font Size 12 Line Spacing 2 (Double)
<i>Paragraph Indenting</i>	1 Tab
<i>Sub points in the Text</i>	Single Spacing and indenting 1 Tab
<i>Quotations</i>	With proper preface (if more than 4 lines) Separated by double tab with single line spacing (without inverted commas)
<i>Foot Notes</i>	Single line spacing Font size 10
<i>Bibliography</i>	Single spacing (if 2 or more lines required) one space between two entries; font size 10
<i>Printout</i>	Print on both sides of the paper so as to ensure economy and handling convenience of Synopsis.