



Indian Council of Social Science Research
Research Projects Division
Format for the Final Report Submission

Major Research Project

List of points to be ensured before submission:

Abstract:

1. *Page Layout:* Abstract should be prepared on A4-size pages (21 cm × 29.7 cm) in portrait orientation.
2. *Page Margins:* Margins of 1 inch (2.54 cm) should be maintained on all sides of each page. The same margin settings should be followed throughout the report.
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4. *Word Length:* The Abstract should be submitted in 500 words. The main purpose of the abstract is to provide clear overall idea on the research report. The abstract should begin with overall objective, context and motivation for the study, research design/ methods, key findings and policy suggestions. The abstract may also provide unique findings/relevance of the research study in the area/ subject.
5. *Submission Format:* It should be submitted in both Word and PDF formats **separately**.

Executive Summary:

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4. *Word Length:* The main purpose of the executive summary is to provide an overview of the research report. The Executive Summary should be submitted with a minimum of 2,000 words, including the background of the study, relevance of the study, contribution to the literature, research questions, objectives, hypothesis (if any), research design, methodology, key findings and policy suggestions.
5. *Submission Format:* It should be submitted in both Word and PDF formats **separately**.

Final Report:

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3. *Font Style and Line Spacing:* A font size of 12 in Times New Roman, 1.5 line spacing, and justified text should be followed for all submitted documents.
4. *Grammar Style:* Use UK English consistently.
5. *Word Length:* A minimum of 40,000-45,000 words, excluding the Title Page, Index Page, Acknowledgements, Abbreviations, Abstract, Executive Summary, Photographs, References/Bibliography, and Questionnaires/Schedules.
6. *Submission Format:* It should be submitted in both Word and PDF formats
7. *Questionnaires/Schedules/Others:* Has to be submitted separately as Word/PDF formats.
8. *Directions for Maintaining a Standard Format:* Project Directors are encouraged to use the format prescribed below and the appropriate functions available in Word.
 - a. **Title Page:** The Title Page should include the title of the research project, name and designation of the Project Director and Co-Project Director, name of the affiliating institution, ICSSR file number, duration of the project, and date of submission. (*Refer Annexure I*)
 - b. **Declaration:** A signed declaration should be included, confirming that the Final Report is original, has not been submitted elsewhere, and has been prepared in accordance with ICSSR guidelines. (*Refer Annexure III*)
 - c. **Acknowledgement:** The Acknowledgement should not exceed one page. And should include the ICSSR acknowledgement / funding statement. If the final

report is revised on the basis of comments by an expert, the author (s) need to mention something like “an earlier version of the report benefited from the comments provided by ICSSR experts”. This is important to inform the readers that the report has undergone peer review and a revised version based on comments.

- d. **Index Page/Table of Contents:** The Index Page/Table of Contents should be prepared using the automatic Table of Contents function available under the **References tab in Word**. It should clearly indicate all chapters, sections, subsections, references, appendices, and annexures, along with their corresponding page numbers.
- e. **Lists of Tables and Figures:** Separate lists of tables, figures, photographs, maps, and charts should be provided after the Index Page/Table of Contents, wherever applicable.
- f. **List of Abbreviations:** A List of Abbreviations should be provided on a separate page after the Index Page/Table of Contents and the lists of tables and figures. All abbreviations used in the report should be arranged alphabetically, along with their full forms.
- g. **Use of Abbreviations:** Each abbreviation should be written in full when it first appears in the text, followed by the abbreviation in parentheses. The abbreviation may be used consistently thereafter.
- h. **Page Numbering:** The preliminary pages should be numbered using lowercase Roman numerals (Centre), while the main body of the report should use Arabic numerals beginning with Chapter 1.
- i. **Organisation of Chapters:** The report should be divided into clearly numbered chapters, sections, and subsections. A consistent heading style should be followed throughout the report. The report may include the following chapters.
 - **Introduction:** This Chapter will begin with the overall objective of the study. It may then proceed to explain the background and motivation. After a brief review of important studies in the subject, the authors need to highlight the important gaps in the literature. Following this, the authors may mention the research objectives and research questions that the report seeks to address and list the hypotheses of the study. The research design will be the next sub-section where the conceptual framework, indicators and

variables, sample design briefly. The last part of the introduction is the organisation of the report. The introduction should be brief around 15 pages.

- **Review of Literature:** This chapter review the studies on the subject matter, by giving priority to those studies which have been published recently. What the chapter should provide is the literature review and not literature survey. A literature survey maps the landscape of existing research broadly, while a literature review critically analyses, evaluates, and synthesizes that research to find gaps. Finally, the gaps in the literature are to be identified.
 - **Research methodology:** The chapter on Research methodology will provide detailed account on methodology. After the introduction, the chapter may begin with the conceptual framework, indicators and variables, research methods (qualitative or quantitative), tools employed, sample design (including the methods used select the sample) and sample size.
 - **Core chapters:** The remaining chapters will focus on the presentation of research findings. The number of chapters depends on the objectives and the way the researcher visualises the best way of presentation of findings. Each of these chapters will include introduction (where the objective, data and methods are briefly mentioned), literature review (if the author feels that there is need to review literature other than what is in the chapter on literature review), findings and conclusions.
 - **Summary, Conclusions and Policy Suggestions:** This chapter needs to begin with the overall objective and research design. Following this, the researcher needs to summarise the findings from core chapters and discuss the same in the light of literature, provide conclusions and policy suggestions. While presenting policy suggestions, the researcher needs to remember that these should emerge from the analysis of chapters and not those unconnected with conclusions from the research study.
- j. **Tables, Figures and Images:** All tables, figures, charts, maps, photographs, and pictures/images should be inserted using the Insert Caption option available under the References tab. They should be numbered consecutively and provided with appropriate titles or captions. (*Refer Annexure II*)

- k. **Sources of Images:** The source of each photograph, picture, image, map, figure, or chart should be clearly provided below it. The images/maps/illustration should be provided at high resolution (>300 DPI).
- l. **Footnotes:** Footnotes, if any, should be included in the Final Report using the Insert Footnote option available under the References tab.
- m. **Management of Sources:** Project Directors are encouraged to use the Manage Sources option available under the References tab for preparing the bibliography and in-text citations.
- n. **In-Text Citations:** The latest edition of the APA style should be followed consistently for in-text citations. The Insert Citation option available under the References tab in Word may be used for this purpose (*e.g. Singh, 2009*).
- o. **References:** The complete list of references should be provided at the end of the main body of the Final Report in the latest APA format.

- **Journal article** Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). *Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States*. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>
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Minor Research Project

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Template for Title Page



Indian Council of Social Science Research

Major/ Minor/ Programme

Research Project Report

“Title of the Research Project”

Submitted by

Dr. Name of the Project Director

Project Director

Designation

Name of the Department

Name of the University/ College/ Research Institute

Co-Project Director (If any)

Dr. Name of the Co-Project Director

Co- Project Director

Designation

Name of the Department

Name of the University/ College/ Research Institute

(Submission Month & Year)

File Number of the Awarded Project

Template for Image/ Figure/ Table



Image 1: Source
The images/maps/illustration should be provided at high resolution (>300 DPI).

Title can be mentioned above the Table (It should be in Italics)

Table 1	

Table 1: Source

*Annexure III***Declaration**

I hereby declare that the Final Project Report entitled “**Title of the Project**”, submitted to the Indian Council of Social Science Research under (**Name of the ICSSR Scheme/Programme**), is an original work carried out during the project period (MM/YYYY to MM/YYYY). The report has been prepared in accordance with the principles of academic and research integrity and the applicable guidelines of the ICSSR.

The final report has been checked for plagiarism/similarity using (**Name of Plagiarism Detection Software**), and the overall similarity score is (...) %. All sources, references, quotations, and previously published materials used in the report have been appropriately acknowledged and cited. I further declare that AI-based software/tools/figures were/were not used for.....in the preparation of this report.

All **figures, tables, charts, maps, photographs, and other visual materials** presented in the report have either been prepared by the research team or reproduced/adapted from duly acknowledged sources.

I accept responsibility for the accuracy, originality, and authenticity of the contents of the Final Project Report.

Name of Project Director: _____

File No.: _____

Institution: _____

Date: _____

Signature: _____