

Guidelines for the Course

Review of Related Literature and Synopsis Preparation

Programme Name: M.A. in Education

Course Code: PGED S3 02

Semester: 3rd Semester

Total Marks: 100

The course '*Review of Related Literature and Synopsis Preparation*' is related to the first course of the 3rd semester, namely, '*Educational Research and Statistics*'. Here, a learner has to make a review of related literature with the following suggested directions:

(i) Review of one Research Paper

Marks Allotted: 20 Marks

The learner has to choose one research paper from the given alternatives by the University from OER Resources. The review report should be within **500 words** and the learner has to submit the report in soft copy to the concerned study centre.

(ii) Review of one Book

Marks Allotted: 20 Marks

The learner has to choose one e-book for review from the given alternatives by the University from OER Resources. The review report should be within **500 words** and the learner has to submit the report in soft copy to the concerned study centre.

(iii) Review of 10 Ph.D Thesis from the Shodhganga@INFLIBNET

Marks Allotted: 20 Marks

The learner has to select 10 Ph.D. theses in their area of interest, analyze them, and prepare a comprehensive report of approximately **800 words**. The report should focus on identifying research gaps within the chosen field. The final report should be submitted as a soft copy to the concerned study centre.

(iv) Synopsis Preparation for Dissertation:**Marks Allotted: 20 Marks**

The learner has to prepare a synopsis in the prescribed format (*appended to this guideline*) for the dissertation that will be required for partial fulfilment of the Course PGED S4 06 (Dissertation) in the 4th Semester.

(v) Presentation of Synopsis & Viva Voce:**Marks Allotted: 20 Marks**

The learner has to present their Synopsis in the presence of the subject expert(s) at their respective study centres. Based on the feedback received in the Viva-voce, necessary modifications, if required, may be incorporated in the Synopsis.

.....

Guidelines for Review a Research Paper

To review a research article/paper, thoroughly assess its components including the research question, methodology, results, discussion, and conclusions, evaluating their clarity, validity, and relevance to the field, while considering potential biases and limitations, and providing constructive feedback on areas for improvement.

1. Key steps for reviewing a research article/research paper

A. Read the abstract carefully:

- ✓ Get a concise overview of the research question, methods, key findings, and conclusions to understand the paper's core message.

B. Analyse the introduction:

- ✓ Assess if the research question is clearly stated and well-justified.
- ✓ Evaluate the review of existing literature and identify any potential gaps in knowledge that the study aims to address.

C. Evaluate the methodology:

- ✓ Check if the research design is appropriate for the question.
- ✓ Scrutinize the sampling methods and participant selection process.
- ✓ Assess the data collection procedures and measurement tools for reliability and validity.
- ✓ Examine the statistical analyses used and their appropriateness for the data.

D. Critically assess the results:

- ✓ Analyse the data presentation, including tables and figures, for clarity and accuracy.
- ✓ Evaluate the interpretation of the findings and whether the results align with the stated hypotheses.

E. Consider the discussion section:

- ✓ Assess the authors' explanation of the findings in relation to the existing literature.
- ✓ Evaluate the limitations of the study and potential areas for future research.

F. Examine the conclusions:

- ✓ Check if the conclusions drawn are supported by the presented evidence and are not overly generalized.
- ✓ Consider the implications of the research findings for the field.

2. Important aspects to consider when reviewing:**Objectivity:**

- ✓ Maintain an unbiased perspective and avoid personal opinions or biases.

Relevance to the field:

- ✓ Assess whether the research is significant and contributes meaningfully to the existing body of knowledge.

Clarity and conciseness:

- ✓ Evaluate if the paper is well-written, easy to understand, and avoids unnecessary jargon.

Ethical considerations:

- ✓ Check whether the study adheres to ethical guidelines regarding participant recruitment and data collection.

When writing your review:

- ✓ ***Provide specific feedback:*** Highlight strengths and weaknesses of the research, including detailed comments on methodology, results, and interpretation.
- ✓ ***Constructive criticism:*** Offer suggestions for improvement while maintaining a respectful tone.

3. Formatting Guidelines of the Report

- ✓ Use clear, concise, and formal language
- ✓ Proofread your work before submission to ensure clarity and accuracy
- ✓ Font: Times New Roman, Size: 12
- ✓ Line Spacing: 1.5
- ✓ Margins: 1 inch on all sides

- ✓ Word Count: Minimum 500 words
- ✓ Citation Style: Follow the APA referencing style, if required

4. Report Submission Details

- ✓ The final report should be submitted as a soft copy to your study centre.
- ✓ The Coordinator of your study center will provide you with the designated email ID for report submission.
- ✓ Ensure that the file is in **PDF format**.
- ✓ Name the file as “**Research_Paper_Review_YourName_Enrollment No.**”



Guidelines for Writing a Book Review

A book review is a critical analysis and evaluation of a book, highlighting its key aspects, strengths, and areas for improvement. Below are the guidelines for you to write a structured and effective book review:

1. Selection of the E-Book

- ✓ Choose one e-book from the given alternatives provided by the University.

2. Structure of the Book Review

A. Introduction

- ✓ Provide the book's title, author(s), publisher, and year of publication.
- ✓ Mention the subject area and its relevance to your field of study.
- ✓ Briefly state the purpose of the book.
- ✓ Explain why you selected this book from the given alternatives

B. Summary of the Book

- ✓ Outline the main themes and key arguments presented in the book.
- ✓ Summarize the structure and organization of the content.
- ✓ Highlight any unique features, such as case studies, illustrations, or references.

C. Critical Analysis

- ✓ Discuss the book's strengths, such as clarity, comprehensiveness, or engaging writing style.
- ✓ Identify any limitations or areas that could be improved.
- ✓ Mention how the book contributes to your understanding of the subject.

D. Conclusion and Recommendation

- ✓ Summarize your overall impression of the book.
- ✓ Recommend who would benefit from reading the book (e.g., students, researchers, others).

3. Formatting Guidelines

- ✓ The review should be within **500 words**.
- ✓ Use **clear, concise, and formal language**.
- ✓ **Proofread** your work before submission to ensure clarity and accuracy.
- ✓ Font: Times New Roman, Size: 12

- ✓ Line Spacing: 1.5
- ✓ Margins: 1 inch on all sides
- ✓ Word Count: Approximately 800 words
- ✓ Citation Style: Follow the APA referencing style, if required

Report Submission Details

- ✓ The final report should be submitted as a soft copy to your study centre.
 - ✓ The Coordinator of your study center will provide you with the designated email ID for report submission.
 - ✓ Ensure that the file is in **PDF format**.
 - ✓ Name the file as **“Book_Review_YourName_Enrollment No.”**.
-

Guidelines for Writing a Ph.D. Thesis Review Report

1. Introduction

The purpose of this report is to conduct a critical analysis of ten selected Ph.D. theses by you from *Shodhganga@INFLIBNET*, within the chosen research area. The focus should be on identifying research gaps, trends, and key contributions in the field. The report should be well-structured, analytical, and approximately 800 words in length.

2. Selection of Ph.D. Theses

- Choose 10 Ph.D. theses that are relevant to your research area from *Shodhganga@INFLIBNET*
- Ensure that the selected theses are from reputable universities.
- Preferably select theses awarded within the last 10 years to ensure relevance.

3. Structure of the Report

Introduction

- ✓ Explain the significance of reviewing Ph.D. theses of your chosen field of study.
- ✓ State the objectives of the review.
- ✓ Provide a brief overview of the chosen field of study.

Methodology

- ✓ Describe the criteria used for selecting the theses.
- ✓ Mention the sources from where the theses were obtained.
- ✓ Explain the approach used to analyze and compare the theses.

Analysis and Discussion

- ✓ Summarize the key themes, methodologies, and findings of the reviewed theses.
- ✓ Compare different approaches used in the theses.
- ✓ Identify common research trends and emerging areas in the field.
- ✓ Discuss contradictions, limitations, or gaps in the existing research.

Identification of Research Gaps

- ✓ Clearly outline the gaps in knowledge found across the reviewed theses.
- ✓ Explain why these gaps are significant and how they affect further research.
- ✓ Suggest potential directions for future research to bridge these gaps.

Conclusion

- ✓ Summarize the key findings of the review
- ✓ Reinforce the importance of addressing the identified research gaps.
- ✓ Provide final thoughts on how this review contributes to the field.

Formatting Guidelines

- ✓ The review should be minimum 500 words
- ✓ Use clear, concise, and formal language
- ✓ Proofread your work before submission to ensure clarity and accuracy
- ✓ Font: Times New Roman, Size: 12
- ✓ Line Spacing: 1.5
- ✓ Margins: 1 inch on all sides
- ✓ Word Count: Minimum 800 words
- ✓ Citation Style: Follow the APA referencing style

Report Submission Details

- ✓ The final report should be submitted as a soft copy to your study centre.
- ✓ The Coordinator of your study center will provide you with the designated email ID for report submission.
- ✓ Ensure that the file is in **PDF format**.
- ✓ Name the file as “**PhD_Thesis_Review_YourName_Enrollment No.**”.

.....

Guidelines and Format for Writing the Synopsis

Preparing a research proposal or synopsis is an important step in the research process. There are various steps in formulating a research proposal. There should always be flexibility according to the nature and type of research. The following categories of information should appear in a research proposal:

Writing Proposal/Synopsis

Statement of the Title of the Problem

On the first page of the proposal, the statement of the title of the problem is to be mentioned along with the name of the researcher, enrolment number, name of the study centre, the name of the Supervisor, and the name of the University. The title of the research proposal should be so worded such that it suggests the theme of the study. The title should not be too lengthy or too involved. It should be specific to the area of the study and should give sufficient information about the nature of the study.

Introduction (context and justification)

In this section, the researcher introduces the problem briefly. Further, the researcher will spell out the 'Background of the Study' i.e. how the problem emerged, its social and educational context, and its importance to the field. Here, the researcher specifically deals with justification for conducting the proposed study.

Statement or definition of the problem

The Statement of the problem is not the same as the title of the study. It has a definite place in the research proposal. The statement of the problem is primarily an expansion of the title of the problem. It is the explanation of the title or theme highlighting the scope and area of the study.

A brief review of related literature

In this section, a researcher presents what is so far known about the problem under consideration. The review of literature includes two parts (i) the theoretical background of the problem and (ii) the research work already carried out in the area. By reviewing several similar studies, the researcher may describe the most important and recent ones. The related literature section should conclude with, a discussion of the findings and their implications. The

researcher should focus on what has been done so far in the area along with the research gaps. Here, the researcher can share the insights he has gained from the review. Research gaps so identified will help the researcher in building a strong rationale for the proposed study.

Objectives of the study

Without a clear formulation of the objectives for the study, the researcher is likely to wander in the field and the researcher hardly achieves any worthwhile goal. Objectives are the basic foundations of the research, as these guide the entire process of research. The list of objectives should not be too lengthy and ambiguous. The objectives should be stated clearly to indicate what the researcher is trying to investigate.

Research Questions/Hypotheses

While conducting any research study, the researcher should aim to answer certain questions that need to be framed clearly and concisely. Questions that the research study is designed to answer are usually framed as hypotheses to be tested based on evidence. This step establishes the problem and the logic underlying the research study. The proposition of a hypothesis is derived from theoretical constructs, previous research, and logical analysis. Formulation of the hypotheses helps in two ways: (i) A well-grounded hypothesis is an indication that a researcher has sufficient knowledge in the area. (ii) The hypothesis gives direction for the collection and interpretation of the data. A good hypothesis must be testable, have explanatory power; state the expected relationship between variables, be consistent with the existing body of knowledge, and be stated as simply and concisely as possible.

Definition of Terms

Every research study involves certain key or technical terms that have some special connotation in the context of the study. Hence, it is always desirable to define such terms. There are two types of definitions: (i) constitutive definition and (ii) operational definitions. A constitutive definition elucidates a term and perhaps gives some more insight into the phenomena described by the term. An operational definition ascribes meaning to a concept by specifying the operations that must be performed to measure the concept. E.g. the word 'achievement' has many meanings but operationally it can be defined as, "The scores obtained by the students in an achievement test constructed by the researcher".

Methodology

In this section the details about the method of research to be used for conducting the study, viz., historical, description, experimental, etc.; sampling procedure and the data collection and analysis are described.

- a) ***Method:*** The researcher will specify the method of research adopted by him/her for the proposed study. The method or type of research will specify the nature of the data and their treatment. e.g. in historical and descriptive research, the nature of data and their treatment is different from other types of research.
- b) ***Sample:*** Here the researcher will describe the population from which he/she will draw the sample and the procedure followed in drawing the sample. This section should describe the unit of the sample, its size, and its structure. The justification should also be given for the choice of sample.
- c) ***Tools and Techniques of Data Collection:*** Here you have to give a detail about tools and techniques of data collection. It is important to note that the research tool (also called instrument) is for the measurement of variables. In this section, the researcher will describe the various tools that are to be used for the collection of data. If the researcher is constructing the tool himself, 'the procedure to be followed for development of tools should be described in brief. In case of standardized tools, information regarding their validity, reliability, norms etc. should be mentioned.
- d) ***Method of Data Analysis:*** Here the researcher should indicate in brief the procedure to be followed for analysis of the data. The details of the qualitative and quantitative (statistical) techniques should be described in the research proposal. It is not sufficient to mention only the name of the technique', but it must be clarified for what purpose a particular technique will be used. The selection of the technique and its use should be justified in terms of the objectives of the study. In the case of historical research, it is necessary to throw light on the methods of internal and external criticism that are to be addressed in the analysis of historical data. In document studies, the mode of content analysis should be explained in the research proposal.

Time Schedule:

Time schedule is reported keeping the following points in view:

- ✓ Time required for review of literature
- ✓ Time required for preparation of tools
- ✓ Time required for data collection, field visits etc.
- ✓ Time required for data analysis and report writing.

References

It is essential that the researcher report all the authors (books, titles etc.) in the proposal text at the end, in the reference section. Books and journals consulted should also be mentioned in this section (in APA style).

FORMAT OF A RESEARCH PROPOSAL / A SYNOPSIS

1. **Statement of the Title of the Problem**
2. **Introduction (Context and Justification)**
3. **Statement or Definition of the Problem**
4. **Brief Review of Related Literature**
5. **Objectives of the Study**
6. **Research Questions or Hypotheses**
7. **Definition of Terms**
8. **Methodology**
 - **Method:** Specify the research method (historical, descriptive, experimental, etc.).
 - **Sample:** Describe the sampling procedure, including population, size, and structure.
 - **Data Collection Tools & Techniques:** Outline the tools used for data collection, their development, validity, and reliability.
 - **Data Analysis:** Indicate how the data will be analyzed, including qualitative and quantitative techniques.

9. Time Schedule

- Provide a timeline for various stages of the research (e.g., literature review, tool preparation, data collection, analysis, report writing)

10. References

- List all sources, books, articles, and journals cited in the proposal, adhering to proper citation format.

Formatting Guidelines

- ✓ The synopsis should be within 10/12 pages.
- ✓ Use clear, concise, and formal language
- ✓ Proofread your work before submission to ensure clarity and accuracy
- ✓ Font: Times New Roman, Size: 12
- ✓ Line Spacing: 1.5
- ✓ Margins: 1 inch on all sides
- ✓ Citation Style: Follow the APA referencing style

Synopsis Submission Details

- ✓ The synopsis should be submitted as a soft copy to your study centre.
- ✓ The Coordinator of your study center will provide you with the designated email ID for synopsis submission.
- ✓ Ensure that the file is in **PDF format**.
- ✓ Name the file as “**Synopsis_YourName_Enrollment No.**”.

.....

(A) Research Paper for Review Assignment (Marks- 20)

List of Research Papers:

1. A Comparative Study on Training/Professional Development Needs of University Teachers on ODL Pre-Covid and Ongoing Pandemic in India

Authors: Lakshmi, Pulla, Mythili, G and Panda, Santosh

Published Year: 2022

Publisher: Commonwealth of Learning (COL)

You can find the research paper at the following link:

<https://oasis.col.org/server/api/core/bitstreams/a19d9b31-93d8-4207-8e2f-cd8af1f27680/content>

2. Learning for Sustainable Development in the Fourth Industrial Revolution

Authors: Ally, Mohamed and Wark, Norine

Published Year: 2019

Publisher: Commonwealth of Learning (COL)

You can find the research paper at the following link:

<https://oasis.col.org/server/api/core/bitstreams/cf08ef12-beac-49d9-beb3-7669457052cf/content>

3. Study of Present Conditions of Pedagogical Analysis in Actual Teaching Practices

Author: Salunke, Kavita

Published Year: 2019

Publisher: Commonwealth of Learning (COL)

You can find the research paper at the following link:

<https://oasis.col.org/server/api/core/bitstreams/51edfc73-508d-4409-a2ec-d99154e70d06/content>

(B) E-Book Review Assignment (Marks-20)

Select one e-book from the following given options, read it thoroughly, and prepare a detailed review report of approximately 500 words. Submit your review in soft copy to your study centre. For reference, you may access a sample book review report, which can serve as a useful guide for structuring your own review. You can find the sample review at the following link:

<https://jl4d.org/index.php/ejl4d/article/view/1548/1079>)

List of e-Books:

1. Resource Book on ICT Integrated Teacher Education

Edited by: Panigrahi, Manas R

Published by: Commonwealth Education Media Centre for Asia (CEMCA)

Published Year: 2016

You can find the book at the following link:

<https://oasis.col.org/server/api/core/bitstreams/35d2a2a2-a96e-4cf5-b033-b9ac612ac424/content>

2. Introducing Distance Education

Authors: Tichapondwa, Modesto S and Tau, Daniel R

Published by: Commonwealth of Learning, Vancouver

Published Year: 2009

You can find the book at the following link:

<https://oasis.col.org/server/api/core/bitstreams/0f827b9c-61a4-49ed-bf6a-ab4b7c871a75/content>

3. E-Learning: A Guidebook of Principles, Procedures and Practices

Author: Naidu, Som

Published by: Commonwealth Educational Media Centre for Asia (CEMCA)

Published Year: 2006

You can find the book at the following link:

<https://oasis.col.org/server/api/core/bitstreams/a121636d-a52c-4584-9526-9e8c233d30c1/content>
