



BANGLADESH UNIVERSITY OF PROFESSIONALS (BUP)

Guidelines for Research Synopsis Submission

1. Research synopsis may vary in length, but generally the written paper should be 10-15 pages.
2. Contents of the Research Synopsis is as follows:
 - a. Title
 - b. Abstract and Keywords
 - c. Introduction
 - d. Problem Statement
 - e. Rationale of the Study
 - f. Literature Review and Research Gap.
 - g. Research Objectives
 - h. Research Question and/or Hypothesis
 - i. Research Methodology/Materials and Methods
 - j. Concluding Remarks
 - k. References

Title

3. The title summarizes the main idea or ideas of the study. A good title contains the fewest possible words needed to adequately describe the content and/or purpose of the research paper. It is the first part of a research proposal that is seen by the relevant research committees, and it is essential to give a good impression from the very beginning. Obviously, at this stage it will not be the final title of finished research - that will often depend upon the results. However, a working title is needed, and this working title will summarize the proposed research. Important 'keywords' to be included which will relate the proposal. Effective titles in academic research papers have several characteristics as follows:

- a. Indicate accurately the subject and scope of the study.
- b. Minimum use of abbreviations unless they are commonly known.
- c. Use words that create a positive impression and stimulate readers' interest.
- d. Is limited to 10-15 words.
- e. All letters of the words should be capitalized.
- f. Bracket should not be used.

Abstract and Keywords

4. An abstract is a summary of the synopsis. To capture the essence of the synopsis, the abstract should summarize all the elements of the proposal, except the references and work plan. It starts by describing the background of the study. It then briefly presents the research statement and proposed research objectives and approach. It concludes with the expected outcome. **The number of words should not exceed 250.**

5. **Keywords** are important words/concepts found in your **research** and these should be mentioned at the end of the Abstract under heading Keywords. Keywords should be in *Italic font*.

Introduction

6. The introduction leads the reader from a general subject area to a particular field of research. The introduction provides a brief rationale for why the proposed study is worth pursuing. It explains why other people should care about it (establishes its importance). It explains the significance of the research. The introduction serves to familiarize the reader with the topic of the proposal.

7. It also provides a summary of the literature on research related to the problem being investigated. It should briefly outline the objectives of the project and provide enough background to enable the reader to place this research problem in the context of common knowledge.

Problem Statement

8. The statement of the problem provides the focus and direction of the study. A good statement of the problem clearly defines the problem, states the concepts to be related in the study and identifies a feasible solution to the problem. A well-written problem statement helps identify the variables to be investigated in the study.

Rationale of the Study

9. The rationale of the study explains the potential value of the research and findings to science or society. It also identifies the target audience of the study and how the results will benefit them. It explains the ways the study will add to the scholarly knowledge in the field, how it improves the practice or policy.

Literature Review

10. The purpose of the literature review is to summarize, evaluate and compare the main developments and current debates in the field, which are specifically relevant to the subject of research embodied in the thesis. The key objective of the literature review is to demonstrate that the research will fill **an important gap** in the current research on the subject. Literature review serves to answer the following questions:

- a. What research has already been done in your field and what is your understanding of the findings?
- b. What do you think is missing?
- c. How has previous research not explained the questions that your study seeks to address.

11. By evaluating the research idea against the larger context of what has been explored, the literature review allows to demonstrate that the work is original and innovative. The literature review should be accompanied by comprehensive references, which are listed at the end of the proposal. The appropriate referencing conventions should be followed strictly, and it should ensure that the documents referred to in the body of the proposal are not missing in the final list of references. Finally, the research gap is to be highlighted.

Research Objectives

12. Research objectives outline the specific goals the study plans to achieve when completed. The research objectives are usually divided into i. General objective/broad objective ii. Specific objectives. The general (broad) objective or goal and specific objectives are not the same and should be dealt with separately. The general objective defines the contribution of the project in a bigger context thereby defining the purpose of the project. Specific objectives are statements of precise outcomes that can be measured in support of the project's general objective. The research objective/s must have relations with the research question/s and/or hypothesis.

Research Question and/or Hypothesis

13. A research question is a clear, focused, and arguable question around which researcher plan to carry out his/her research. A research question can be answered directly through the analysis of data. Example Topic: The role of diet on student performance. Research Question: Is there any relationship between the diet and student performance in class? A research question is associated with the problem statement and can be answered directly through the analysis of data, but a hypothesis is the researcher's best guess of the answer to the research question. Hypotheses are generated from specific theories, but research questions often attempt to refute/validate various theories through the testing of their associated hypotheses.

Research Methodology/Materials and Method

14. Research method provides a description of the exact (specific) actions, plan, or strategy to be used to answer the research questions. Methodology of a project spells out in specific steps and procedures how the research will be undertaken. It is necessary to link each of the specific objectives to the methods to account for all activities of the project. This also outlines the apparatus, instruments, and procedures to be used to answer the research questions. The method section is really the heart of the research proposal. It

must be indicated whether Qualitative or Quantitative or Mixed Method to be used. The method section typically consists of the following sections:

- (1) Research Philosophy
- (2) Research Design
- (3) Data type
- (4) Study Period
- (5) Study Location
- (6) Sample Selection Criteria
- (7) Ethical Considerations
- (8) Sampling Plan (study population, sampling type, Sample Selection Criteria, sample size selection)
- (9) Research Instruments, Data Collection Process, questionnaire format, Data analysis process, validity, reliability and the authenticity of Data, Data Processing, and quality control of Data
- (10) Research Procedure
- (11) Summary

Concluding Remarks and Recommendations

15. This will summarize the whole proposal.

References

16. Researchers need to understand the difference between **Reference** and **Bibliography**. A reference list includes the details of all the resources you have quoted or paraphrased in your assignment. However, a bibliography includes details of all the resources you used to produce your assignment, including those you did not quote or paraphrase. In this stage, researchers are advised to prepare the reference list, therefore, all publications only cited in the Research synopsis should be presented in a list of references following the text. Sources of Wikipedia should not be used as reference.

17. Reference lists are created to allow readers to locate original sources of the work/s. The following general requirements to be observed:

- a. Reference list must include all works cited in the text (including those included in figures, legends, and tables).
- b. All references should be relevant and up to date.
- c. All references listed must be cited in the text.
- d. Start the references on a separate page, and references list in alphabetical order by the first author's name; do not number the references.

18. References should follow the Harvard-like format. In this format each citation in a reference list includes various pieces of information including the:

- a. Name of the author(s)
- b. Year published
- c. Title
- d. City published
- e. Publisher
- f. Pages used

19. Citation of references in the text should be given by author's last name (no initials) followed by the year. When two or more citations of the same author are given, list them in chronological order (year wise). When there are two authors, include both names, separate them by putting "&" in between. When there are three or more names, give only the first author followed by "et al". If there are two or more papers by the same author/s in the same year, place them in alphabetical order by the title.

20. List all the authors (do not use "et al.") in the reference list. When there are two or more references of the same author/s, list them in chronological order (year wise). In the reference list, the name of authors (last name and initials) should be followed by the year within parentheses, title of the article, journal name (in **italics**) volume number to be followed by a colon and pages to be numbered first-last page numbers. Reference to electronic material should include author's name/s, date, article title, and journal (as above); where volume and /or page numbers are not available, substitute Digital Object Identifier (DOI) number.

21. Generally, Harvard Reference List citations follow this format:

- Last name, First Initial. (Year published). *Title*. City: Publisher, Page(s).
- Citations are listed in alphabetical order by the author's last name.
- If there are multiple sources by the same author, then citations are listed in order by the date of publication.