

गोंय विद्यापीठ

ताळगांव पठार,

गोंय - ४०३ २०६

फोन : +९१-८६६९६०९०४८



(Accredited by NAAC)

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GU/Acad-PG/BoS-Cert/2023/ 539

Date: 27.12.2023

CIRCULAR

The Academic Council in its meeting held on 13.10.2023 has approved the formats and structure of Dissertation/Internship/Fieldwork report for Post Graduate Programmes offered under Ordinance OA-35. The Copy of the format is enclosed herewith

All the Deans of Schools/Faculties, Vice-Dean (Academic) of Schools, Principal of the affiliated colleges, Chairpersons of Board of Studies & Programme Directors, and are requested to take note of the same and bring the contents of the Circular to the notice of all concerned.

A handwritten signature in blue ink, appearing to read 'Ravi V. Pai'.

(Prof. R. V. Pai)

Offg Registrar

Encl: as above

To,

1. All the Deans of Schools/Faculties
2. Principal of affiliated Colleges offering PG programmes
3. Vice-Deans (Academic) of University Schools
4. Chairperson, Board of Studies
5. Programme Director

Copy to:

1. A.R. to R
2. P.S. to VC
3. Director, IQA with a request to update the same on University website.

Sentence Case, Bold,
Font size 14

Title of the Dissertation

A Dissertation for

Course code and Course Title: **Code & name of course**

Credits: **Number of credits**

Submitted in partial fulfilment of Masters / Bachelor's Degree

(Specify MA/M.Com./ M.Sc./MBA) in Subject/Specialization

Sentence Case,
Normal, Font
size 10, Single
line spacing

by

Name of the student

Seat Number

ABC ID

PRN

Under the Supervision of

Name of Supervisor

UPPER CASE, BOLD, Font size 12,
Sequence: First Name, Middle
Name(s), Last Name

Write Roll Number only. Normal,
Font size 10

UPPER CASE, BOLD, Font size 12,
Sequence: First Name, Middle
Name(s), Last Name

Sentence Case, Normal, Font size
12, Single line spacing

**Name of School / Department
Name of Discipline**



University logo in BLUE only
/ College logo

UPPER CASE, BOLD, Font size 12,
Single line spacing, Format for the
date: Month Year (e.g. July 2023)

Goa University / **Name of college**

Date:

Examined by:

Seal of the School

DECLARATION BY STUDENT

I hereby declare that the data presented in this Dissertation report entitled, “Title of the work” is based on the results of investigations carried out by me in the (name of Discipline) at the Name of School/Dept, Goa University/College under the Supervision of Mr/Ms/Dr/Prof. (Name of teacher) and the same has not been submitted elsewhere for the award of a degree or diploma by me. Further, I understand that Goa University or its authorities / College will be not be responsible for the correctness of observations / experimental or other findings given the dissertation.

I hereby authorize the University/college authorities to upload this dissertation on the dissertation repository or anywhere else as the UGC regulations demand and make it available to any one as needed.

Signature and Name of Student
Seat no:

Date:

Place: Goa University/ College name

COMPLETION CERTIFICATE

This is to certify that the dissertation report “**Title of Dissertation**” is a bonafide work carried out by **Ms/Mr First name, Middle Name, Last Name** under my supervision in partial fulfilment of the requirements for the award of the degree of **(Name of the degree)** in the Discipline **(Name of the Discipline)** at the **(Name of the School/Dept)**, Goa University/College.

Signature and Name of Supervising Teacher

Date:

Signature of Dean of the School/HoD of Dept

School/Dept Stamp

Date:

Place: Goa University/**Name of college**

FORMAT FOR DISSERTATIONS

General:

- Justified text with double line spacing.
- All headings centred, upper case, underlined.
- Page numbers on the top right corner. Running page numbers from 1 to n for the main body, references and additional information to the dissertation.

Contents Page:

3 columns Table without borders, Page nos. (in range on chapters rows only), Sub-sections of the chapters below chapter with sub-section number within particulars. Subsections to run only up to 3 digits (e.g. 4.1.3) followed by alphabets e.g. a, b, c, etc.	<h3><u>CONTENTS</u></h3>																																																										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Chapter</th> <th style="text-align: left;">Particulars</th> <th style="text-align: left;">Page numbers</th> </tr> </thead> <tbody> <tr> <td></td> <td>Preface</td> <td>Roman number lower case</td> </tr> <tr> <td></td> <td>Acknowledgments</td> <td>Roman number lower case</td> </tr> <tr> <td></td> <td>Tables and Figures</td> <td>Roman number lower case</td> </tr> <tr> <td></td> <td>Abbreviations used</td> <td>Roman number lower case</td> </tr> <tr> <td></td> <td>Abstract</td> <td>Roman number lower case</td> </tr> <tr> <td>1.</td> <td>Introduction</td> <td>From – To</td> </tr> <tr> <td></td> <td>1.1 Background</td> <td></td> </tr> <tr> <td></td> <td>1.2 Aim and Objectives</td> <td></td> </tr> <tr> <td></td> <td>1.3 Hypotheses/ Research question</td> <td></td> </tr> <tr> <td></td> <td>1.4 Scope</td> <td></td> </tr> <tr> <td>2.</td> <td>Literature Review</td> <td>From – To</td> </tr> <tr> <td>3.</td> <td>Methodology</td> <td>From – To</td> </tr> <tr> <td>4.</td> <td>Analysis and Conclusions</td> <td>From – To</td> </tr> <tr> <td></td> <td>References</td> <td>From – To</td> </tr> <tr> <td></td> <td>Appendix I: Title</td> <td>First page number</td> </tr> <tr> <td></td> <td>Appendix II: Title 2</td> <td>First page number</td> </tr> </tbody> </table>	Chapter	Particulars	Page numbers		Preface	Roman number lower case		Acknowledgments	Roman number lower case		Tables and Figures	Roman number lower case		Abbreviations used	Roman number lower case		Abstract	Roman number lower case	1.	Introduction	From – To		1.1 Background			1.2 Aim and Objectives			1.3 Hypotheses/ Research question			1.4 Scope		2.	Literature Review	From – To	3.	Methodology	From – To	4.	Analysis and Conclusions	From – To		References	From – To		Appendix I: Title	First page number		Appendix II: Title 2	First page number	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">}</td> <td style="border: none;">Preliminary pages</td> </tr> <tr> <td style="border: none;">}</td> <td style="border: none;">Main body</td> </tr> <tr> <td style="border: none;">}</td> <td style="border: none;">Additional pages</td> </tr> </table>	}	Preliminary pages	}	Main body	}	Additional pages
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Preface and acknowledgments: TWO INDEPENDENT SECTIONS. NO FIXED FORMAT! Preface tells readers the genesis, motives of the study. Acknowledgement tells readers who all helped the researcher during the study and how?

Tables: List of Tables within the text in various chapters

Figures: List of Figures within the text in various chapters

- To begin on a fresh page

3 columns Table with borders, first digit of the number indicates chapter and the second the Table/Figure number within that chapter

<u>TABLES</u>		
Table No.	Description	Page no.
3.1	Types of users surveyed	
3.2	Responses received by age group	

<u>FIGURES</u>		
Figure No.	Description	Page no.
1.1	Map showing geographic area surveyed	
4.1	Distribution of respondents' choices	

Abbreviations used:

2 columns Table with borders,
Alphabetical sequence

ABBREVIATIONS USED

Entity	Abbreviation
Mutual Fund	MF
Systematic Investment Plan	SIP

Abstract:

- Short description of the work that showcases the study to the reader
- An abstract should contain *at least* one sentence about (a) why was this study initiated, (b) how did you do your study (methodology), and (c) what did you find (observations and conclusions)
- Usually in 150-200 words with double line spacing for the text

Keywords:

- Keywords are the words by which the document gets retrieved when someone is searching for the subject
- The topic that is being studied becomes first keyword, the topic may also have finer details and each of that turns to be a keyword, what tools are used is another keyword, if the study is done for a specific geographic area, then the name of the area also becomes a keyword, if at all the study is done for a specific period that could also be the keyword (e.g. Holocene, post-sixties, etc.)
- The number of keywords is normally not more than 6

Main body of the study:

- Text under various chapter headings is called *main body of the study* for better understanding.
- Usually, all studies could better be described at least in 4 chapters: Introduction, Literature Review, Methodology and at last Analysis and Conclusion
- Introduction:
 - o For introducing the subject of the study and why it is considered as an interesting issue to explore
 - o The statement of the problem related to the issue and the possible solution(s)
 - o The aim and objectives of the paper / the research question(s) / hypotheses
 - o Generally, ends with a brief overview of the approach/strategy pursued and the outline of the study (conspectus).
- Literature Review:
 - o Published literature on the studies already carried out to find the solution to the problem
 - o Offers a critical review of these studies and authors view either supporting or opposing or describing limitations
 - o The previous studies are grouped by association of ideas in various paragraphs
- Methodology:
 - o The method followed by the author to conduct study that includes data collection, experiments, methods of analysis, etc.
- Analysis and Conclusions:
 - o Analysis of the data so collected or use of previous data and author's interpretation of the data
 - o The solution to the envisaged problem based on the study carried out by the author
- Each Chapter may contain elements such as,
 - o Title of the chapter and subtitle(s) for various paragraphs or ideas within the chapter
 - o Running text within paragraphs under title and subtitle

- Verbatim copy of the text from published literature (- avoid this as far as possible. This amounts to plagiarism in case if you forget to cite)
 - Tables and Figures that briefly showcase the idea being described within the text
 - Citations to previous studies
- Title: UPPER CASE, Underlined, Bold case, Centred, Chapter number and title, e.g.
- **CHAPTER 3: METHODOLOGY**
 - After the title, one line spacing before the start of paragraph/sub-title
- Subtitle: For every subsection within the Chapter. Alignment towards left. The paragraph under the section and subsection to start immediately below the heading of the section/subsection. The description under the alphabetised heading (in italics) to follow the heading.
- 3.1 PRODUCTIVITY MEASUREMENT
 - 3.1.1 H-index
 - 3.1.2 Impact Factor
 - a. *For journals:*
- Level 1 UPPER CASE, Level 2 Title case, First digit – Chapter number, second –section level, third – part of section level, further divisions are denoted by lowercase alphabets
- Running text within paragraphs: Justified, double line spacing. First line to be indented from left (one tab spacing)
- Table: Table heading on the top of the Table. Centred, Sentence Case, Contains Table number (first digit indicates chapter number and the second Table number) followed by the title of the Table. e.g.,
- Table 4.1. Recommended List of Journals
- Figure: Figure description below the Figure. Centred, Sentence Case, Contains Figure number (first digit indicates Chapter number and the second Figure number) followed by the description of the Figure. e.g.,
- Figure 4.1. Subject-wise Distribution of the Journals
- Citations to previous studies: Citations are used to give credits to previous studies that are referred anywhere in the current research. Copying contents, results of the previous studies without citation amounts to plagiarism and that leads to penalties. There are standard citation styles that are in use largely by the researchers in a given academic discipline, though there is no such hard and fast rule. However, one style has to be used consistently throughout the study. The main body of the text cites previous study and the same is listed in the 'References' section. Examples on how to cite previous study in the text and the style in which bibliographic description is to be written while using a particular style are provided in the Table below. Note that the modern tools used to type the dissertation (such as Microsoft Word) has inbuilt facility to write citations and describe the study in bibliography in standard style.

Citation Style	In-text citations and bibliography examples at	Discipline
APA (American Psychological Association)	https://pitt.libguides.com/citationhelp/apa7	Education, Psychology, Sciences
MLA (Modern Language Association)	https://pitt.libguides.com/citationhelp/mla9thedition	Humanities
Chicago	https://pitt.libguides.com/c.php?g=12108&p=64732	Business, History, Fine Arts

References:

- As indicated in the 'Citations to previous studies', this section lists the items that are consulted during the present research work. Standard citation styles use pre-defined formats for description of the bibliographic references. Consult link in the previous Table to know more.

Appendices:

- The last piece of the document that is compiled for describing research work
- Includes additional information/data that is too long to describe in the main body of the study *or* not a 'core' to the study (background information)
- May include Graphs, Tables, Charts, Statistics, Figures, etc.
- Compiled by the author of the document
- Format:
 - Each appendix to begin on a new sheet
 - First line contains Appendix number (number in Roman capitals) with the right justified margin. e.g., 'Appendix IV' followed by a blank line
 - Title of the Appendix in the next line (centred, Sentence Case). e.g., 'Questionnaire Used to Collect the Data from Respondents'

Note: Flexibility in the formulations of the Chapters is permitted.

Sentence Case, Bold,
Font size 14

Title of the Internship

Sentence Case,
Normal, Font
size 10, Single
line spacing

An Internship Report for

Course code and Course Title: **Code & name of course**

Credits: **Number of credits**

Submitted in partial fulfilment of Masters / Bachelor's Degree

(Specify MA/MCom/ M.Sc./MBA etc) in Subject/Specialization

by

UPPER CASE, BOLD, Font size 12,
Sequence: First Name, Middle
Name(s), Last Name

Name of the student

Seat Number:

Write Roll Number only. Normal,
Font size 10

ABC ID:

PRN:

Under the Mentorship of

UPPER CASE, BOLD, Font size 12,
Sequence: First Name, Middle
Name(s), Last Name

Name of the Mentor

Sentence Case, Normal, Font size
12, Single line spacing

**Name of School/Dept
Name of Discipline**

University logo in BLUE
only / **College logo**



UPPER CASE, BOLD, Font size 12,
Single line spacing, Format for the
date: Month Year (e.g. July 2023)

Goa University/**Name of college**

Date:

Examined by:

Seal of the School/**Dept**

DECLARATION BY STUDENT

I hereby declare that the data presented in this Internship report entitled, “Title of the work” is based on the results of investigations carried out by me in the (name of Discipline) at the Name of School, Goa University/Name of the Industry, under the mentorship of Mr/Ms/Dr/Prof. (Name of teacher) and the same has not been submitted elsewhere for the award of a degree or diploma by me. Further, I understand that Goa University or its authorities/College will be not be responsible for the correctness of observations / experimental or other findings given the internship report/work.

I hereby authorize the University/college authorities to upload this dissertation on the dissertation repository or anywhere else as the UGC regulations demand and make it available to any one as needed.

Signature and Name of Student
Seat no:

Date:

Place: Goa University

COMPLETION CERTIFICATE

This is to certify that the internship report “**Title of Internship**” is a bonafide work carried out by **Ms/Mr First name, Middle Name, Last Name** under my mentorship in partial fulfilment of the requirements for the award of the degree of **(Name of the degree)** in the Discipline **(Name of the Discipline)** at the **(Name of the School)/Department**, Goa University/**name of college**.

Signature and Name of Mentor

Date:

Signature of Dean of School/HoD

School/Department Stamp

Date:

Place: Goa University/**College**

(on the letterhead of the organization)

INTERNSHIP CERTIFICATE

This is to certify that Mr./Ms. **First name, Middle Name, Last Name**, Student of the **Name of the School**, undergoing **Programme Name** has successfully completed Internship between **Start date to End date** at **Name of the Organization**. (S)he actively participated in the activities during the period of internship and learned the skills needed for various activities such as **Name of the activities**.

Contact (Name of the person)
Designation
Name of the organization

Place:

Date:

FORMAT FOR INTERNSHIP REPORT

General:

- Justified text with double line spacing.
- All headings are centered, upper case, and underlined.
- Page numbers on the top right corner. Running page numbers from 1 to n for the main body, and appendices.

Contents Page:

3 columns
Table without borders, Page nos. (in range on chapters rows only), Sub-sections of the chapters below chapter with sub-section number within particulars. Subsections to run only up to 3 digits (e.g., 4.1.3) followed by alphabets e.g. a, b, c, etc.

Chapter	Particulars	Page numbers	
	Offer Letter	Roman number lowercase	} Preliminary pages
	Internship (Completion) certificate	Roman number lowercase	
	Acknowledgments	Roman number lowercase	
	Executive summary	Roman number lowercase	
1.	Organization/Company	From – To	} Main body
	1.1 Birds-eye-view		
	1.2 Products/services		
	1.3 Sections within the organization		
2.	Task(s) handled	From – To	
3.	Learning	From – To	
4.	Challenges	From – To	
	Appendix I: Samples of the work done	First-page number	} Additional pages
	Appendix II: Photos while you are at work	First-page number	

Offer Letter and Internship Certificate: TWO INDEPENDENT SECTIONS. Insert a copy of the offer letter. Follow the standard format for the Internship certificate.

Acknowledgements: Acknowledge all those who helped you indicating what kind of help you received from them in making your internship a success.

Executive summary:

- A piece of quick information about the entire report with one or two paragraphs each on the organization, tasks that you handled, what did you learn, and challenges faced.
- Usually, should not exceed more than two pages.

The main body of the report:

- The text under various chapter headings is called the *main body of the report* for better understanding.
- Each Chapter may contain elements such as,
 - o Title of the chapter and subtitle(s) for various paragraphs or ideas within the chapter
 - o Running text within paragraphs under the title and subtitle
 - o Tables and Figures that briefly showcase the idea being described within the text

- If you are copying any text verbatim, please cite the same as the foot-note on the same page
- Title: UPPER CASE, Underlined, Bold case, Centred, Chapter number, and title, e.g.
 - **CHAPTER 2: TASK(S) HANDLED**
 - After the title, one line spacing before the start of the paragraph/sub-title
- Subtitle: For every subsection within the Chapter. Alignment towards the left. The paragraph under the section and subsection is to start immediately below the heading of the section/subsection. The description under the alphabetized heading (in italics) follows the heading.

Level 1 UPPER CASE, Level 2 Title case, first digit – Chapter number, second –section level, third – part of section level, further divisions are denoted by lowercase alphabets

 - 2.1 FILING INCOME-TAX RETURNS
 - 2.1.1 Software used
 - 2.2 FOLLOW-UP ON THE CASES WHERE REFUND DID NOT RECEIVE
 - 2.2.1. Online
 - 2.2.2. Visits to IT office
- Running text within paragraphs: Justified, double line spacing. The first line is to be indented from left (one tab spacing)
- Usually, all internship reports could better be described at least in 4 chapters: About the organization/company, Task(s) you handled during the internship, what did you learn, and challenges faced during work
- Organization/Company
 - Brief description of the entire organization which is usually called birds-eye-view.
 - Products/services of the organization/company
 - Sections within the organization along with organigram
- Task(s) handled
 - Which section(s) you worked in
 - Your working schedule (date and time every day)
 - Type of task(s) you were exposed to
 - Hands-on experience (number of cases handled)
 - Relationship of the task with the course you studied in the classroom
- Learning
 - What did you learn from the practical exposure
 - Have you had an opportunity to be innovative in handling task(s)? – The way you introduced new practices that cut short the time required, enhanced quality in the output, etc.
 - Have you learned something about yourself (your abilities vis-a-vis expectations of your reporting officer, your likes and dislikes)
- Challenges
 - The activity that you were unaware about
 - Meeting the deadlines
- Citations to previous studies: Citations are used to give credits to previous studies that are referred anywhere in the current research. Copying contents, results of the previous studies without citation amounts to plagiarism and that leads to penalties. There are standard citation styles that are in use largely by the researchers in a given academic discipline, though there is no such hard and fast rule. However, one style has to be used consistently throughout the study. The main body of the text cites previous study and the same is listed

in the 'References' section. Examples on how to cite previous study in the text and the style in which bibliographic description is to be written while using a particular style are provided in the Table below. Note that the modern tools used to type the dissertation (such as Microsoft Word) has inbuilt facility to write citations and describe the study in bibliography in standard style.

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APA (American Psychological Association)	https://pitt.libguides.com/citationhelp/apa7	Education, Psychology, Sciences
MLA (Modern Language Association)	https://pitt.libguides.com/citationhelp/mla9thedition	Humanities
Chicago	https://pitt.libguides.com/c.php?g=12108&p=64732	Business, History, Fine Arts

References:

- As indicated in the 'Citations to previous studies', this section lists the items that are consulted during the present research work. Standard citation styles use pre-defined formats for description of the bibliographic references. Consult link in the previous Table to know more.

- **Appendices** (In the absence of appendices to your report, your narrative should explain why you have nothing to include in the appendix)
 - o The last piece of the document that provides proof of your involvement in the work during the period of an internship
 - o Samples of the work done (check with the company to permit you to add the data here)
 - o Photos while you are at work
 - o Any other information that proves that you involved yourself during your internship
 - o Format:
 - Each appendix is to begin on a new sheet
 - The first line contains the Appendix number (number in Roman capitals) with the right justified margin. e.g., 'Appendix I' followed by a blank line
 - Title of the Appendix in the next line (centred, Sentence Case). e.g., 'Photos While at Work'

Note: Flexibility in the formulations of the Chapters is permitted.

Sentence Case, Bold,
Font size 14

Title of the Field Work/Visit

Sentence Case,
Normal, Font
size 10, Single
line spacing

A Field work/Visit Report for

Course code and Course Title: **Code & name of course**

Credits: **Number of credits**

Submitted in partial fulfilment of Masters

(Specify MA/MCom/ M.Sc./MBA etc) in Subject/Specialization

by

Name of the student

Seat Number:

ABC ID:

PRN

Under the Supervision of

UPPER CASE, BOLD, Font size 12,
Sequence: First Name, Middle
Name(s), Last Name

Write Roll Number only. Normal,
Font size 10

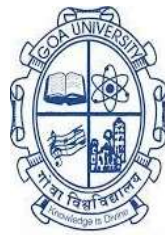
UPPER CASE, BOLD, Font size 12,
Sequence: First Name, Middle
Name(s), Last Name

Name of Supervisor/ Teacher-Incharge

Sentence Case, Normal, Font size
12, Single line spacing

**Name of School / Dept
Name of Discipline**

University logo in BLUE
only / **College logo**



UPPER CASE, BOLD, Font size 12,
Single line spacing, Format for the
date: Month Year (e.g. July 2023)

Goa University / **College**

Date:

Examined by:

Seal of the School / **Dept**

DECLARATION BY STUDENT

I hereby declare that the data presented in this Field work report entitled, “Title of the work” is based on the findings carried out by me in the (name of Discipline) at the Name of School/Dept, Goa University/College name under the Supervision of Mr/Ms/Dr/Prof. (Name of teacher) and the same has not been submitted elsewhere for the award of a degree or diploma by me. Further, I understand that Goa University or its authorities will be not be responsible for the correctness of observations / experimental or other findings given the dissertation.

I hereby authorize the University authorities to upload this Field work report on the University/College repository or anywhere else as the UGC regulations demand and make it available to any one as needed.

Signature and Name of Student
Seat number:

Date:

Place: Goa University / Name of college

COMPLETION CERTIFICATE

This is to certify that the Field work/visit report “**Title of Field work/visit**” is a bonafide work carried out by **Ms/Mr First name, Middle Name, Last Name** under my supervision in partial fulfilment of the requirements for the award of the degree of **(Name of the degree)** in the Discipline **(Name of the Discipline)** at the **(Name of the School)**, Goa University.

Signature and Name of Supervising Teacher

Date:

Signature of Dean of School / HoD

Date:

Place: Goa University / **College name**

School Stamp

FORMAT FOR FIELD VISIT REPORT

General:

- Justified text with double line spacing.
- All headings are centered, upper case, and underlined.
- Page numbers on the top right corner. Running page numbers from 1 to n for the main body, and appendices.

Contents Page:

<p>3 columns Table without borders, Page nos. (in range on chapters rows only), Sub-sections of the chapters below chapter with sub-section number within particulars. Subsections to run only up to 3 digits (e.g., 4.1.3) followed by alphabets e.g. a, b, c, etc.</p>	<u>CONTENTS</u>			
	Chapter	Particulars	Page numbers	
		Team members' list and responsibilities	Roman number lowercase	}
	1.	About the area visited and Objectives	From – To	
	2.	Field visit preparations	From – To	}
		2.1 Methods of collection of samples	From – To	
		2.1.1 Materials required		
		2.2 Methods of preservation of samples		
		2.2.1 Materials required		
	3.	Learning	From – To	
	4.	Challenges	From – To	
		Summary	From – To	
		References	From – To	
		Appendix I: Map of the area	First-page number	}
		Appendix II: Photographs of the observations you made	First-page number	
		Appendix III: Data/sample you collected and preserved	First-page number	

Team members list and responsibilities:

- List of members on a field visit
- Each individual's responsibilities such as observation, sample collection, preservation of samples, tagging, etc.

The main body of the report:

- The text under various chapter headings is called the *main body of the report* for better understanding.
- Each Chapter may contain elements such as,
 - o Title of the chapter and subtitle(s) for various paragraphs or ideas within the chapter
 - o Running text within paragraphs under the title and subtitle
 - o Tables and Figures that briefly showcase the idea being described within the text
 - o If you are copying any text verbatim, please cite the same as the foot-note on the same page
- Title: UPPER CASE, Underlined, Bold case, Centred, Chapter number, and title, e.g.

- **CHAPTER 2: FIELD VISIT PREPARATIONS**
 - After the title, one line spacing before the start of the paragraph/sub-title
 - Subtitle: For every subsection within the Chapter. Alignment towards the left. The paragraph under the section and subsection is to start immediately below the heading of the section/subsection. The description under the alphabetized heading (in italics) follows the heading.
- | |
|--|
| Level 1 UPPER CASE, Level 2 Title case, First digit – Chapter number, second –section level, third – part of section level, further divisions are denoted by lowercase alphabets |
|--|
- 2.1 METHODS OF COLLECTION OF SAMPLES
 - 2.1.1 Materials required
 - a. Plastic bottles 100 ml
 - b. Marker pens
 - Paragraphs: Justified, double line spacing. The first line is to be indented from left (one tab spacing)
 - Usually, all reports could better be described at least in 5 chapters: About the area visited and Objectives, Field visit preparations, Learning, and Challenges
 - About the area visited and Objectives
 - Its importance
 - Relationship of the samples/observations with the course you studied in the classroom
 - Objectives of the field visit (in bullets)
 - People with whom you interacted to fulfill objectives
 - Duration of field visit
 - Field visit preparations
 - Study of literature for methods of sample collection, preservation, etc.
 - Inventory of materials to be carried to fulfill objectives
 - Your personal needs
 - Learning
 - Activity Time-Table during the period of visit (including days/time spent on sight-seeing/tours)
 - Observations made and/or Data/sample(s) collected
 - Sample preservation and analysis method(s) followed while away from a laboratory
 - Your understanding before a visit and/or after the interaction with the people of the area
 - New knowledge you learned during field-visit
 - Safety protocols followed
 - Insights gained
 - Have you learned something about yourself (your abilities to work outdoors, stay away from home, your likes and dislikes)
 - Challenges
 - The environmental and societal challenges you faced, if any, and how you handled them successfully
 - Teamwork
- Summary**
- A condensed version of the text you reported in the main body of the report, usually not more than two pages

References:

- This section lists the items that are consulted during the preparation of the field visit. Standard citation styles use pre-defined formats for the description of the bibliographic references (and the citations in the main body of the report) written in the standard format. Different disciplines use different styles. Choose the one that suits you most.

Citation Style	In-text citations and bibliography examples at	Discipline
APA (American Psychological Association)	https://pitt.libguides.com/citationhelp/apa7	Education, Psychology, Sciences
MLA (Modern Language Association)	https://pitt.libguides.com/citationhelp/mla9thedition	Humanities
Chicago	https://pitt.libguides.com/c.php?g=12108&p=64732	Business, History, Fine Arts

Appendices:

- The last piece of the document that is compiled for describing the field visit
- Includes additional information/data that is too long to describe in the main body of the study *or* not a 'core' to the study (background information)
- May include Graphs, Tables, Charts, Statistics, Figures, etc.
- Compiled by the author of the document
- Format:
 - o Each appendix is to begin on a new sheet
 - o The first line contains the Appendix number (number in Roman capitals) with the right justified margin. e.g., 'Appendix IV' followed by a blank line
 - o Title of the Appendix in the next line (centered, Sentence Case). e.g., 'Questionnaire Used to Collect the Data from Respondents'

Note: Flexibility in the formulations of the Chapters is permitted.
