



ST. JOSEPH'S DEGREE & PG COLLEGE

(Autonomous), Affiliated to Osmania University

Re-accredited by NAAC (3rd Cycle) with B⁺⁺

King Koti Road, Hyderabad

**DEPARTMENT OF MASS COMMUNICATION AND
JOURNALISM**

GUIDELINES FOR

RESEARCH PROJECT, DISSERTATION, AND INTERNSHIP



ST. JOSEPH'S DEGREE & PG COLLEGE

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King Koti Road, Hyderabad

BA & MA

MASS COMMUNICATION AND JOURNALISM

ANNEXURES

Guidelines for

Research Project, Dissertation, and Internship

w.e.f. 2024-25 AY



Department of Mass Communication & Journalism Format for Submission
of BA/MA Project Report/Dissertation

Color Codes of Project Report/Dissertation

S.N.	Programme	Color Code
1	BA	Beige with black letters
2	MA	Beige with black letters

Components of Project Report/Dissertation

Every graduate/post graduate student will submit a project report/dissertation on the compulsory research work carried out by him/her. The project report/dissertation will have components given in the Annexure I and following instructions must be followed while preparing the project report/dissertation:

Preliminary pages:

The preliminary pages must include the title page, the certificates, acknowledgments, abstract, table of contents, list of tables, list of figures, list of appendices and list of abbreviations used in the project report/dissertation. These should be numbered using lowercase Roman numerals (i, ii, iii).

Title page:

The title page should be printed exactly in accordance with the sample (Annexure II). The date appearing on the title page must be the year in which the project report/dissertation is submitted.

Certificates:

Certificates regarding originality of the work from supervisor (s) and student should be included in the preliminary pages. These certificates must be included on two separate pages exactly as given in Annexure III and IV

DR. SATISH KUMAR THALLADI
Head & Chairman, B.O.S.
Department of Journalism and Mass Communication
Osmania University, Hyderabad - 500 007

**Acknowledgements:**

Acknowledgment (s), if any should be brief, not exceeding one page.

Abstract:

The abstract should not exceed two (2) pages, it has to be typed in a single space in the format given in Annexure V and it must be signed both by the student and the supervisor.

Table of contents:

Except the title page, certificates, acknowledgements and abstract, all other major divisions of the project report/dissertation should be listed in the table of contents. These divisions and sub-divisions, if any, must agree in wording and style with the text. List of tables, list of figures, list of appendices and list of abbreviations should be typed separately on a page in the same style as for the text.

Main Body of the Project Report/Dissertation Text

The detailed organization of the text will vary with project report/dissertation in different subjects, but a consistent style must be followed. In general, the text is divided into various parts as per Annexure I. The text of the project report/dissertation may also include certain materials such as tables, illustrations, photographs, and footnotes. The text may be arranged under primary, secondary, tertiary (and so on) titles and subtitles.

Tables:

Tables should be self-explanatory, headings and the column/row entries should be clearly related. Tables less than half a page may be centered on the pages with text above and below. All tables should be numbered with Arabic numerals (1,2,3) consecutively throughout the thesis

Illustrations:

Illustrations used in the project report/dissertation must appear in all the copies at appropriate plac

A handwritten signature in green ink, appearing to be 'Dr. Satish Kumar Thalladi'.

DR. SATISH KUMAR THALLADI
Head & Chairman, B.O.S.
Department of Journalism and Mass Communication
Osmania University, Hyderabad - 500 007

References:

For languages, literature, culture, and social sciences list all the references in alphabetical order in APA style. When there is only a single author, arrange references year wise. In the case of two or more authors, see the second author and arrange references alphabetically. When the first and second authors are the same then see the third author and arrange references alphabetically. In alphabetically arranged references, references with two or more with same authors/surname are to be arranged year wise.

Instructions for Typing and Printing of Project Report/Dissertation**Paper Quality:**

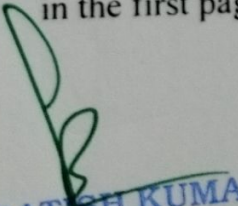
The original project report/dissertation as well as the photocopies should be prepared on a high-quality white paper of A4 size. All pages must have at least a 4 cm margin on the left, 1.5 cm on the right and 2.5 cm on the top and bottom.

Typing:

The project report/dissertation must be typed on a computer. The general text of the manuscript should be typed in 1.5-line space in Arial font size 12 with both sides printing. Except photographs and tables which can be on one side of the paper. The text of the manuscript should be justified.

Pagination:

Certificates of approval, title page, acknowledgements and abstract should be given page number in lower case Roman numerals (i, ii, iii). For text, Arabic numerals (1, 2, 3) should be used beginning with the first page of the text and continued throughout the rest of the dissertation/thesis including the references. The page number should be at bottom and right aligned. Suppress the page number in the first page of each chapter.



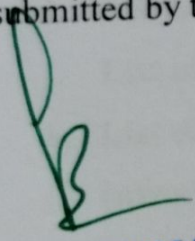
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Osmania University, Hyderabad - 500 007



Number of copies to be submitted and other requirements:

After completion of all the prescribed requirements of the program, two spiral bound copies of project report/dissertation covering research work carried out by the candidate will be submitted for evaluation by an external examiner. After evaluation of project report/dissertation by external examiner and the candidate having been declared successful in the examination, three hardbound copies of project report/dissertation using high quality black coloured rexine with printing in golden letters on the front cover as well as on the spine of project report/dissertation will be submitted along with a soft copy of project report/dissertation sent to department email id.

A student approval form attached as Annexure VII must be signed by the student and submitted through his/her supervisor along with the project report/dissertation. The college logo is to be printed on the front cover as well as the title page of all the three copies of the project report/dissertation submitted by the candidate.

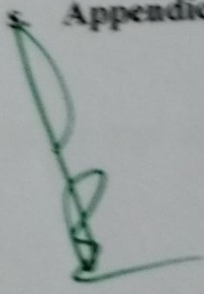

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Annexure I

Composition of Project Report/Dissertation

- a. Title Page
- b. Declaration
- c. Certificate
- d. Abstract (Signed by student and supervisor with at least 5 keywords)
- e. Dedication (Optional)
- f. Acknowledgment
- g. Table of contents
- h. List of tables
- i. List of Figures
- j. List of appendices
- k. List of abbreviations
- l. Introduction (Chapter I)
- m. Review of Literature (Chapter II)
- n. Aims, Objectives, and Methodology (Chapter III)
- o. Results (Chapter IV)
- p. Data Presentation and Analysis (Chapter V)
- q. Conclusions and Summary
- r. References/Bibliography
- s. Appendices (Appendix A, B, C)


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Instructions for title page Annexure II

[TYPE DISSERTATION/THESIS TITLE HERE]

[Font size 18]

Project Report/Dissertation

submitted to

The Department of Mass Communication & Journalism

St. Joseph's Degree & PG College, Hyderabad

[font size 14]

For the award of

[Name of the degree]

[font size 18]

In

[Name of the Department]

[font size 14]

BY

[Name of the candidate]

Roll No.

[font size 18]

[Name of the supervisor]

[font size 18]

(College logo to be put after the acceptance of project report/dissertation; for award of degree the logo should not be more than 4.5 cm² area)

Department of Mass Communication & Journalism

St. Joseph's Degree & PG College, Hyderabad

[Year with month] [font size 14]



**ST. JOSEPH'S DEGREE & PG
COLLEGE**

CERTIFICATE

I declare that the project report/dissertation entitled "PROJECT REPORT/DISSERTATION TITLE" has been prepared by me under the guidance of [Name of the supervisor], Professor/Associate Professor /Assistant Professor, [Department of Mass Communication & Journalism], St. Joseph's Degree & PG College, Hyderabad. No part of this dissertation/thesis has formed the basis for the award of any degree or fellowship previously.

[Name and signature of candidate]

Department of Mass Communication & Journalism

St. Joseph's Degree & PG College, Hyderabad (500029)

Date:



**ST. JOSEPH'S DEGREE & PG
COLLEGE**

CERTIFICATE

I certify that [Name of the supervisor] has prepared his/her project report/dissertation entitled "PROJECT REPORT/DISSERTATION TITLE", for the award of B.A. or M.A. degree of Osmania University, Hyderabad, under my guidance. He/She has carried out this work at the Department of Mass Communication & Journalism, St. Joseph's Degree & PG College, Hyderabad.

[Name and signature of supervisor]

Department of Mass Communication & Journalism,
St. Joseph's Degree & PG College, Hyderabad (500029)

Date:



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Annexure V

ABSTRACT

[Type title of project report/dissertation here]

Name of student:

Roll number:

Degree for which submitted:

Name of supervisor:

Name of department:

Keywords (Five minimum):

Type your abstract here in a single space.

(Name and signature of student)

(Name and signature of supervisor)



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ACKNOWLEDGEMENTS

Type your acknowledgments here.

(One page only)

Name and signature of student



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TABLE OF CONTENTS

[Type your table of contents in the following format]

Sr. No.	Content	Page No.



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CHAPTER 1

[Type your contents of the first chapter here]

Continue with other chapters in the same fashion.

CHAPTER 2

CHAPTER 3

CHAPTER 4



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REFERENCES

[Type your references here]

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Annexure VI REFERENCES

The following examples for writing references are given for illustration only. The students should consult "Publication Manual of the American Psychological Association", 7th Edition for information about referencing.

APA Style

Reference by the same author (s) in the same year and others

Sridhar, P. and Nivada, N.P. (2006a). Biochemical characteristics of a new strain of honeybee I. *Insect Science* 212: 107-108.

Sridhar, P. and Nivada, N.P. (2006b). Biochemical characteristics of a new strain of honeybee II. *Insect Science* 213: 12-23.

Other examples

Becker, G. S. and Murphy, K. M. (1988). A theory of rational addiction. *Journal of Political Economy* 96: 675-700.

Muller, V. (2006). Film as Film: Using movies to help students visualize literary theory. *The English Journal* 95, 32-38.

Abstracts

Singh P. S. and Wang, P. (2009). Effect of mutagen treatment on barely seeds. *Science Digest* 56: 212 (Abstr.).

Damon, W. (1998). Impact of child psychology. *Psychological Review* 32: 47 (Abstr.).

Special supplements of Journals

Sharma, J. P. Nilson, P. and Dawang, T. (2010). Effect of high nitrogen application on tea growth. *Journal of Environment* 225 (Supp.1): 24-33.



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Becker, G. S. Grossman, M. and Murphy, K. M. (1991). Rational addiction and the effect of price on consumption. *American Economic Review* 81 (Supp.1): 237-41.

Books

Entire Book

Miglani, G. S. (2009). *Developmental Genetics*, pp.780.. Narosa Publishers, New Delhi.

Sharma, S. (1987). *The Embarrassment of Riches: An Interpretation of Dutch Culture in the Golden Age*. Knopf Publishers, New York.

Sethi, J., & Dhamija, P. (2003). *A Course in Phonetics and Spoken English*. Prentice Hall of India Pvt. Ltd, New Delhi.

Books in Series

Chandu, C.P. (ed.) (2010). *DNA Fingerprinting Techniques*. Vol 31, pp. 63-69. New Press, New Delhi. McCullagh, P. (ed.) (1989).

Generalized Linear Models. Vol 31, pp. 63-69. Chapman & Hall, London.

Edited Books

Amsterdam, D., Counningham, R. K. and Van, O. C. J. (eds.) (1996). *Immunological and Molecular Diagnosis of Infectious Diseases*. pp. 91-101. Marcel Dekker Inc., New York.

Damon, W. (ed.) (1998). *Handbook of Child Psychology*. pp. 89-99. John Wiley, New York.

Fallaize, E. (ed.). (2002). *The Oxford Book of French Short Stories*. Oxford University Press, Oxford.

Chapter in an Edited Book

Singla, P. S. (1999). Gene suppressors and their role in development. In: Mark, P. and Jena, S.N. (Eds.) *Genetics in Disease Development*, pp. 231-240. Karl University Press, Washington, USA.

Grumet, G. W. (1999). Eye contact: The core of interpersonal relatedness. In: Guerrero, L. K and Hecht, M. N. (Eds.), *The nonverbal communication reader*, pp. 62-73. Waveland Press, New York.

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Books with Translator (s) Name

Sewak, P. L. (1998). *General Applications of Lamarkian Theory*. Coleman, P. and Selmon, T. (Tr.). pp. 112-119. Dover, New York.

Brocas, I. (2003). *The Psychology of Economic Decisions*. Damon, W. (Tr.). pp. 129-138. Oxford University Press, U.K.

Symposium/Conference Proceedings

Common, M. (2000). The role of economics in natural heritage decision making. Proceedings of the International Society for Ecological Economics Conference, pp. 27-38, Australian National University, Canberra, Australia.

Khush. G. S. (1997). Challenges and opportunities for sustainable agriculture. In: Bajwa, M. S., Dhillon, J. S., Dilawari, V. K. and Chahal, S. S. (eds.). Proceedings of 3rd Agricultural Sciences Congress Vol I, pp. 1-9. Punjab Agricultural University, Ludhiana, India.

Common, M. (2000). The role of economics in natural heritage decision making. In: Khanna, S. and Khurana, S. (eds.). Proceedings of the International Society for Ecological Economics Conference pp. 27-38, Australian National University, Canberra, Australia.

Web references

Personal Site

Rabindra, S. (2012). July 7. Homepage,

<<http://www.english.eku.edu/pelieqnnno/default.htm>> Accessed 1999 Nov, 7. Krugman,

P. (2012). Jan.9.Homepage,

<<http://www.wws.princeton.edu/~pkrugman/>> Accessed 1999 Nov, 7.



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Professional site

[CBE] Council of Biology Editors. (1999). Oct, 5. CBE home page. <<http://www.councilscienceeditors.org>>. Accessed 1999 Oct 7.

[MW] Market Watch. (2009). Oct., 17. home page. <<http://www.marketwatch.com>>. Accessed 2009 Oct 17.

Article in an Electronic Journal (e-journal)

Browning, T. (1997) *Embedded visuals: student design in web spaces*. *Kairos: A Journal for Teachers of Writing in Webbed Environments* 3 (1). <<http://english.ttu.edu/kairos/2.1/features/browning/bridge.html>>. Accessed 1997 Oct, 21.

Hetzel, R.L. (1991). Too big to fail: origins, consequences, and outlook. *Economic Review*, 33 (21).

<<http://ideas.repec.org/a/fip/fedr/r/y1991inovp315nv.77no.6.html>>. Accessed 1995 Feb, 11.

Gandhi, L. (1997). *Indo-Anglian Fiction: Writing India, Elite Aesthetics, and the Rise of the 'Stephanian' Novel*. *Australian Humanities Review* 3 (6).

<<http://www.australianhumanitiesreview.org>> Accessed 2012 Feb, 18.