Bangladesh Public Administration Training Centre
Savar, Dhaka
Foundation Training Course
Module 16: Basics of Social Research
Guidelines on individual research paper writing, Full marks-50

As part of the evaluation under the Module 16, each participant will write a research paper of 3,000-4,000 words on a topic of his/her own choice. These brief guidelines aim to direct the participants to a successful accomplishment of their research assignment.

Topics for research: Each participant should choose a topic for research that falls within the broader purview of the public administration, governance, and development issues of Bangladesh. It will be social science research. The participants will not get any time assigned for data collection. Therefore, they should choose topics that can allow them to collect data during their field attachment programmes and weekends.

Mentoring: Each participant will be mentored by a faculty member throughout his/her research process. The standard participant-mentor ratio should be 10:1. The mentors may sit with their assigned participants and give feedback on research ideas. The Course Management Team (CMT) will arrange sessions to facilitate discussions between mentors and mentees. The other means of communication, including phones, emails, and social media, can be used for communication between the mentors and the mentees based on agreements with the mentors. The mentors will keep journals of the participants' research progress in a page using the following format:

Meeting Date:

Participant's Name & Roll No.	Research Paper Title	Progress Status	Participant's Signature

Timeline: Participants should finalise their research concepts in consultation with their respective mentors, submit the first draft research paper to their respective mentors and hand over the final paper—after addressing comments given by the mentor on the draft paper— to the CMT following the timeline stipulated by the concerned module director. They will get 15 days to finalise the research concept, 45 days to submit the first draft, and 15 days for revision and final submission.

Paper Structure: (a) Each paper will have a COVER PAGE mentioning the research title at the top, participant's name and roll number in the middle, and the course name along with the organization's name and date of submission at the bottom of the page. There will be no indication of the participant's name and roll number anywhere on the paper except the cover page.

(b) The rest of the paper will have the general look of an academic journal article. The participants are encouraged to visit the website of BPATC's flagship journal, the Bangladesh Journal of Public Administration (BJPA)—bjpa.bpatc.org.bd—and review related journal articles. The paper will have the following STRUCTURE:

(i) TITLE
A good title gives the reader a good understanding of the nature of research work. It should (i) have the most important words at the beginning, (ii) not use ambiguous or confusing words, and (iii) break up into a title and a subtitle if it has too many words.

(ii) ABSTRACT
There will be an abstract of 200-250 words written in italic below the title. Participants should read journal articles and learn how abstracts are written. In general, the abstracts tell about the problem statement, objective, methodology, key findings, and research implications.

(iii) INTRODUCTION
The introduction will give a big picture of the topic. It will have a few paragraphs addressing different issues. These paragraphs should present an overview of the issue (background), what other researchers have argued about it, the research gap (problem statement), the objectives of the current study, and its rationale.

(iv) LITERATURE REVIEW
This section will give a critical overview of the past studies leading to developing a conceptual framework/ analytical framework/ or theoretical framework.

(v) METHODOLOGY
This part of the paper will tell the readers about the research approach (qualitative/quantitative/mixed) followed, details about research population, sampling technique and sample size, data collection method(s), and data analysis method.

(vi) FINDINGS/ RESULTS
Participants will present their study findings/ results in this section.

(vii) DISCUSSION
Participants will offer a brief discussion on their study findings/ results in this part of the paper.

(viii) CONCLUSION
The paper will conclude with implications for policymakers and future researchers in this concluding section.

(ix) REFERENCE
The paper will follow the BJPA's referencing style. The participants should carefully read the author guidelines available on the journal's website for details. Note that the

paper will be checked for plagiarism using the *Turnitin* software. Up to 25% similarity with proper referencing in academic writings is accepted at BPATC.

Specifications: The following specifications will apply to the research paper:

1. Font: The paper will use 'Times New Roman' font in 12 font-size in general, except it is specified in the relevant places.

2. Margins: Top-1.2″, Bottom-1.2″, Left-1.0″, and Right-1.0″

3. Title: (i) The title will be 16 font-size, **Bold**, and left-aligned, (ii) There will be 1 line space above and below the title.

4. Abstract: (i) The title 'Abstract' will follow heading 1. (ii) The text of the abstract will be 11 font-size and *italicized*.

5. Heading 1: (i) Heading one will be UPPERCASE, **Bold** and left-aligned. (ii) It will have 2 line spaces above and below.

6. Heading 2: (i) Heading two will be Capitalized on each word, **Bold** and left-aligned. (ii) It will have 1.5 line spaces above and below.

7. Heading 3: (i) Heading three will be Capitalized on each word, **Bold**, *italic*, and left-aligned. (ii) It will have 1.5 line spaces above and below.

8. Paragraphs: (i) There will be no line space between paragraphs. (ii) The first line of the second paragraph and onwards will have 0.5″ indentation.

9. Table: (i) The word 'Table,' table number, and colon in a table title will be **Bold**. (ii) The table title will be centred and capitalized on each word. (iv) The table title will be above the table.

10. Figure: (i) The word 'Figure,' figure number, and colon in a figure title will be **Bold**. (ii) The figure title will be centred and capitalized on word. (iv) The figure title will be below the figure.

11. References: (i) There will be no line space between references. (ii) Each reference will have 0.5″ hanging..

Submission: *The participants will submit their research papers to the CMT in printed and softcopies. The CMT will send the printed copies to the evaluation wing for necessary actions, get the softcopies checked for plagiarism by the IT team members, and send the plagiarism-checked softcopies to the evaluation wing.*

-:Good Luck:-