

Dr. Ambedkar Institute of Hotel Management Catering & Nutrition Chandigarh
Guidelines, print requirements and formats for research project Synopsis

- Text: Maximum 2000 words including References and **Selected Bibliography**
- Line Spacing :1.5 spaced
- Page numbering: All pages should be numbered in footer in the bottom centre of each page
- Citations and References: APA style. References in the text should be cited by the author's name and year of publication in brackets e.g.

Sharma, R.C., and Mohan, K, (2009). *Business Correspondence and Report Writing.*, New Delhi: Tata McGraw-Hill, 125-145

- Software package: MS Word
- Paper size: A4 Portrait
- All photographs should be in High Resolution (More than 200 dpi) JPEG format.
- Must fit in all the tables in the Main text.
- Page numbering: All pages should be numbered in footer in the bottom center of each page
- One blank line between paragraphs,
- Font: Arial for Headers-14,
- Rest Times New Roman size 12, justified
- Font: In text tables Times New Roman size 10
- Margins:
Top: 2.54cm
Bottom: 2.54cm
Left: 2.54 cm
Right: 2.54 cm
- Headings: Capitals, bold, left margin
- Secondary Headings: Lower case, italics, bold, left margin

PRINT REQUIREMENTS:

- Text must be set in 12-point Times New Roman.
- One side/Two sides (other than preliminary pages) printed

SYNOPSIS (maximum 2000 words)

- Abstract (150 words)
- Keywords: maximum of 7
- Introduction:
 - Outline the purpose of the study
 - Provide a scenario of the study
 - Describe the field/context of research (e.g., an overview of the company)
 - Outline the issues and findings of the study without the specific details

RATIONALE AND JUSTIFICATION OF THE STUDY

OBJECTIVES OF THE STUDY

RESEARCH METHODOLOGY TO BE USED

SAMPLE OF THE SELECTED ORGANISATION	
NATUREOF DATA	
SAMPLING	
COLLECTION METHODS	
TOOLS & TECHNIQUES OF ANALYSIS	

SIGNIFICANCE OF THE STUDY

SCOPE / BOUNDARY OF RESEARCH

- Additional Material (*indicative content, please fit suggestions to your study context*)
 - Graphic or visual aids such as budgets, organisational charts, mission statements or technical specifications
 - Websites
 - Press releases
 - (online) Videos
 - Interviews, podcasts
 - Photos

Limitations of the Study

Tentative scheme of Chapterization

CHAPTER I	Introduction
CHAPTER II	Review of Literature
CHAPTER III	Research Methodology
CHAPTER IV	Analysis of Data
CHAPTER V	Conclusion and Recommendations
CHAPTER VI	Limitations of the Study and Scope of Future Research

References and Selected Bibliography

Example-

Beardsworth, A., and T. Keil 1996 *Sociology on the Menu: An Invitation to the Study of Food and Society*. London: Routledge.

Annexures