

NORTH EAST INSTITUTE OF SOCIAL SCIENCES AND RESEARCH

(Affiliated to Nagaland University)

Circular Road, Bishop's House, Post Box No-3, Dimapur: Nagaland – 797112

E-mail: contact.neissr@gmail.com



RESEARCH MANUAL

REVISED EDITION

REVISED EDITION

FIRST PREPARED IN THE YEAR: 2014 - 15
COMPILED BY – DR. SUBHRANGSHU DHAR

REVISED EDITED: 2019 - 2020
COMPILED BY – DR. AMIT DAS

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DR. TOLI H. KIBA

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INTRODUCTION

A post-graduation thesis is a lengthy study written on a topic chosen by the student. It is carried out under the guidance of a faculty supervisor and involves an extended period of research and writing. The content and the length of the post-graduation thesis depend upon the field of study, the subject, the approach and the topic.

While for many people the word “social sciences” may conjure up images of social workers or teachers, this is a gross misunderstanding of the range of roles available within this discipline, as well as the impact that it has on the wider world. In general, social sciences focus on the study of society and the relationship among individuals within society. Social science covers a wide spectrum of subjects, including economics, political science, sociology, history, anthropology, law etc. In comparison to STEM sciences, social science is able to provide insight into how science and innovation work – in effect it is the science of science. In particular, social scientists are equipped with the analytical and communication skills that are important throughout many industries and organisations.

North East Institute of Social Sciences and Research (NEISSR) focuses on the research as an inseparable part of the social work curriculum. The social work trainees are expected to take up research work as per their area of interest and complying with their respective specialisations. The purpose of a thesis is to enable the student to develop deeper knowledge, understanding, capabilities and attitudes in the context of the programme of study. The thesis is written at the end of the programme and offers the opportunity to delve more deeply into and synthesise knowledge acquired in previous studies.

Most of the students of post-graduation are worried about the word ‘thesis’ or ‘thesis’ but the thesis is an essential component of post-graduation degree in Social Work. It can define the success or failure of the students as it allows the teachers and the professors to evaluate the level of involvement and understanding of the students for the subject. Preparing a thesis is the perfect way to refresh the subject’s knowledge and make sure that students are able to operate with the data, conduct scientific research and make an analysis. The entire process of writing the thesis also plays a vital role in changing the student’s life. So, much consideration is required

during this process and no one can achieve better grades without hard work and proper research and writing skills. It must be kept in mind by the thesis writers that every word and phrase used in thesis writing must be of top quality and it must have some meaning and sense, otherwise, it will be just a time wasting activity. Students are expected to follow the major code of ethics while carrying out the research work. Accordingly, the need is felt to educate students about key issues associated with research activities and the ways and means to avoid the same. NEISSR has a responsibility to ensure research quality and compliance with certain standards in terms of research, format and style.

Therefore, this revised version of thesis manual is designed to help and guide PG students throughout the process of planning, researching and writing their thesis. This will ensure the high standard of scientific research, format and style. It is important to mention that it is mandatory for all research supervisors and students to follow this manual for their personal and professional development.

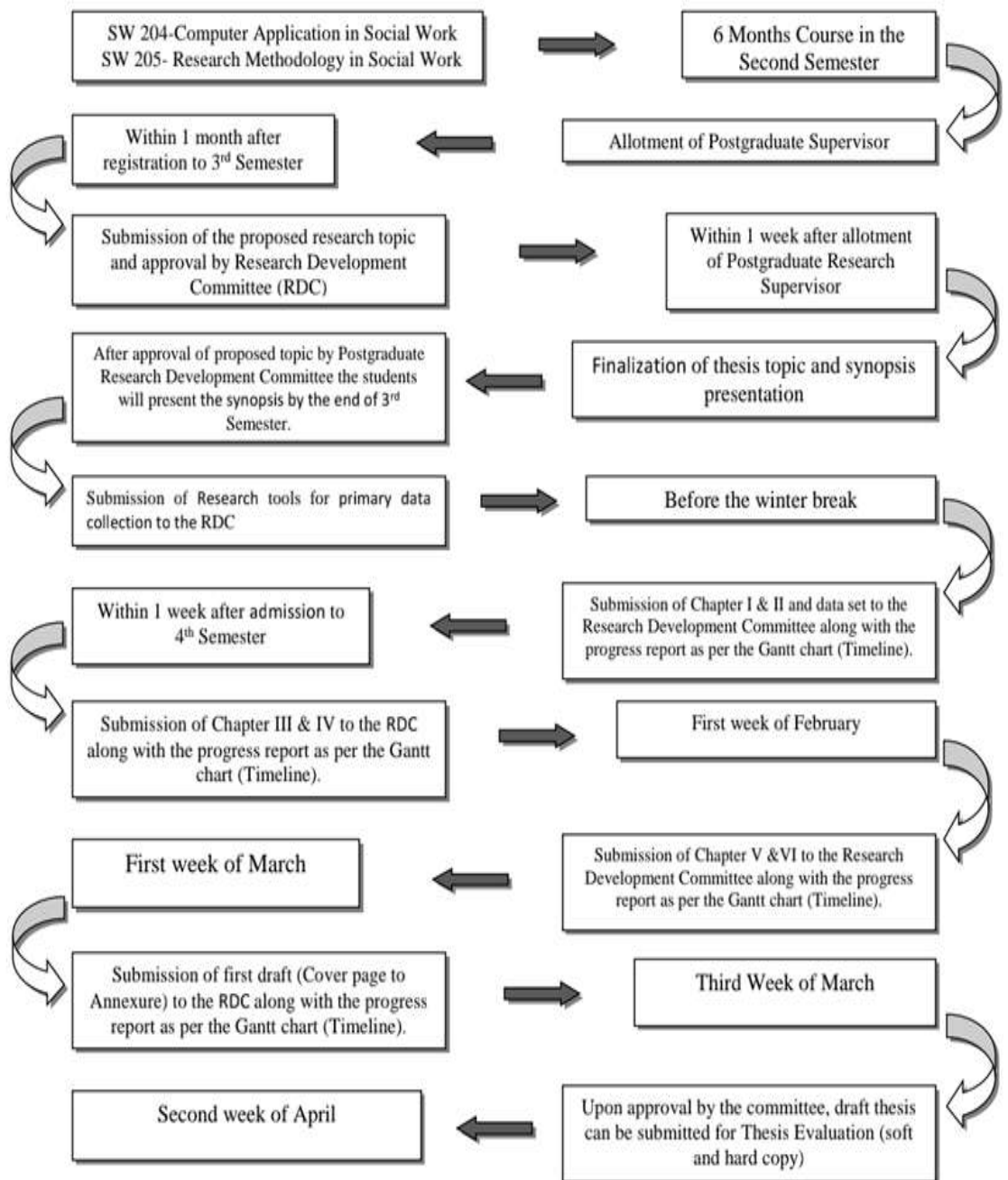
RESEARCH SUBJECTS, CREDITS AND MARK DISTRIBUTION

MSW SEMESTER II							
Research Paper and Computer Application							
SL. No	Paper Code	Title of the Papers	Credits	Exams/ Hours	Marks		Total Marks
					Internal	External	
•	SW 204	Computer Application in Social Work	3	3	40	60	100
•	SW 205	Research Methodology in Social Work	3	3	40	60	100
MSW SEMESTER IV							
Research Project (MSW Thesis)							
•	SWR 409*	Social Work Research Project	6	3	40	60	100

North East Institute of Social Sciences and Research

MSW Academic and Research Schedule Plan

Academic and Research Work



PLAGIARISM

Plagiarism is the unacknowledged and inappropriate use of the ideas or wording of another writer. Because plagiarism corrupts values in which the university community is fundamentally committed – the pursuit of knowledge, intellectual honesty – plagiarism is considered a grave violation of academic integrity and the sanctions against it are correspondingly severe. Plagiarism can be characterized as “academic theft.”

According to the Merriam-Webster Online Dictionary, to “plagiarize” means

- To steal and pass off (the ideas or words of another) as one's own
- To use (another's production) without crediting the source
- To commit literary theft
- To present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

Plagiarism includes:

- The submission of material authored by another person but represented as the student's own work, whether that material is paraphrased or copied in verbatim or near-verbatim form;
- The submission of material subjected to editorial revision by another person that results in substantive changes in content or major alteration of writing style; or
- Improper acknowledgment of sources in essays, papers, or presentations including failure to use quotation marks or indentations if words are directly quoted.

Types of Plagiarism:

I. Sources not cited

- “The Ghost Writer” The writer turns in another's work, word-for-word, as his or her own.
- “The Photocopy” The writer copies significant portions of text straight from a single source, without alteration.

- “The Potluck Paper” The writer tries to disguise plagiarism by copying from several different sources, tweaking the sentences to make them fit together while retaining most of the original phrasing.
- “The Poor Disguise” Although the writer has retained the essential content of the source, he or she has altered the paper’s appearance slightly by changing key words and phrases.
- “The Labor of Laziness” The writer takes the time to paraphrase most of the paper from other sources and make it all fit together, instead of spending the same effort on original work.
- “The Self-Stealer” The writer “borrows” generously from his or her previous work, violating policies concerning the expectation of originality adopted by most academic institutions.

II. Sources cited (but still plagiarized!)

- **“The Forgotten Footnote”** Document provided by Turnitin.com and Research Resources. Turnitin and other software allow free distribution and non-profit use of this document in educational settings. The writer mentions an author’s name for a source, but neglects to include specific information on the location of the material referenced. This often masks other forms of plagiarism by obscuring source locations.
- **“The Misinformer”** The writer provides inaccurate information regarding the sources, making it impossible to find them.
- **“The Too-Perfect Paraphrase”** The writer properly cites a source, but neglects to put in quotation marks text that has been copied word-for-word, or close to it. Although attributing the basic ideas to the source, the writer is falsely claiming original presentation and interpretation of the information.
- **“The Resourceful Citer”** The writer properly cites all sources, paraphrasing and using quotations appropriately. The catch? The paper contains almost no original work! It is sometimes difficult to spot this form of plagiarism because it looks like any other well-researched document.
- **“The Perfect Crime”** Well, we all know it doesn’t exist. In this case, the writer properly quotes and cites sources in some places, but goes on to paraphrase other arguments from those sources without citation. This way, the

writer tries to pass off the paraphrased material as his or her own analysis of the cited material.

Ways to Avoid Plagiarism

1. **Paraphrase** – On finding the information that is perfect for research paper, the researcher should read and form a sentence. Ensure that you do not copy verbatim more than two words in a row from the text you have found. If you do use more than two words together, you will have to use quotation marks. We will get into quoting properly soon.
2. **Cite** - Citing is one of the effective ways to avoid plagiarism. Follow the document formatting guidelines (i.e. APA, MLA, Chicago, etc.) used by your educational institution or the institution that issued the research request. This usually entails the addition of the author(s) and the date of the publication or similar information. Citing is really that simple. Not citing properly can constitute plagiarism.
3. **Quoting** - When quoting a source, use the quote exactly the way it appears. No one wants to be misquoted. Most institutions of higher learning frown on “block quotes” or quotes of 40 words or more. A scholar should be able to effectively paraphrase most material. This process takes time, but the effort pays off! Quoting must be done correctly to avoid plagiarism allegations.
4. **Citing Quotes** - Citing a quote can be different than citing paraphrased material. This practice usually involves the addition of a page number, or a paragraph number in the case of web content.
5. **Citing Your Own Material** - If some of the material you are using for your research paper was used by you in your current class, a previous one, or anywhere else you must cite yourself. Treat the text the same as you would if someone else wrote it. It may sound odd, but using material you have used before is called self-plagiarism, and it is not acceptable.
6. **Referencing** - One of the most important ways to avoid plagiarism is including a reference page or page of works cited at the end of your research paper. Again, this page must meet the document formatting guidelines used by your educational institution. This information is very specific and includes the

author(s), date of publication, title, and source. Follow the directions for this page carefully. You will want to get the references right.

MANUSCRIPT PREPARATION

Paper Size:

Thesis manuscripts must be composed to fit on **A4 size paper**. In the event of thesis printing, this is the standard paper size suitable for the task.

Margins:

Margins should follow the following page margin set up –

Top: 1” or 2.54cm **Bottom:** 1” or 2.54cm
Left: 1.5” or 3.81cm **Right:** 1” or 2.54cm

Note:

- a. ” = inch.
- b. Tables, graphs, and other visuals need to fall within these margins.
- c. If any tables require landscape view to fit within the required margins, a researcher should rotate those specific pages within the thesis document.

Line Spacing:

In thesis paper line spacing is always **1.5 lines**.

Font, Font Style, and Font Size:

Content	Font	Font Style	Font Size
Face sheet/Cover Page (Hard Binding)	Times New Roman	Bold	14
Chapter (e.g., Chapter – 1)	Times New Roman	Bold	16
Chapter heading	Times New Roman	Bold	14
Sub heading	Times New Roman	Bold	14
All other text writings	Times New Roman	Regular	12
Table/Charts/Graph	Times New Roman	Regular	12 or less

Font Colour:

Except from cover page (Final thesis hard cover) all font colour should be **black**.

Bibliography:

- a. Must follow **APA style**.
- b. Must follow **left alignment**.
- c. Font: Times New Roman; Font Size – 12; Font Style – Regular & Italic (as per APA standard)

Final Thesis Cover (Hard Binding):

- a. Final Thesis Cover Colour – **Black**
- b. Cover Font Colour – **Silver**
- c. Cover logo – **Nagaland University**

Pagination:

- For the preliminary pages, use small Roman numerals (i, ii, iii, iv, etc.).
 - The Title page should not have page number.
 - Actual page numbering begins with “i” i.e., from Declaration.
 - The Arabic numerals are used, beginning with “1” on the first page of the text (starting from Introduction chapter) and continue throughout the rest of the thesis paper.
-
- All the pages must be justified.
 - One blank page may be left in the beginning and end of the report.

Number of Thesis paper need to print: 02

STEPS IN WRITING A RESEARCH PROPOSAL

1. Title: Title should be complete; title should have all information; title should not be very lengthy; title should include the proposed place of study. E.g., “A study on the issues of youth tobacco users in Dimapur town, Nagaland”

2. Introduction: Need to introduce research area. E.g., A. Youth, B. Problems of Youth, C. Youth Tobacco Habits, D. Dimapur Town, E. Youth Tobacco Problems in Dimapur Town, Nagaland, etc.

3. Review of Literature: Literature reviews are a vital part of a research project or paper. A literature review demonstrates your ability to research; it also showcases your expertise on your chosen topic. By including a literature review in your project or thesis, you are also providing your reader with the most prevalent theories and studies on your topic, evaluations and comparisons of these studies, and gaps there may be in the literature. This helps your reader understand your project/thesis better. It also makes you a more credible and reliable author.

Example:

You need to give some reviews that are already stated by other researchers on the same issue. You can make a conceptual framework like;

- A. Youth Tobacco Issues in International Perspective
- B. Youth Tobacco Issues in National Perspective,
- C. Youth Tobacco Issues in Nagaland Perspective
- D. Youth Tobacco Issues in Dimapur Town.

You can write in this way – A study (Dev, 2019) stated that young generation choose tobacco because to reduce their tensions. Another study (Roy, 2019) stated that youth are motivated to take tobacco by seeing their elder members from the family.

4. Methodology:

4.1 Rationale of the study: Answer the need for conducting the present study; justifies the significance and novelty of the study; tried to minimise the research gap.

4.2 Objective of the study: States the general and specific objectives; should be consistent with the problem; should be clearly stated and logically presented; Need to keep at least 3 specific objectives to support your study.

4.3 Research Questions: Research questions should cover the major component and uncovered areas of the research. Overall, one can put 2/3 research questions.

4.4 Hypothesis (Optional): Hypothesis is a tentative judgement of a research study based on logical and empirical evidences and tries to understand the association/differences of variables. Exploratory study (Qualitative research method) does not require hypothesis. If research is quantitative or mixed methods, hypothesis can be placed as per study requirement. **Example of hypothesis:** Young people may be influenced by their elders to take tobacco.

4.5 Null Hypothesis (Optional): This will always reject your hypothesis. E.g., Young people are not influenced by their elders to take tobacco.

4.6 Research Design:

4.6.1 Research Method: Research methods can be quantitative or qualitative or mixed methodology.

4.6.2 Study Design: Study design can be descriptive study or exploratory study or experimental study or quasi experimental study or other designs.

4.7 Sampling Design:

4.7.1 Universe and Geographical location of study: Includes demographic profile along with the total number of populations as per study interest.

4.7.2 Sampling size: Deals with samples to cover the study. For example: this study will collect information from 30 young people those who were already exposed to tobacco.

4.7.3 Sampling Method: Sampling method can be either Probability sampling method or Non-Probability Sampling Method.

4.7.4 Sampling Technique: Probability sampling method- simple random sampling technique or stratified random sampling or multi stage sampling, etc. **Non probability sampling method-** purposive sampling or convenience sampling or snow ball sampling technique, etc.

4.8 Data Analysis:

4.8.1 Sources of Data: You need to mention both primary and secondary sources. Primary source means your field data and secondary source means books, journal articles, periodicals, and newspapers.

4.8.2 Tools of data collection: This involves tools of your study i.e., interview schedule or questionnaire. You need to mention the type of questions will be used i.e., structured questions or semi-structured questions or unstructured questions.

4.8.3 Period of data collection: timeline of data collection

4.8.4 Data Analysis and Interpretation: It gives plan for data analysing and interpretation. One can use statistical software for data analysis either Statistical Package for Social Sciences (SPSS) or MS Excel or combination of both. This also gives plan to represent data in the forms of tables, graphs, charts, images, maps, etc. along with interpretation plan inclusive of inferential statistical plan. Qualitative data can be analysed through variety of analysis techniques- content analysis, narrative analysis, and thematic analysis etc. Basic process to be followed-

Basic and Generic Qualitative data analysis process (Manually)

Step 1	Prepare and organize your data.	Print out your transcripts; gather your notes, documents, or other materials. Mark the source, any demographics you may have collected, or any other information that will help you analyze your data.
Step 2	Review and explore the data	This will require you to read your data, probably several times, to get a sense of what it contains. You may want to keep notes about your thoughts, ideas, or any questions you have.
Step 3	Create initial codes	Use highlighters, notes in the margins, sticky pads, concept maps, or anything else that helps you to connect with your data. See the attached document that demonstrates how one might highlight key words and phrases as well as make notes in the margins to categorize the data
Step 4	Review those codes and revise or combine into themes	Identify recurring themes, language, opinions, and beliefs
Step 5	Present themes in a cohesive manner	consider your audience, the purpose of the study, and what content should be included to best tell the story of your data

4.9 Limitation of the study: Limitations of the study would focus on the limitations which may influence the generalisation of the findings of the present study.

4.10 Ethical Considerations: Informed consent form needs to take care while collecting data from the respondents; special studies (such as HIV/AIDS study) need ethical permission from the concerned authority.

4.11 Operational Definition: An operational definition is a detailed specification of how one would go about measuring a given variable. Operational definitions can range from very simple and straightforward to quite complex, depending on the nature of the variable and the needs of the researcher. Operational definitions should be tied to the theoretical constructs under study.

5. Bibliography:

Text citations need to cite here in details as per American Psychological Association (APA) format –

Deb, K. (2019). *Tobacco Habits among Youth*. Meghalaya: SS Publisher.

Roy, T. K. (2019). Young generation habits. *Journal of tobacco studies*, 6(2), 760 – 791.

FORMAT OF THESIS REPORT WRITING

Cover page:

Declaration:

Certificate:

Certificate of viva-voce examination:

Acknowledgement:

Preface:

List of figures:

List of tables:

List of abbreviations:

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Chapter 2: Review of literature:

Chapter 3: Methodology:

Chapter 4: Data analysis and interpretation:

Chapter 5: Major findings, discussions and suggestions:

Chapter 6: Conclusion:

Bibliography:

Annexure:

**A STUDY ON ROLE OF INTEGRATED CHILD DEVELOPMENT
SERVICES IN IMPROVING THE HEALTH STATUS OF
MOTHER AND CHILDREN IN DIMAPUR - NAGALAND**

**Thesis Submitted to Nagaland University for the Award of the
Degree Master of Social Work**

**By
Mr./Ms. Student Name
(Regn No.....)**



**Under the Supervision of
Dr./Mr./Ms./ Name of the Research Supervisor
Assistant Professor**

**North East Institute of Social Sciences and Research
Nagaland University
Dimapur, Nagaland
June, 2021**

DECLARATION

I, **Mr./Ms. Student Name**, hereby declare that the subject matter of this thesis is the record of work done by me, that the contents of this thesis did not form the basis for the award of any previous degree to me or, to the best of my knowledge, to anybody else, and that the thesis has not been submitted by me for any research degree in any other University/ institute.

This is being submitted to the Nagaland University for the degree of Master of Social work.

Date:

Mr./Ms. Student Name

Nagaland University
North East Institute of Social Sciences and Research
(Affiliated to Nagaland University)

CERTIFICATE

This is to certify that the Thesis entitled '**Role of Integrated Child Development Services in Improving the Health Status of Mother and Children in Dimapur - Nagaland**' submitted by Mr./Ms. Student in partial fulfilment of the requirement for the award of the degree Master of Social Work to Nagaland University is a record of the candidate's own work carried out by him under my guidance. The matter embodied in this thesis is original and has not been submitted for the award of any other Degree/ Diploma to any other University/ Institution.

Approved by

Signature

(Dr./Mr./Ms. Faculty Name)
Research Guide,
Assistant Professor, NEISSR

Signature

(Dr. Fr. Principal's name)
Principal, NEISSR

CERTIFICATE OF VIVA-VOCE EXAMINATION

This is to certify that the thesis entitled '**Role of Integrated Child Development Services in Improving the Health Status of Mother and Children in Dimapur - Nagaland**' submitted by Mr./Ms. Student name in partial fulfilment of the requirement for the award of the degree Master of Social Work to Nagaland University has been valued by me on.....

Internal Examiner

Name:

Designation:

Date:

External Examiner

Name

Designation:

Date:

ACKNOWLEDGEMENT

Firstly, I would like to express my sincere gratitude to my guide Dr. _____ for the continuous support of my thesis study and related research, for his patience, motivation, and immense knowledge. His guidance helped me in all the time of research and writing of this paper.

Besides my advisor, I would like to thank the rest of my thesis committee: Prof. _____, Prof. _____, and Dr. _____, for their insightful comments and encouragement, but also for the hard question which inspired me to widen my research from various perspectives.

My sincere thanks also goes to Dr. _____, Dr. _____, and Dr. _____, who provided me an opportunity to join their team as intern, and who gave access to the laboratory and research facilities. Without their precious support it would not be possible to conduct this research.

I thank my fellow labmates in for the stimulating discussions, for the sleepless nights we were working together before deadlines, and for all the fun we have had in the last four years. Also I thank my friends in the following institution _____ . In particular, I am grateful to Dr. Chen Fan for enlightening me the first glance of research.

Last but not the least, I would like to thank my family: my parents and to my brothers and sister for supporting me spiritually throughout writing this thesis and my life in general.

Place:

Signature of the Student

Date:

PREFACE

The word 'Preface' comes from the Latin, meaning either "spoken before" (*prae* and *fatia*) or "made before" (*prae* + *factum*). A preface is an introduction to a book or other literary work written by an author. It is an introductory essay about the full thesis paper. The preface often closes with acknowledgments of those who assisted in the literary work.

A preface generally covers the story of how this study came into being, or how the idea for this thesis was developed; this is often followed by thanks and acknowledgments to people who were helpful to the author during the time of writing.

Information essential to the main text is generally placed in a set of explanatory notes, or perhaps in an "Introduction" that may be paginated with Arabic numerals, rather than in the preface. The term *preface* can also mean any preliminary or introductory statement.

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LIST OF ABBREVIATIONS

AAI: Action Aid India

ARP: Association of Rag Pickers

ASER: Annual Status Education Report

CACL: Campaign Against Child Labour

CESR: Centre for Environment and Socio-Economic Regeneration

CRL: Community Resource Leader

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CHAPTER-I

INTRODUCTION

1 Introduction:

In the introduction you should introduce the reader to the background of the study and the nature of the problem being considered. It should therefore set the study in context explaining why this study is important, highlighting significant issues, problems and ideas.

Background of the Study

Statement of the Problem

Give a brief overview of the present study

For example:

1.1. Status of women in India:

Population:

- As per Census 2011, India's population was 121.06 Cr and the females constituted 48.5% of it.
- In 2011, the sex ratio (number of females per 1000 males) at all India level was 943 and the same for rural and urban areas are 949 and 929 respectively. The sex ratio for 0 - 19 age group was 908 while that of 60+ age group was 1033. The sex ratio in the economically active age group (15 - 59 years) was 944.
- Sex ratio in the age group 0 - 6 years has increased in rural from 906 in 2001 to 923 in 2011. However, the ratio has a decline in urban area in the same period.
- The SRS 2014 showed that, the women's mean age at marriage at all India level was 22.3 years and the same in rural and urban areas are 21.8 years and 23.2 years respectively.
- As per National Sample Survey (July 2011 - June 2012), 11.5% households in rural areas and 12.4 % households in urban areas are female headed households.

CHAPTER-II

REVIEW OF LITERATURE

In a thesis a student is expected to provide a critical review of the existing literature (published and unpublished) on the research area being investigated. This does not mean that you have to indicate every book and article that has been written on the subject but if you do read it should be referenced appropriately. Nevertheless, your review should indicate that you have studied existing and recent work in the field.

Relevant: Literature used should support your arguments relating to your research question and aim and objectives of the study. It should uphold methodology. In some cases, you may need to discuss literature review and its relationship to methodology in a separate chapter.

Up-to-Date: Recent literature is recommended unless you are referring to classical works in your field of study. Sources used have to be in their majority primary sources, secondary referencing may be used.

Comprehensive: Demonstrate that you have read extensively without being over inclusive. Develop

It is the ability to employ summary statements and to synthesize.

For Example:

A study (Degi, 2009) cited that the status of women has been everyone's center and concentrated in the society.

A study (Kakoty, 2016) stated that in the ethnically and culturally diverse Northeast India, one facet which is homogeneous and unique is the region's status of women in the society. This aspect usually goes unnoticed and has thereby remained unexplored. Since ages the north eastern Indian women have shared a significant social space as compared to most of their contemporaries living in other parts of the Indian sub-continent. Their commendable participation in and contribution to the social, cultural, economic and political affairs of the state have not received the recognition it deserves. Apart from doing household chores, the women here have shared the work on the fields and helped in generating income along with their male counter parts. This has decreased their level of dependency on the men.

CHAPTER-III

RESEARCH METHODOLOGY

3.1 Rationale of the study:

(Answer the need for conducting the present study; justifies the significance and novelty of the study; tried to minimise the research gap)

3.2 Objective of the study:

(States the general and specific objectives; should be consistent with the problem; should be clearly stated and logically presented)

3.3 Research Questions:

(Research questions should cover the major component and uncovered areas of the research. Overall, one can put 2/3 research questions)

3.4 Hypothesis (Optional):

3.5 Null Hypothesis (Optional):

3.6 Research Design:

3.6.1 Research Method:

(Research methods can be quantitative or qualitative or mixed methodology)

3.6.2 Study Design:

(Study design can be descriptive study or exploratory study or experimental study or quasi experimental study or other designs)

3.7 Sampling Design:

3.7.1 Universe and Geographical location of study:

(Includes demographic profile along with populations as per study interest)

3.7.2 Sampling size:

(Deals with samples to cover the study. For example: this study will collect information from 30 young people those who were already exposed to tobacco)

3.7.3 Sampling Method:

(Probability sampling method or Non-Probability Sampling Method)

3.7.4 Sampling Technique:

(If your study will follow probability sampling method then you may go for simple random sampling technique or stratified random sampling or multi stage sampling, etc. If your study follows non probability sampling method then you may go for purposive sampling or convenience sampling or snow ball sampling technique, etc.)

3.8 Data Analysis:

3.8.1 Sources of Data:

(You need to mention both primary and secondary sources. Primary source means your field data and secondary source means books, journal articles, periodicals, and newspapers).

3.8.2 Tools of data collection:

(This involves tools of your study i.e., interview schedule or questionnaire. You need to mention the type of questions will be used i.e., structured questions or semi-structured questions or unstructured questions)

3.8.3 Period of data collection:

(Limits the timeline of data collection)

3.8.4 Data Analysis and Interpretation:

{It gives plan for data analysing and interpretation. One can use statistical software for data analysis either Statistical Package for Social Sciences (SPSS) or MS Excel or combination of both. This also gives plan to represent data in the forms of tables, graphs, charts, images, maps, etc along with interpretation plan inclusive of inferential statistical plan.}

3.9 Limitation of the study:

(Limitations of the study would focus on the limitations which may influence the generalisation of the findings of the present study)

3.10 Ethical Considerations:

(Informed consent form needs to take care while collecting data from the respondents; special studies (such as HIV/AIDS study) need ethical permission from the concerned authority)

3.11 Operational Definition:

(An operational definition is a detailed specification of how one would go about measuring a given variable. Operational definitions can range from very simple and straightforward to quite complex, depending on the nature of the variable and the needs of the researcher. Operational definitions should be tied to the theoretical constructs under study.)

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CHAPTER-IV

ANALYSIS AND INTERPRETATION OF DATA

Summarizes the data collected and the statistical results in sufficient detail to justify conclusions.

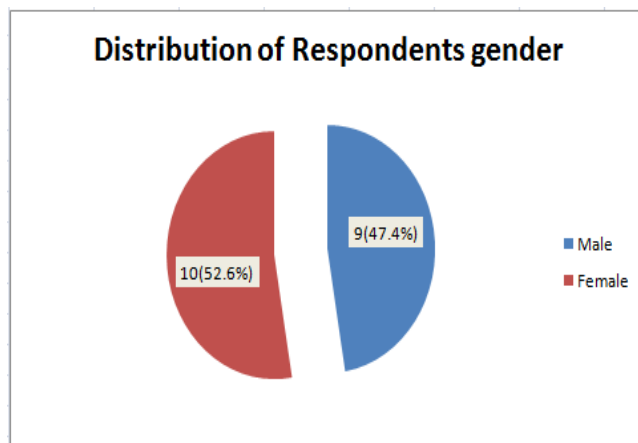
- Uses tables and graphs to supplement the text
- In the presentation of data, you are to present the major findings of your research in a summarised form and the details of the analyses which have been performed.

Table 0.1: Distribution of age group of the Respondent

Age Group (in years)	No's of Respondent	Percentage (%)
40-50 years	02	10.5%
51-60 years	07	36.8%
61-70 years	04	21.1%
71years & more	06	31.6%
Total	19	100%

The above table (table 4.1) shows the age group distribution where more than one third of the respondents (n=7; 36.8%) belong to age group of 51 – 60 years followed by 71 years & more (n=6; 31.6%), 61 – 70 years (n=4; 21.1%), and 40 – 45 years (n=2, 10.5%). It was found that total respondents were 19 and out of them the lowest age of the respondent were 40 years and highest age was 81 years.

Figure 0.1: Distribution of Respondent's Gender



CHAPTER-V

MAJOR FINDINGS AND DISCUSSIONS SUGGESTIONS

This chapter should draw together all the issues of the research and link back to the aim and objectives which were outlined in the Introduction and Methodology. Have the aims set at the beginning been met? If not, why not?

Evaluate how your findings bear on issues or points raised in the Literature Review.

What are the implications arising from the findings?

Discuss the major findings with the findings of other researchers.

Give overall suggestions.

Major Findings:

1. Majority of study population (n=25; 93.3%) were males.
2. Half of the respondents (n=15; 50.0%) had improper sanitation system.
3. Majority of respondents (n=20; 85.5%) had earned less than Rs. 5000.00 in a month.

Discussions:

In this study it was found that majority of population were staying in below poverty line. Similar types of finding were also found in other studies (Dey, 1984; Dutta & Das, 2005; Das et al., 2018). Less income leads population to stay in below the poverty line. And in this study, it was also noticed that 53.7% (n=17) of families had more than seven family members and least educated family members. These circumstances could be responsible for their poverty.

Suggestions:

1. Local governance should link the people with Mahatma Gandhi National Rural Employment Guarantee Schemes by which people will earn money for their better livelihood.
2. Local authority should give their concern to open high school by which local people should have scope to continue their education.

CHAPTER-VI

CONCLUSION

This will give the concluding remarks of the study. This will review the overall study from introduction to suggestions. For example –

In the context of both the Village Council Board and the VDB plays their different responsibility in a village community and both have an impact on the village development and maintaining the norms and the culture of their ancestors. The village council is the overall authority for the administration of justice within the village. Under the Nagaland village and Area Council Act, 1978, every recognized village in the state shall have a Village Council. The Village Development Board (VDB) is a statutory body functioning under the primary village authority known as Village Council.

From the study hence there is a need to take measures to ensure that women are supported when they stand up for participation in the legal system. Also, they are good agents of peace makers in the society, where they not only uphold peace in the homes but in the state and the country.

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<http://www.indianyouth.net/women-in-northeast-india/>

ANNEXURE
INTERVIEW SCHEDULE

PATIENT REGISTRATION NO: _____

QOL STUDY CODE NUMBER: ___/___/___

DATE OF RECRUITMENT: _____/_____/_____

PATIENT IDENTITY & ADDRESS: (CONFIDENTIAL)

First Name: _____ Middle Name: _____

Last Name: _____

Village/Town: _____

Post office: _____

Police station: _____

District: _____ PIN: ___/___/___/___/___/___

State: _____

Mobile: ___/___/___/___/___/___/___/___/___/___/___

1. Demographic Information

1. Current age: Years

2. What is your gender?

1 = female 2 = male

3. What is your marital status?

1=unmarried 2 =married 3 =widow 4=divorced
5=widower

4. What do you think about your health?

American Psychological Association (APA) Citation

APA style is a format for academic documents such as journal articles and books. It is codified in the style guide of the American Psychological Association (APA), titled the *Publication Manual of the American Psychological Association*. The APA states that the guidelines were developed to assist reading comprehension in the social and behavioural sciences, for clarity of communication, and for "word choice that best reduces bias in language". APA style is widely used, either entirely or with modifications, by hundreds of other scientific journals (including medical and other public health journals), in many textbooks, and in academia (for papers written in classes).

The *sixth edition* of the *Publication Manual of the American Psychological Association* was released in July 2009 after four years of development. The *Publication Manual* Revision Task Force of the American Psychological Association established parameters for the revision based on published criticism, user comments, commissioned reviews, and input from psychologists, nurses, librarians, business leaders, publishing professionals, and APA governance groups. To accomplish these revisions, the Task Force appointed working groups of four to nine members in seven areas: Bias-Free Language, Ethics, Graphics, Journal Article Reporting Standards, References, Statistics, and Writing Style.

Text Citation and Bibliography in APA Format:

1. Citation Style and reference for Book and eBooks

Material Type	In Text Citation	Bibliography	How to write Bibliography
Book: Single author	(Pegrum, 2009) Or Pregum (2009)	Pegrum, M. (2009). <i>From blogs to bombs: The future of electronic technologies in education</i> . Crawley, W.A: UWA Publishing.	Author Surname, First Name. Middle Name. (Year). <i>Name of the Book</i> . Place: Publisher name.
Book: Two authors	(Page & Stritzke, 2015) Or Page and Stritzke (2015)	Page, A. C., & Stritzke, W. G. K. (2015). <i>Clinical psychology for trainees: Foundations of science-informed practice</i> . Cambridge: Cambridge University Press.	First Author Surname, First Name. Middle Name., & Second Author Surname, First Name. Middle Name. (Year). <i>Name of the Book</i> . Place: Publisher name.
Book: Three authors	(Ranzijn et al., 2009)	Ranzijn, R., McConnochie, K., & Nolan, W. (2009). <i>Psychology and indigenous Australians: Foundations of cultural competence</i> . South Yarra, Vic: Palgrave Macmillan.	First Author Surname, First Name. Middle Name., Second Author Surname, First Name. Middle Name., & Last Author Surname, First Name. Middle Name. (Year). <i>Name of the Book</i> . Place: Publisher name. Note: If authors are more than two then need to cite with et al.,
Book: Four and more authors	(Wolfe et al., 2015)	Wolfe, J. M., Kluender, K. R., Dennis, L. M., Bartoshuk, L. M., Herz, R. S., Lederman, S. J., & Merfeld, D. M. (2015). <i>Sensation & perception</i> . Sunderland, MA: Sinauer	First Author Surname, First Name. Middle Name., Second Author Surname, First Name. Middle Name., ... & Last Author Surname, First Name. Middle Name. (Year). <i>Name of the Book</i> . Place: Publisher

		Associates.	name.
Book: Different editions	(Passer & Smith, 2015) or Passer and Smith (2015)	Passer, M. W., & Smith, R. E. (2015). <i>Psychology: The science of mind and behaviour</i> (2nd ed.). North Ryde, NSW: McGraw-Hill Education.	First Author Surname, First Name. Middle Name., & Second Author Surname, First Name. Middle Name. (Year). <i>Name of the Book</i> (ed). Place: Publisher name.
Book: Editor	(Hallinan, 2006) Or Hallinan (2006)	Hallinan, M. T. (Ed.). (2006). <i>Handbook of the sociology of education</i> . New York: Springer.	Author Surname, First Name. Middle Name. (Ed.). (Year). <i>Name of the Book</i> . Place: Publisher name.
Book: 2 or more editors	(Day & Antonakis, 2012) Or Day & Antonakis (2012)	Day, D.V., & Antonakis, J. (Eds.). (2012). <i>The nature of leadership</i> . Los Angeles, CA: Sage.	First Author Surname, First Name. Middle Name., & Second Author Surname, First Name. Middle Name. (Eds.). (Year). <i>Name of the Book</i> . Place: Publisher name.
Book: Organisation as author	(Australian Bureau of Statistics, 2000) Or Australian Bureau of Statistics (2000)	Australian Bureau of Statistics. (2000). <i>Population by age and sex, New South Wales, 30 June 2000 (ABS Cat. no. 3235.1)</i> . Canberra, Australian Capital Territory: Author.	Name of the organisation as author. (Year). <i>Name of the Book</i> . Place: Author/Publisher name. (Note: Where the author and publisher are identical, use the word Author as the name of the publisher.)
Book: Chapter in edited book	(Groundwater-Smith, 2007) Or Groundwater-Smith	Groundwater-Smith, S. (2007). As rain is to fields, so good teachers are to students. In S. Knipe, & A. Das (Eds.), <i>Middle years schooling: Reframing adolescence</i> (pp. 151-	Author Surname, First Name. Middle Name. (Year). Name of the Book Chapter. Place: In First Author Name. Middle name. Surname of first author, & Last author Name. Middle name. Surname of Last author

	(2007)	170). Frenchs Forest, Australia: Pearson.	(Eds), <i>Name of the Book</i> (pp. chapter start no – chapter end no). Place: Publisher name.
eBook: Entire book	(Chisum, 2006) Or Chisum (2006)	Chisum, W. J. (2006). Crime reconstruction. Retrieved from eBook Library.	First Author Surname, First Name. Middle Name. (Year). <i>Name of the eBook</i> . Retrieved source.
eBook: Book with doi number	(Chisum, 2006) Or Chisum (2006)	Chisum, W. J. (2006). Crime reconstruction. doi:10.1036/757577	First Author Surname, First Name. Middle Name. (Year). <i>Name of the eBook</i> . doi number
eBook: Chapter	(Mitchell, 1913) Or Mitchell (1913)	Mitchell, H. W. (1913). Alcoholism and the alcoholic psychoses. In W. A. White & S. E. Jelliffe (Eds.), <i>The modern treatment of nervous and mental diseases</i> (Vol. 1, pp. 287-330). Retrieved from Paybooks.	Author Surname, First Name. Middle Name. (Year). Name of the eBook Chapter. Place: In First name of first author. Middle name. Surname of first author, & First name of Last author. Middle name. Surname of Last author (Eds), <i>Name of the eBook</i> (pp. chapter start no – chapter end no). Retrieved source.
Book: Different works by same author in same year	Glenn & Johnson (1964a) Glenn & Johnson, (1964b)	Glenn, W. H., & Johnson, D. A. (1964a). <i>Calculating devices</i> . London: John Murray. Glenn, W. H., & Johnson, D. A. (1964b). <i>Graphs for doing Research</i> . London: Murray.	First Author Surname, First Name. Middle Name., & Second Author Surname, First Name. Middle Name. (Year _a). <i>Name of the Book</i> . Place: Publisher name. First Author Surname, First Name. Middle Name., & Second Author Surname, First Name. Middle Name. (Year _b). <i>Name of the Book</i> . Place: Publisher name.

2. Citation Style and reference for Journal Articles

Material Type	In-Text Citation	Reference List & Notes	How to write Bibliography
Journal article: one author	Nevin (1990).	Nevin, A. (1990). The changing of teacher education special education. <i>The Journal of Teacher Educational Council</i> , 13(3-4), 147-148.	Author Surname, First Name. Middle Name. (Year). Title of the Article. <i>Name of the Journal</i> , Vol. no(Issue No), starting page – ending page.
Journal article: two authors	(Paterson & Thorne, 2003) Or Paterson and Thorne (2003)	Paterson, B. L., & Thorne, S. (2003). Enhancing the evaluation of nursing care effectiveness. <i>Canadian Journal of Nursing Research</i> , 35(3), 26 – 38.	First Author Surname, First Name. Middle Name., & Second Author Surname, First Name. Middle Name. (Year). Title of the Article. <i>Name of the Journal</i> , Vol. no(Issue No), starting page – ending page.
Journal article: more than two authors	(Sohrabi et al., 2011)	Sohrabi, H. R., Weinborn, M., Badcock, J., Bates, K. A., Clarnette, R., Trivedi, D., ... Martins, R. N. (2011). New lexicon and criteria for the diagnosis of Alzheimer's disease. <i>Lancet Neurology</i> , 10(4), 299 – 300.	First Author Surname, First Name. Middle Name., Second Author Surname, First Name. Middle Name., & Last Author Surname, First Name. Middle Name. (Year). Title of the Article. <i>Name of the Journal</i> , Vol. no(Issue No), starting page – ending page.
Journal article: multiple authors	(Sohrabi et al., 2011)	Sohrabi, H. R., Weinborn, M., Badcock, J., Bates, K. A., Clarnette, R., ... Martins, R. N. (2011). New lexicon and criteria for the diagnosis of Alzheimer's disease. <i>Lancet Neurology</i> , 10(4), 299 – 300.	First Author Surname, First Name. Middle Name., Second Author Surname, First Name. Middle Name., Third Author Surname, First Name. Middle Name., Fourth Author Surname, First Name. Middle Name., Fifth Author Surname, First Name. Middle Name., ... Last Author Surname, First Name. Middle Name.

			(Year). Title of the Article. <i>Name of the Journal</i> , Vol. no(Issue No), starting page – ending page.
Journal article with no year of publication	Nevin (nd).	Nevin, A. (nd). The changing of teacher education special education. <i>The Journal of Teacher Educational Council</i> , 13(3-4), 147-148.	Author Surname, First Name. Middle Name. (nd: year not known). Title of the Article. <i>Name of the Journal</i> , Vol. no(Issue No), starting page – ending page.
Online Journal article	(Thomas & Bosch, 2005) Or Thomas and Bosch (2005)	Thomas, K. P., & Bosch, B. (2005). An exploration of the impact of chronic fatigue syndrome and implications for psychological service provision. <i>E-Journal of Applied Psychology</i> , 1(1), 23 – 40. Retrieved from http://ojs.lib.swin.edu.au/index.php/ejap/article/download/4/13	First Author Surname, First Name. Middle Name., & Second Author Surname, First Name. Middle Name. (Year). Title of the Article. <i>Name of the Journal</i> , Vol. no(Issue No), starting page – ending page. Retrieved source
Online Journal article with no volume & page numbers.	(Thomas & Bosch, 2005) Or Thomas and Bosch (2005)	Thomas, K. P., & Bosch, B. (2005). An exploration of the impact of chronic fatigue syndrome and implications for psychological service provision. <i>E-Journal of Applied Psychology</i> . Retrieved from http://ojs.lib.swin.edu.au/index.php/ejap/article/download/4/13	First Author Surname, First Name. Middle Name., & Second Author Surname, First Name. Middle Name. (Year). Title of the Article. <i>Name of the Journal</i> . Retrieved source

3. Conference Proceedings

Material Type	In-Text Citation	Reference List & Notes	How to write Bibliography
Paper in conference proceedings in print	(Game, 2001) Or Game (2001)	Game, A. (2001). Creative ways of being. In J. R. Morss, N. Stephenson & J. F. H. V. Rappard (Eds.), <i>Theoretical issues in psychology: Proceedings of the International Society for Theoretical Psychology 1999 Conference</i> (pp. 3-12). Sydney: Springer.	Author Surname, First Name. Middle Name. (Year). Name of the particular conference paper. In First Author First Name. Middle Name. Surname., Second author First Name. Middle Name. Surname., & Last Author First Name. Middle Name. Surname (Eds.). <i>Name of the Conference</i> , (pp. starting conference paper page – ending conference paper page). Place: Name of the Publisher.
Paper in conference proceedings online: Electronic database	(Balakrishnan, 2006) Or Balakrishnan (2006)	Balakrishnan, R. (2006, March). <i>Why aren't we using 3D user interfaces, and will we ever?</i> Paper presented at the IEEE Symposium on 3D User Interfaces. http://dx.doi.org/10.1109/vr.2006.148	Author Surname, First Name. Middle Name. (Year). <i>Name of the particular conference paper</i> . Place where conference paper presented. Weblink of the paper
Conference papers: Unpublished	(Santhanam, Martin, Goody & Hicks, 2001) Or (Santhanam et al., 2001)	Santhanam, E., Martin, K., Goody, A., & Hicks, O. (2001). <i>Bottom-up steps towards closing the loop in feedback on teaching: A CUTSD project</i> . Paper presented at Teaching and Learning Forum - Expanding horizons in teaching and learning, Perth, Australia, 7-9 February 2001.	First Author Surname, First Name. Middle Name., Second Author Surname, First Name. Middle Name., & Last Author Surname, First Name. Middle Name. (Year). <i>Name of the particular conference paper</i> . Place where conference paper presented.

4. Reports

Material Type	In-Text Citation	Reference List & Notes	How to write Bibliography
Government reports	(Western Australia. Department of Health Nursing and Midwifery Office, 2013)	Western Australia. Department of Health Nursing and Midwifery Office. (2013). <i>Aboriginal Nursing and Midwifery Strategic Plan 2011-2015</i> . Retrieved from http://www.nursing.health.wa.gov.au/projects/	Name of the Government Report Publisher. (Year). <i>Title of the Report</i> . Retrieved source
Non-government reports	(Kendall, 2011) Or Kendall (2011)	Kendall, C. (2011). <i>Report on psychological distress and depression in the legal profession: Prepared for the Council of the Law Society of Western Australia</i> . Retrieved from http://www.mhlcwa.org.au/wp-content/uploads/2013/08/Psychological-distress-depression-in-the-legal-profession-16-May-2011.pdf	Name of the Non-government Report Publisher. (Year). <i>Title of the Report</i> . Retrieved source

5. News Papers

Material Type	In-Text Citation	Reference List & Notes	How to write Bibliography
Newspaper article in print	(Hatch, 2006) Or Hatch (2006)	Hatch, B. (2006, July 13). Smoke lingers for those who keep hospitality flowing. <i>Australian Financial Review</i> , p. 14.	Author Surname, First Name. Middle Name. (Year, Month date). Title of the News Article. <i>Name of the News Paper</i> , page. No.
Newspaper article: No	Use first few words of	Comstock drill plans reined in. (2009, January	First few words of article. (Year, Month date). <i>Name</i>

author	article title in quotation marks ("Comstock drill plans," 2009)*	9). <i>Upstream: The International Oil and Gas Newspaper</i> . p. 20.	of the News Paper, page. No.
Newspaper article online: Electronic database	(O'Leary, 2006) Or O'Leary (2006)	O'Leary, C. (2006, June 29). Landmark study to aid push for public smoking ban. <i>The West Australian</i> , p.14. Retrieved from Factiva.	Author Surname, First Name. Middle Name. (Year, Month date). Title of the News Article. <i>Name of the News Paper</i> , page. No. Retrieved source
Newspaper article online: freely available on the Web	(Hilts, 1999) Or Hilts (1999)	Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. <i>The New York Times</i> . Retrieved from http://www.nytimes.com	Author Surname, First Name. Middle Name. (Year, Month date). Title of the News Article. <i>Name of the News Paper</i> . Retrieved source

6. Multimedia formats & Software

Material Type	In-Text Citation	Reference List & Notes	How to write Bibliography
Films or video recordings and DVDs of films.	(De Heer & Djigirr, 2007)	De Heer, R. (Director), & Djigirr, P. (Co-Director). (2007). <i>Ten canoes</i> [Motion picture]. Australia: The AV Channel.	First Author Surname, First Name. Middle Name. (Designation), & Second Author Surname, First Name. Middle Name. (Designation). (Year). <i>Name of Film or Video Recording</i> [Type of image]. Place: Name of the Channel/Show.
Television programme	(Crystal, 1993)	Crystal, L. (Executive Producer). (1993, October 11). <i>The MacNeil/Lehrer news hour</i>	First Author Surname, First Name. Middle Name. (Designation), (Year, Month date). <i>Name of the TV</i>

		[Television broadcast]. New York and Washington, DC: Public Broadcasting Service.	<i>program</i> [Television broadcast]. Place: Name of the Broadcasting Service.
Audio podcast	(Zijlstra, 2011)	Zijlstra, M. (Presenter). (2011, May 28). <i>Natural semantic metalanguage</i> [Audio podcast]. Retrieved from http://mpegmedia.abc.net.au/rn/podcast/2011/05/lin_20110528.mp3	First Author Surname, First Name. Middle Name. (Designation), (Year, Month date). <i>Name of the audio podcast</i> [Audio podcast]. Retrieved source
Video podcast	(Kloft, 2006)	Kloft, M. (Producer/Director). (2006). The Nuremberg trials [Motion picture]. In M. Samuels (Executive Producer), <i>American experience</i> . Podcast retrieved from WGBH: http://www.pbs.org/wgbh/amex/rss/podcast_p b.xml	First Author Surname, First Name. Middle Name. (Designation). (Year). Name of the video podcast [Type of image]. In Author First Name. Middle Name. Last Name (Designation), Name of the video series. Retrieved source
YouTube video	(PsycINFO, 2013)	PsycINFO. (2013, March 5). Sample PsycINFO search on OVIDSP [Video file]. Retrieved from http://www.youtuebe.com/watch?v=jlb_84ykXj0	YouTube/Journal maker. (Year, Month date). Name of the searched YouTube video [Video file]. Retrieved source

7. Theses

Material Type	In-Text Citation	Reference List & Notes	How to write Bibliography
Thesis in print: Unpublished	(Lockhart, 2009) Or Lockhart (2009)	Lockhart, E. (2009). <i>The physical education curriculum choices of Western Australian primary school teachers</i> (Unpublished master's thesis). University of Western Australia.	Author Surname, First Name. Middle Name. (Year). <i>Title of the Unpublished Thesis</i> (Unpublished master's thesis). Name of the institution.
Thesis in print: Published	(May, 2007) Or May (2007)	May, B. (2007). <i>A survey of radial velocities in the zodiacal dust cloud</i> . Bristol, UK: Canopus Publishing.	Author Surname, First Name. Middle Name. (Year). <i>Title of the Thesis</i> . Place: Name of the Publisher.
Thesis online: Electronic database	(Rich, 1989) Or Rich (1989)	Rich, P. D. (1989). <i>The rule of ritual in the Arabian Gulf, 1858-1947: The influence of English public schools</i> (Doctoral thesis). Retrieved from ProQuest Thesiss and Theses - UK & Ireland.	Author Surname, First Name. Middle Name. (Year). <i>Title of the Thesis</i> (Doctoral thesis). Retrieved source
Thesis online: Institutional repository	(Brydges, 2014) Or Brydges (2014)	Brydges, C. (2014). <i>The development of executive functions: Evidence from behavioural and electrophysiological perspectives</i> . (Doctoral thesis, University of Western Australia, Crawley, WA). Retrieved	Author Surname, First Name. Middle Name. (Year). <i>Title of the Thesis</i> (Doctoral thesis, University Name, Place). Retrieved source

		from http://research-repository.uwa.edu.au/en/publications/the-development-of-executive-functions-evidence-from-behavioural-and-electrophysiological-perspectives(6dce2f55-4ab2-4bfe-85c7-5fba8545f186).html	
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8. Web Sources

Material Type	In-Text Citation	Reference List & Notes	How to write Bibliography
Web page	(Australian Psychological Society, 2008)	Australian Psychological Society. (2008). <i>Substance abuse: Position statement</i> . Retrieved from http://www.psychology.org.au/publications/statements/substance/ Note: When citing an entire website and not a particular document on the website give the address in-text only.	Name of the web-page. (Year). <i>Name of the paper/information</i> . Retrieved source
Web page: No author	("Improve indigenous housing", 2007) <i>Use the first few words of</i>	<i>Improve indigenous housing now, governments told</i> . (2007). Retrieved from http://www.raia.com.au/i-cms?page=10220	Few words of the web page title. (Year). Retrieved source

	<i>the page title</i>		
Web page: No date	(Jones, n.d.)	Jones, M. D. (n.d.). <i>Commentary on indigenous housing initiatives</i> . Retrieved from http://www.architecture.com.au	Name of the web page. (n.d.). Title of the paper/information. Retrieved source
Webpage: No author or date: With quote	("Mindfulness meditation", n.d., para 8) <i>Count paragraphs if not numbered</i>	Mindfulness meditation. (n.d.). Retrieved from http://www.freemeditations.com/mindfulness-meditation.html	Name of the web source. (n.d.). Retrieved source
Press release	(Perth Zoo, 2014)	Perth Zoo. (2014, March 11). <i>Meerkat kits born at Perth Zoo</i> [Press release]. Retrieved from http://www.perthzoo.wa.gov.au/meerkat-kits-born-at-perth-zoo-19406/	Name of the press. (Year, Month date). <i>Name of the press release</i> [Press release]. Retrieved source
Fact sheet	(CSIRO Minerals Down Under National Research, 2011)	CSIRO Minerals Down Under National Research Flagship. (2011). <i>Driving sustainability through system innovation</i> [Fact sheet]. Retrieved from http://www.csiro.au/Outcomes/Climate/Reduc	Name of the Site. (Year). <i>Name of the fact sheet</i> [Fact sheet]. Retrieved source

		ing-GHG/driving-sustainability-factsheet.aspx	
Discussion forum	(Malissa, 2008)	Malissa, A. (2008, October 2). <i>Re: Egypt planning DNA test on 3,500-year-old mummy</i> [Online forum comment]. Retrieved from http://www.topix.com/science/anthropology/2008/05/egypt-planning-dna-test-for-3-500-year-old-mummy	Surname of the Commenter, First Name. Middle Name. (Year, Month date). Title of the discussion forum [Online forum comment]. Retrieved source
Blog	(Brown, 2008)	Brown, M. (2008, November 1). <i>A royal pardon for the British witches?</i> [Web log post]. Retrieved from http://www.worldhistoryblog.com/	Surname of the blog creator, First Name. Middle Name or the Blog creator institution name. (Year, Month data). <i>Title of the blog</i> [Web log post]. Retrieved source
Electronic mailing list	(Anderson, 2005)	Anderson, O. (2005, June 2). <i>Re: Psychology of terrorism</i> [Electronic mailing list message]. Retrieved from http://archives.econ.utah.edu/archives/theory-frankfurt-school/2005w22/msg00000.htm	Surname of the author, First Name. Middle Name. (Year, Month date). <i>Title of the mail</i> [Electronic mailing list message]. Retrieved source
Wiki	(Sports psychology, n.d.)	Sports psychology. (n.d.). In <i>The psychology wiki</i> . Retrieved December 2, 2008, from http://psychology.wikia.com/wiki/Sports_psychology	Name of the wiki page. (n.d.). <i>Name of the broad wiki site</i> . Retrieved month date, year from source

9. Citing information that someone else has cited

Material Type	In-Text Citation	Reference List & Notes	How to write Bibliography
Secondary citation	O'Reilly (as cited in Byrne, 2008) argues that ...	Byrne, A. (2008). Web 2.0 strategies in libraries and information services. <i>The Australian Library Journal</i> , 57(4), 365-376.	Surname of the Primary Author, First Name. Middle Name. (Year). Name of the previous article published by the primary author. Journal name, vol.No(issue no), page starting no – page ending no. Note: Sometimes researcher used to take primary information from the secondary reviews. In that context, the researcher needs to cite the primary authors information. Here, the secondary author is O'Reilly who cited Bryne's (Primary author) work in his/her paper.

