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## UNIT 15 SCIENTIFIC PRESENTATION (STYLE, CITATION, FOOTNOTES ETC)

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### Structure

- 15.1 Introduction
  - Aims and Objectives
- 15.2 Abbreviations
- 15.3 Table of Contents
- 15.4 Lists of Tables, Charts, Figures, Special Abbreviations and Glossary
- 15.5 Pagination and Chapters
- 15.6 References and Bibliography
- 15.7 Quotations
- 15.8 Style and Language
- 15.9 Summary
- 15.10 Terminal Questions
  - Suggested Readings

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### 15.1 INTRODUCTION

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Over the decades, a few conventions, formats and styles of presentations of social science research reports have evolved. A considerable degree of consensus over these conventions, etc. has also developed. This helps in the dissemination of knowledge, its proper understanding, appreciation and critique - across the continents and universities, and among the individual scholars, the various disciplines of social sciences. These conventions have become simpler, and reader and printer friendly. They do not impose any fascist/ or dictatorial regime, they actually facilitate discussion and argumentation and encourage further research.

#### Aims and Objectives

This Unit would enable you to understand

- The scientific presentation of data;
- As to what is meant by abbreviations and table of contents; and
- The style and language formats and other features.

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### 15.2 ABBREVIATIONS

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#### General

In the report of your research, you will be using many internationally accepted abbreviations, generally derived from Latin (L). Since this essay will also be using some of these in the

following sections, it is necessary to explain and illustrate these methods first.

- *cf.* (Latin short form for *confer*, compare). You write, “For example, Sirsikar (1973) defines political participation as... (*cf.* Kothari, 1969; Sheth,1975)...”

(This is the Harvard format of references, which will be discussed below, along with the Vancouver format. The references are used to support your argument, or indicate your differences with others. Also, the references direct the reader, if interested in the subject, to go to the books that have been cited in the brackets. Most research students take down the relevant references for further study. This explanation is also an example of a footnote or an end note. Note the superscript in the text as well as at the beginning of this footnote).

This means, compare the definition of political participation of Sirsikar with those of Kothari and Sheth.

- *e.g.* (L. *exempli gratia*, for example). “The regional political parties, *e.g.* Akali Dal, Shiv Sena, and Telugu Desam...” This means there are other regional parties.
- *et al.* (L. *et alia*, and other people and things). “Studies of singles cases, *e.g.* Mehta (1971), Somjee (1971) show..” There are others who have done studies of single cases on this topic.
- *etc.* (L. *et cetera*, “there are other things you could have mentioned”), as in “The communal violence outbreaks as in Ranchi, Godhra, etc....”
- *f.* or *ff.* (L. plural, and following) as in , “According to Delaney(2005:70), among the conflict theorists there is no full consensus in any society; the society’s norms favour the powerful.” “He further argues (*Ibid.*: 71 *ff.*)...” This means ‘in the pages following p.71’.
- *Ibid.* (L. *ibidem*, “in the same book or the piece of writing that has just been cited above.” E.g. Kothari (1996:16) argues that the rural areas are being drained of the resource bases. He further suggests (*Ibid.*), “Finally, there is the problem of erosion of values.”
- *i.e.* (L. *id est*, “That is”) “The Communal Government Order of 1921 of Madras, *i.e.*, the scheme of caste wise and religion wise reservations...”
- *inf.* (L. *infra*, see the following pages.)
- N. B. (L *nota bene*) Note carefully.
- *op. cit.* “In the book or article already referred to just above.” This abbreviation is different from *Ibid.* The latter is used when you reference an author’s book or article in an immediately following reference. *Op.cit* is used to reference a book or article, the author which has been cited not in the just preceding article or book, but many references earlier.
- *sic* “Exactly as in the quotation from another author, including the mistake.” “President John Kennedy (*sic*)...”
- *supra*, See above. “Most of the rules of admission discussed *supra* the need of revisiting.”

- viz.(L. *videlicet*,) namely, “The first two prime ministers of India, viz. Nehru and Shastri.”
- www World Wide Web

### Abbreviations for frequently used terms

AIADMK All India Anna Dravida Munnetra Kazhagam

BJD Biju Janata Dal

BPL Below the Poverty Line

NCP Nationalist Congress Party

SAD Shiromani Akali Dal

After your preface come your Table of Contents, list of Tables and Charts. After these, you create a new section, “Abbreviations” and put in it the abbreviations of frequently used terms, like those given above. This avoids in the text the repetitions of full and space consuming forms of the phrases like the above. Even the name of the late Chief Minister of Andhra Pradesh, Y. S. Rajashekhara Reddy has been reduced to ‘YSR’ in some learned articles.

### Other abbreviations

In your writing, you may have to refer to the United Nations (UN), Indira Gandhi National Open University (IGNOU), University Grants Commission (UGC) etc. These are well known and familiar terms. You need to mention the full form the first time you use them in the text along with the abbreviation in brackets. Thereafter you can use only the abbreviations. E.g., “The University Grants Commission (UGC) has framed new guidelines regarding Ph. D. admissions. The UCC has decided that ...”

### Title of your thesis

Do not give a long title for your thesis. Preferably give a subtitle. This will help the reader to focus better on your thesis. E.g., “Changing Rural Power Structure in Karnataka: A Study of Two Villages”. Again, For example, the main title of a famous book (Skocpol, 1979) as it appears on the cover page is *States and Social Revolutions*. But the inside title page contains the following subtitle also: *A Comparative Analysis of France, Russia and China*.

### Preface

You briefly state the importance of your research topic, and how you developed interest in it. You should justify, citing the absence of such works, the need for such a work. You should acknowledge the help you received from others, particularly your ‘significant one’. You should acknowledge the advice and guidance of your supervisor, but do not praise him/ her superlatively. Also thank your typist and the friends who would have helped you in many ways. You may include other acknowledgement here, or make a special section.

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## 15.3 TABLE OF CONTENTS

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(a) Some scholars prefer to give in the table of contents only the titles of the chapters and corresponding page number where the chapter starts, e.g. (Rosenberg, 1968).

CHAPTER 1	The Meaning of Relationships	3
CHAPTER 2	Extraneous and Component Variables	23
CHAPTER 3	Intervening and Antecedent Variables	54

(b) In the above format a reader is clueless regarding the contents of each chapter. The reader does not know what to expect in each chapter. Generally, only your thesis supervisor and the examiners of your thesis will read your thesis from cover to cover (they cannot help it). Others are generally interested in some particular sections of a chapter or some particular finding. Hence it is advisable to give in the table of contents, the titles of chapters, and the titles of its sections, e.g. (Delaney, 2008, p. iv)

1	Examining Social Theory	1
	Origins of Social theory	3
	Thomas Hobbes	4
	John Locke	5

The following is another example of the section-wise table of contents (Skocpol, 1979, p.vii).

1.	Explaining Social Revolutions: Alternatives to Existing Theories	3
	A Structural Perspective	14
	International and World-historical Contexts	19
	The Potential Autonomy of the State	24
	A Comparative Historical Method	33
	Why France, Russia and China?	40

(c) In some complex treatises, the sections the chapters are numbered, using a variation of the decimal style. E. g. (Boyd, Jr. and Iverson, 1979, p.xiii)

Chapter 1	Introduction	
1.1	Explaining variation in an Individual- level variable with an individual level variable in a single subgroup	3
1.2	Explaining variation in an Individual- level variable with an individual level variable in a general population	4

This format helps in frequent cross references.

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## 15.4 LISTS OF TABLES, CHARTS, FIGURES, SPECIAL ABBREVIATIONS AND GLOSSARY

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These lists or tables with page number follow the table of contents. They should be numbered as 1.1, 1.2. and so on. The numeral before the decimal denotes the number of the chapter; and the numeral after the decimal denotes the serial number of the table, chart or figure. This means: table or chart or figure 1 or 2 in Chapter 1. After the Table

of charts and figures, list the abbreviations of space consuming and repeatedly occurring phrases names like AIADMK, as discussed in section 2 *supra*.

Then give a glossary: plain English translations of words or phrases used in the Indian languages. Examples are:

<i>Ahimsa</i>	Nonviolence
<i>Bundh</i>	A total strike or stoppage of work, usually enforced at the behest of a party, but on rare occasions spontaneous and voluntary
<i>Dharna</i>	A sit-in
<i>Morcha</i>	A political procession
<i>Satyagraha</i>	Literally, a total adherence to truth, but a kind of nonviolent sit-in

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## 15.5 PAGINATION AND CHAPTERS

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### Pagination

The page numbers are generally placed on top left of the left hand page or the top right hand page of a thesis. This helps the reader in thumbing through the pages, and identifying the required page. The page numbers of the text are in Arabic numerals, e.g. 1, 2, etc. The page numbers of preface, table of contents, list of charts, or figures, and glossary are in Roman numerals, but in the lower case, e.g. i, ii, iii, iv (see Boyd, Jr., and Iverson, op.cit). There is a convention that the pages on which preface, table of contents, etc. and a new chapter commence do not carry any page numbers, but the pages are taken into account.

### Chapter Scheme

In the Chapter 1, “Introduction”, you are required to justify why you chose a particular problem for your research. Selecting a problem area and formulating a research problem constitute an intellectually demanding and often torturous process. It involves a progress of two steps forward, one step backward. Critically discuss the relevant literature you have examined in your problem area, **identify the gaps in the knowledge and derive the research questions and objectives**. It is not desirable to include everything and anything that is even tangentially related to your problem area. These days it has become a fashion to call the introductory chapter just “Review of Literature”, put any related work into it.

In a thesis reviews of literature should come in three places: (a) In the introductory chapter, where you identify the gaps in knowledge. And justify your choice of a particular problem for research. (b) More importantly, an extensive review of literature comes in your chapter on the theoretical framework. In social science research (except to some extent in economics) readymade and canned theories are not available for the purposes of your research. You have to construct your own theory. And, (c) another review of literature (pertaining to research methodology) comes in the chapter or section on methodology, where you demonstrate how you are improving on the methodologies of the others.

In Chapter 2 you will state and discuss your theoretical framework. Drawing upon the various findings and arguments of the leading scholars and also on your imagination, you construct a theory for the purposes of your objectives. You will also state and justify

your hypotheses. It is better to draw a flow chart showing the interconnections among the variables- independent, intervening and dependent (For the examples of flow charts, which simplify a theory, see Kerlinger [1995, pp.20-31]. At the M.A. stage it is sufficient to make the sections on the methodology a part of the chapter on theoretical framework. These sections on methodology would include: the operational definitions of major variables, their measurements, research design, principles of questionnaire/interview schedule construction, sampling, data processing, plans of analyses, etc. If you are adopting social anthropological approach, discuss the selection of the locality, its nature, composition, how the locality is suitable for your research problem, etc.

Chapters 3, 4, etc., should be devoted to the discussion of your findings. It is a convention to arrange the chapters by groups of the dependent variables, i.e., the parts of the phenomena to be explained. For example, if you have studied political participation in an area, design the chapters along (a) political awareness, giving attention to political news, etc.(b) political activism, attending meetings, distributing party literature etc. (c) voting, switches in party loyalty, etc.

The next chapter will deal with Conclusions. It will discuss how some your hypotheses were upheld fully and partially and how some could not be supported by the empirical data. You will also discuss your own contribution to the theory of, for example, political participation. You should suggest further areas of research.

### Appendices

The concluding chapter will be followed by appendices. Invariably your interview schedule, questionnaire, interview guide, government circulars, etc. are placed in the appendices.

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## 15.6 REFERENCES AND BIBLIOGRAPHY

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### a. The Vancouver format

In the Vancouver style, references to authors with the help of footnotes / end notes are separate from bibliography or the list of books referred to. In other words, the references to books, articles and their authors will be repeated in two places: references at the bottom of the page in the text, or the end of a chapter or chapter wise at the end of the thesis; and also in 'Bibliography' - a list of books and articles, each beginning with the authors' surnames and arranged alphabetically surname-wise, at the end of the thesis.

Suppose you are arguing, "Kothari's first major work<sup>1</sup> clearly shows how well the Indian democracy was working in the 1960's". Then you continue, "Kothari<sup>2</sup> further argues that the Indian opposition parties were effective, though they were numerically weak. About two decades or so later he changed his opinion about the working of democracy in India<sup>3</sup>". You insert a superscripts<sup>1</sup>, <sup>2</sup> and <sup>3</sup> at appropriate places in your sentences, and give the details in a footnote at the bottom of the page, or at the end of the chapter or at the end of the thesis with reference to the chapter. (Here, for the sake of illustration and convenience, the model footnotes referencing Kothari in the Vancouver format have been given just below).

<sup>1</sup> Rajni Kothari, *Politics in India*. Boston: Little, Brown and Company, 1969.

<sup>2</sup>Ibid.

<sup>3</sup>Rajni Kothari, "Decay of the Ethos of Development with Justice" in R K Hebsur, (Ed.) *Social Intervention with Justice*. Mumbai: Tata Institute of Social Sciences, 1995.

(Note that there is no inversion of names in the footnotes of the Vancouver format. But

the names have to be inverted in the bibliography, like Kothari, Rajni.)

Before the advent of the superscript facility, the authors used type in brackets, as Kothari (1), Kothari (2), Kothari (3) etc. As mentioned above, in the bibliography the author's name would be inverted as Kotahri, Rajni and placed in the alphabetical order. There is major difference between the List of References and Bibliography. A list of references confines itself to strictly those articles and books which have been referenced. A bibliography goes beyond these and includes all those books and articles which are relevant to your thesis (All the footnotes or end notes are given in smaller fonts. Here for the sake of easy readability, they are in the same font as the main text).

#### **b. Harvard format of reference –cum – ‘bibliography’**

The Vancouver format caused problems to the author, reader and typist. If, in one of your chapters, Skocpol was referred to twice, but consecutively, the footnote was typed simply *ibid*. If you quoted her again after quoting other authors, you would give a numeric superscript and type in the footnote corresponding to the numeral, *op.cit.* and give the relevant page number(s) of the book. If you cited more than one book of Skocpol, you had to give the first few words of the relevant book. Sometimes, in addition to a quotation by an author, or reference to an author, you may have to give an elaboration, make a remark or cite some tangentially related book. That too had to be given in the footnote or the endnote. Now, the Harvard format is used strictly for citation and reference, thus enabling you to use the footnotes or end notes for other purposes. For example, suppose you have referred in your thesis to the erstwhile rivalry between Ramakrishna Hegde and H D Deve Gowda of Karnataka, and you want to say something more about Hegde<sup>1</sup>, which need not go into the text, here you can use the footnote (or endnote) as has been done at the bottom of this page.

The Harvard format removes many of these inconveniences. The reader will keep a book mark at the beginning of the references given at the end of a book or your thesis, and identify the authors and their works (See the citations *supra*, e.g. Skocpol, 1979). More importantly, the footnotes or endnotes can be used for some other purposes.

The Harvard style does away with the duplication of citing authors and their titles: once as a full citation as a footnote, and the second time as an entry in the bibliography at the end of the thesis. Page 1 of this Unit itself contains examples of the Harvard format. The format combines references with bibliography. As you have seen, only the surname of the author is mentioned followed by a comma, then the year of publication, followed by colon and page number. E.g., “It is useful to consider some of the different types of symmetrical, reciprocal and asymmetrical relationship appearing in research (Rosenberg, 1968:3).” In the list references, this would be listed in the alphabetical order as, “Rosenberg, Morris (1967) *The Logic of Survey Analysis*. New York: Basic Books. Another example of listing in the references is: Skocpol, Theda (1979) *States and Social Revolutions: A Comparative Analysis of France, Russia and China*, Cambridge: Cambridge University Press,

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<sup>1</sup>Hegde, a *shavite* Brahmin from Uttara Kannada district, Karnataka, was elected as the district Congress president at a fairly young age. He carefully cultivated the Lingayat community in the central and northern Karnataka. The exit of Veerendra Patil from the Janata Party further consolidated his position as the major spokesman of the Lingayats. Also, because of his flair for Kannada literature, and his pure Kannada accents, he became an all- Karnataka leader.

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## 15.7 QUOTATIONS

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In the preceding discussions, many authors have been referred to, by way of examples, in the Harvard format of references. Various types of quotations in this format are listed below:

**(a) Full quotation of a sentence or two from a single author**

1. "One frequently encounters relationships in social research in which it is not immediately possible to specify which is the independent (causal) and which dependent (effect) variable, but in which the causal forces are none the less in operation" (Rosenberg, 1968:8). In the list of references it would be listed as: Rosenberg, Morris (1968) *The Logic of Survey Analysis*. New York: Basic Books.
2. Delaney (2008:199) argues, "Phenomenology is a micro-oriented sociological theory which has as its subject matter the conscious experience of individuals". In the list of references it would be listed as: Delaney, Tim (2008) *Contemporary Social Theory: Investigation and Application*, Delhi: Pearson Education.
3. Skocpol argues (1979:286), "We might be tempted to conclude that, in contrast to Lenin, Max Weber is a better and more infallible guide to revolutionary outcomes." In the list of references it would be listed as: Skocpol, Theda (1979) *States and Social Revolutions: A Comparative Analysis of France, Russia and China*, Cambridge: Cambridge University Press.
4. Hebsur (1985:348) argues, "A theory can be more fruitfully considered as an ingenious network of existing and available laws of generalisations, hypotheses and assumptions". In the list of references, it will be listed as Hebsur R. K. (1985) *Indian Journal of Social Work*, (Special issue on Research Methodology) Vol.46, No.3 (October) pp.347-358.
5. In the opinion of Phadke (1987:23), "Right from its inception, the Congress tried to attract the Muslims and the Congress leaders tried to refute the charge of its critics that it was basically a Hindu organisation, and not a truly national organisation". In the list of references it will be listed as Phadke, Y.D. (1987) "Congress before Gandhi," in Ram Joshi and R.K.Hebsur (Eds.) *Congress in Indian Politics: A Centenary Perspective*, Bombay: Popular Prakashan, pp.21-34. Another example is: Baxi, Upendra, (1996) "Judicial Discourse, the Dialectics of the Face and the Mask", in R K Hebsur, (Ed.) *Social Intervention for Justice*, Mumbai: Tata Institute of Social Sciences, pp.83-106.

**N. B. Italicise only the titles of the books, journals and edited books.** Also, note that the name is inverted, i.e. surname first, and then the first name. The year of the publication follows in brackets. The title of the book/journal is in italics. This is followed by the place of publication, and name of the publisher.

**(b) A quotation with ellipsis (i.e. deliberate omission of some word) which makes the meaning clearer.**

"The general availability of a vast pool of female labour...has led to low wages and



exploitative working conditions” (Karkal, 1996:239). Use the single author format for listing in the references.

**(c) Long quotations.**

If you want to quote many consecutive sentences containing an effective argument, make a separate paragraph, type in single space and indent (leave) ten spaces from the left (*i.e.* leave a wider margin) without any quotation marks. E.g. Analysing the nature of theories, Hebsur (1985:348) argues:

The explanatory power of a theory will depend on three factors: (a) to what extent the component of laws is well-established, (b) how strong is the interconnectedness, and (c) how plausible are the logical inferences. A theory containing weak generalisations, weakly joined, and vaguely suggesting hypotheses, is bound to be a weak one.

Use the single author format for references.

**(d) Reference to two or more authors of a book or an article**

In the text, you will write, Boyd and Iversen say (1979:2), “The first of the two broad objectives of multilevel analysis is to explain variance in individual -level behaviours in terms of individual and group level effects.” While listing the above authors in the references, you will use the following format: Boyd, Jr., Lawrence H. and Gudmund R. Iversen (1979) *Contextual Analysis: Concepts and Statistical Techniques*. Belmont, CA.: Wadsworth Publishing Company.

In their widely read book, which has been equally widely referred to, Almond and Verba (1965:338) write, “Recent studies of political behaviour call the rationality-activist model into question, for it is becoming clear that citizens in democracies rarely live up to the model.” In the reference this will be listed as: Almond, Gabriel A. and Sidney Verba (1965) *Civic Culture: Political Attitudes and Democracy in Five Nations*.” Boston: Little, Brown and Company. If there are three or more authors, cite in the text only the first name and suffix *et al.* to the name. E.g. “Seeking to explain the 1992-93 communal violence in Mumbai, Hebsur, *et al.* (1995) employ six alternative *but* related theories.” But, give all the names in the references, as follows: Hebsur R K., Jacob Aikara, Chandan Sengupta, and S. Siva Raju (1995) “*Factors Contributing to the Bombay Riots, 1992-93: A Report Submitted to the (Mr Justice Srikrishna) Commission of Inquiry*” Bombay: Tata Institute of Social Sciences.

**N.B. Only the name of the first author is inverted in the list of references at the end of your thesis. The names of the second (and the third, etc.) authors are not inverted.**

**(e) Government Publications**

In the text, you should cite (Maharashtra Census Directorate: 1986). In the list of references, use the following format:

Maharashtra Census Directorate (1986) *Census of India 1981, District Census Handbook: Greater Bombay*. Bombay: Director of Government Printing and Stationery.

**(f) Two or more works by the same author**

Kohli, Atul (1987) *The State and Poverty in India: Politics of Reform*. Bombay: Orient Longman.

\_\_\_\_\_ (1991) *Democracy and Discontent: India's Growing Crisis of governability*. Cambridge: Cambridge University Press.

[University of Chicago Press (1998) calls these, i.e. “—” ,”three em-dashes”].

**(g) References to two publications of an author in the same year:**

Sheth, D. L. (1975a) “Structure of Indian Radicalism”, *Economic and Political Weekly*, Vol.10, Nos.5-7, (Annual Number), pp.319-333.

\_\_\_\_\_ (1975b): *Citizens and Parties: Aspects of Competitive Politics in India*. New Delhi: Allied Publishers

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## 15.8 STYLE AND LANGUAGE

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There are many types of research reports, depending on the purpose and the sponsor/ audience. Usually, but not always, the research reports sponsored by the agencies of the government want only useful data, some minimal interpretation, sturdy and actionable solutions, and suggestions. They do not need theorisation, much less critical and comparative reviews of theories. But, theses at the M A, M. Phil., Ph. D. levels require strong, novel and robust theorisation, which you should develop. Therefore, Shah (1977) advises that the writer should keep the audience in mind. To this Kerlinger's (1995: 645) injunction may be added:

The purpose of the research report is to tell readers the problem investigated, the method used to solve the problem, the results of the investigation, and the conclusions inferred from the results.

The following suggestions Shah (1977) and Kerlinger (1995) may be noted.

- Write in clear and simple English. Do not use complex sentences.
- Allow the draft to cool. You will be surprised at the number of mistakes you will discover when you read your draft after sometime. (But, unfortunately, all these are written against a deadline.)

To this, the following may be added.

- Get your draft whetted by your classmates.
- Also, get your draft whetted by an expert in English grammar and usage, who is familiar with social science diction.

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## 15.9 SUMMARY

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Over a period of time, a few conventions, formats and styles of presentations of social

science research reports have evolved. A considerable degree of consensus over these conventions, etc. has also developed. This helps in the dissemination of knowledge, its proper understanding, appreciation and critique - across the continents and universities, and among the individual scholars, the various disciplines of social sciences. These conventions have become simpler, and reader and printer friendly. They do not impose any fascist/ or dictatorial regime, they actually facilitate discussion and argumentation and encourage further research. Some of the features of scientific presentation include citations, quotations, tables, charts and figures, pagination and style and language aspects. These have evolved over a period of time and have given new meaning and substance to the research presentation. These aspects have been dealt at length in the present Unit.

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## 15.10 TERMINAL QUESTIONS

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1. Discuss in depth the evolving features of scientific presentation in research methodology.
2. How are the abbreviations formatted in research findings and what purpose do they serve in making the presentation more effective?
3. How should a researcher focus on the pagination and chapter for a better research outcome?
4. Write short notes on the following:
  - (a) References and Bibliography
  - (b) Quotations in scientific presentation
  - (c) Style of presentation and Language in research methodology

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## SUGGESTED READINGS

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\*\*\*Many authors, articles and books have been cited in preceding text only for the sake of illustrations and examples. They belong to diverse themes in various social sciences and philosophy of social sciences. Even a Census of India Publication has been cited. The citations of books and articles have been used to exemplify and highlight only particular points. No purpose will be served by listing each one of them in the alphabetical order in this section on references. Also, it will be duplication. But some books, which have been often cited, have been listed below. And there are additional books on style. For the style and examples, etc. the following may be referred to:

Boyd, Jr. Lawrence H, and Gudmund T Iverssen., *Contextual Analysis: Concepts and Statistical Techniques*, Wadsworth Publishing Company, Belmont,CA, 1979

Campbell, William., *Form and Style: Theses, Reports, Term Papers*, Houghton Mifflin and Company, Boston, 1978.

Chicago University Press, (1998) *Chicago Manual of Style*, Prentice Hall, New Delhi

Delaney, Tim., *Comparative Social Theory: Investigations and Applications*, Pearson Education, New Delhi, 2008.

Jayaram, N., *Manual of Style*, Tata Institute of Social Sciences, Mumbai, 2009. (This can be accessed only through [www. tiss.edu](http://www.tiss.edu))

Kerlinger, Fred, N., *Foundations of Behavioural Research*, (Third Edition) Prism Books Private Ltd, Bangalore, 1995.

Rosenberg, Morris., *The Logic of Survey Analysis*, Basic Books, New York, 1968.

Skocpol, Theda., *States and Social Revolutions: A Comparative Analysis of France, Russia and China*, Cambridge University Press, Cambridge, 1979.

Shah, Vimal., *Reporting Research*, Agricultural Development Council, New York, 1977.

Turabian, Kate L., *A Manual for Writers of Term papers, Theses and Dissertations*, University of Chicago Press, Chicago, 2007.