



Synopsis Writing Guidelines

The following are the Synopsis writing guidelines for the students of LLM/MS/MPHIL/MBA or equivalent programs that are or will be offered at Shaheed Zulfiqar Ali Bhutto University of Law, Karachi. It is essentially important for all candidates to carefully review and follow the guidelines provided in this section in order to furnish their synopsis, all supervisors must ensure that the final synopsis is as per the standards given below:

1. Typing Instructions:

Paper size:	A-4	
Font style:	Arial	
Font size:	11	
Headings:	Numbered 1, 2, 3	
Sub Heading:	Numbered (running) 1.1, 1.2, 1.3...	
Line spacing:	1.5pt.	
Line indent	0.5 First line (starting of new para)	
Paragraph spacing:	2pt. from both before and after	
Character spacing:	Normal	
Page margins:	1.5" from left side and 1" from right side 1" from top and 1" from bottom	
HEADINGS:		
Heading Level 1	-14 Point-	CAPITAL – Bold (Arial)
Heading Level 2	-12 Point-	CAPITAL – Bold (Arial)
Headings and subsequent headings	-12 Point-	Upper + Lower Case - Bold
Main Text	-11 Point-	Normal (Arial)
PAGE NUMBERING		
	Bottom Right, Numerals	(1, 2, 3....) starting from Introduction.
REFERENCES		
	APA Style	
Word Count	2500 minimum	

2. Title Page

2.1 The Title Page of the synopsis must contain University Logo & Name, Research Topic, Student Name and Roll Number, Supervisor Name, Degree name and Department name and lastly Month and Year of submission.

3. Synopsis Structure & Contents

The contents and structure of the synopsis should be as per the following guidelines and it must be strictly followed to achieve standardization and quality in research.

3.1 Research Topic



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Research topic of the proposal must clearly cover the overall picture of the research aims & objective, the topic should be concise, understandable, focused and most importantly significant.

3.2 Introduction

An introduction should state all the prior work done in the area of the intended research. It should attempt to establish the significance of research. It should discuss previous studies along with their limitations in order to justify the need/research gap because of which it is necessary to conduct the study. The introduction section must also clearly state the purpose of conducting this research.

3.3 Research Objectives

The objective of the studies should be stated clearly, objectives are the intent what the researcher wants to do in the said research therefore research objectives needs to be specific, clear and achievable.

3.4 Research Problem

A research problem is a statement about an area of concern, a condition to be improved, a difficulty to be eliminated, or a troubling question that exists in scholarly literature, in theory, or in practice that points to the need for meaningful understanding and deliberate investigation. The problem needs to be clearly defined as it provides guidance in establishing the scope of the research.

3.5 Operational Definitions

Operational definitions are explanations provided or definition of abstract constructs and variables that are being used by the researcher. These definitions are used in measuring the variables and should be properly cited.

3.6 Proposed Propositions / Hypothesis

Propositions are statements that establishes the relationship between constructs and are generally not measurable therefore are not testable. The empirical formulation of proposition is known as hypothesis, these are statements that establishes the relationship between variables and are testable. These statements generally establish a relationship between dependent and independent variables.

3.7 Proposed Methodology

Methodology entails listing all the procedures that will be followed to achieve the desired objectives. The methodology is subdivided into three broad categories that are as under:

3.7.1 Sampling Methodology

The sampling methodology should describe sampling selection technique, the selected sampling technique needs to be justified through prior studies in the same area. This section should also contain discussion related to the size of the sample. Lastly if there are any inclusion and/or exclusion criteria on which respondents will be included or excluded from sample it needs to be clearly mentioned in this section.

3.7.2 Data Collection Methodology

The data collection methodology contains detailed accounts of how researcher will collect the data, how the variables are to be measured. The researcher is required to mention and justify a data collection technique that as per their understanding is appropriate for their research. If there is any proposed questionnaire that the researcher desires to use then the said questionnaire is to be attached with the synopsis.

3.7.3 Data Analysis Methodology



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The data analysis methodology contains all statistical tools, procedures and techniques that will be employed to analyze data in order to yield results that will be helpful in resolving the research problem and achieving the research objectives. The mentioned data analysis technique(s) needs to be appropriate and justification is to be provided.

3.8 References

All references and studies that are used in the development of this synopsis are to be mentioned in detail in this section as per APA style. The intext citation that needs to be mentioned in the above sections will also be in APA format.

4. Timeline

4.1 A timeline is to be developed and is to be submitted with the synopsis, the timeline should contain major activities that will be undertaken in completion of thesis along with their completion time. The following activities are listed as reference the timeline may contain additional activities as per the nature of the research work

S. No.	Tasks	Duration to accomplish Task	
		Start date	End date
01.	Collecting and reviewing relevant literature		
02.	Writing Introduction		
03.	Research Model Development		
04.	Completing Literature Review		
05.	Selection of Sample		
06.	Collection of Data		
07.	Data Analysis, Findings & Results		
08.	Compilation of Thesis		