COLLEGE OF SOCIAL WORK (AUTONOMOUS)

Nirmala Niketan Institute, Mumbai

MSW TERM PAPER POLICY

(Revised - December 2019)

1. About Term Paper

M.S.W. students opt for either conducting a research project or writing a comprehensive paper which is known as a term paper. The student is expected to start working on the term paper in the second semester and complete it by the fourth semester. A term paper gives students an opportunity to write a comprehensive paper based on an in-depth literature review. It offers an exercise whereby the student is able to read and review different forms of academic literature and develop an academic write up. The goal is to provide the student the learning experience to critically view trends, developments, research findings and theoretical perspectives with respect to any problem in order to enhance social work practice. The objectives of the term paper are as follows:

- To read and review literature in various forms on subjects relevant to social work practice.
- To develop the capacity to critically analyze literature and write a paper in an academic and scholarly style.
- To practice and learn the ethics of academic writing and literature review.
- To encourage independent study and orderly presentation that contributes to social work education and training.

2. Topic Selection

Selection of Topics In the first part of the second semester, a meeting will be organized to select topics suggested either by the students or faculty members. Within a week of this meeting, the final list of topics with names of the students and their guides will be put up on the notice board by the Term Paper Committee. Topics could be selected from any of the 6 options listed below:

Sr.No	Options	Example
a)	Review on Social Problem Relevant to Social Work Practice	• Domestic violence in joint families • Child abuse in schools
b)	Review on Social Legislations and Policies Relevant to Social Work Practice	• Laws, Policies and Programs for Slum Development • Laws and Policies with respect to Adoption
c)	Documentation/ Compilation of Intervention Models of Government, Private, and NGOs	• Social Center's Model of Watershed Management and Sustainable Development • Pratham's Model of Learning at Right Level
d)	Comprehensive Review on New Social Movements	• Music and Folk Media in select social change movements

		• The Internet and Me Too Movement
e)	Review on Life History, Ideas and Work of Modern Indian Social Reformers	• Relevance of Gandhian Ideas for Rural Development • Ambedkar's Vision of Modern India
f)	Analysis of Social Problems through Creative Literature	• Marxian Analysis on Phule's 'Gulamgiri' • Caste and Gneder Interplay in Mahasweta Devi's 'Bayen'

3. Sources of Data

The data is collected from mainly secondary sources such as:

- Books
- Articles
- Doctoral theses
- Legislations, government policies and schemes
- Judicial judgments
- International reports (from UN, ILO, etc)
- National reports (NCRB, NSSO, NFHS, Census)
- Annual reports, minutes of meetings and publications of NGOs
- Letters, diaries, autobiographies
- Poems, songs, novels of authors

Note: Opinions/ interviews of established authorities such as academicians, activists, social workers, scientists and government officials can be utilised in case of documentation/ compilation of intervention models

4. Submission Schedule

A term paper schedule will be declared after allotment of guides which includes the dates of periodic submission of term paper drafts to the respective guides and the dates of return of corrected drafts by the guides. There will be **three centralised submissions** as per the dates mentioned in the schedule. The students are expected to meet the guides regularly and strictly adhere to the schedule.

5. Term Paper Workshops and Seminars

Three mandatory workshops and seminars will be organized at each stage of writing the term paper. This is meant to assist students in improving their skills and performance. ATTENDANCE IS MANDATORY (10 marks). The **three workshops** will be on the following: (a) Orientation to term paper; (b) inputs on writing skills; and (c) formatting and presenting the report. The seminars will address the following areas: (a) presentation of **outline** of the proposed term paper by students; (b) **midterm presentation** of the manuscript. In the third seminar, along with the pre-submission presentation, there would also be scope to

discuss on the **issues regarding submission**, non-availability of data and other general problem concerning the term paper. The details of this will be provided in the Term Paper Schedule.

6. Final Report

The final report should be made as per the guidelines given in this manual. The final typed unbound manuscript must be submitted to the guide for review, ten days before the date of final submission to the College office in March. The student should submit the final unbound copy of the report to the College (Administration Section) for assessment on the stipulated date and time as given in the College calendar. Under no circumstances will this condition be relaxed. After the viva-voce (examination) the student is expected to submit the bound copy of the manuscript to the College office, with corrections if any.

7. Assessment Overview

The following are the three components and pattern of examination for Term Paper at the MSW degree Examination:

A) Assessment of the process of work and product: 40 marks (30 for process and 10 for product *)

B) Assessment of the final report (hard bound product-external): 40 marks

C) Viva Voce examination (oral presentation-external): 20 marks

- The assessment of component A will be done by the guide*
- The assessment of component B and C will be done by external examiners

8. Rubrics for Internal Assessment

Name of the Student: Roll Number:

Component		Maximum Allotted Marks in 1st Centralised Submission	Maximum Allotted Marks in 2nd Centralised Submission	Maximum Allotted Marks in 3rd Centralised Submission	Maximum Allotted Marks Sub-Total)	Marks Given (Sub-Total)
a. Process (30 Marks)	Content, Relevance, Analysis, Language	5	5		10	
	Regularity, Punctuality, Initiative throughout the process and Compliance with the	5	5		10	

	Guides' suggestions					
	Participation in Term paper Workshops and Prompt in Centralized submissions				5	
	Presentation in Term Paper Seminars				5	
b. Product (10 Marks)	Logical organization of the paper			5	10	
	Referencing and Formatting			5		
Total					40	

Note: 5-point scale will be used in rating the performances, ranging from Exceptional (5), Good (4), Satisfactory Average (3), Less than Acceptable (2), Unacceptable (1), and No Record (0).

5-Point Grading Scale

Marks	Rating	Criteria
5	Exceptional.	• Extremely effective performance. • Significantly above criteria for successful performance. • Surpassed expectations.
4	Good	• No major deficiencies exist in the areas assessed. • Consistently demonstrated better than average level of performance.

3	Satisfactory Average	• Meets several of the major / essential / core criteria one or two of the minor / additional criteria or acceptable equivalents. • Some of the major and minor criteria were met; some deficiencies exist in the areas assessed but none of major concern.
2	Less than Acceptable	• Insufficient for performance requirements. • Generally does not meet criteria relative to quality and quantity of behaviour required for successful job performance • Does not describe / demonstrate a sufficient range of skills
1	Unacceptable.	• Few or no criteria met. • Many deficiencies. • No answer or inappropriate answer. • Describes/demonstrates counter-productive behaviours that have negative outcomes or consequences.
0	No Record	• If student does not submit the manuscript on time allotted, then 1 mark will be deducted for every passing day. If the student does not provide the manuscript within 5 days after the last date of submission of the draft, then it is treated as no record and he/ she will receive '0' marks in that particular criteria

Quality Protocol

1. To facilitate internal assessment, the student is expected to maintain a file of all the drafts submitted along with the remarks given by the guide and produce the same whenever required.

2. Students should adhere to time schedule and regularly submit of drafts

3. Students should meet guide with prior appointment for at least half an hour once a fortnight

4. It is the responsibility of the students to comply with the guide's suggestions and recommendations

5. Students are expected to write QUALITY REPORT. Poor quality report will invite necessary academic action

6. The college expects students to AVOID PLAGARISM. Products which are found to be plagiarised will be dealt under UGC provisions of academic integrity norms.

7. In case of any breach of the above protocols, the concerned guide will issue warning letters to the student for failing to comply with the guidelines with copies of the same to the term paper coordinator.

8. The term paper committee will review the papers of students after the centralized submission of the completed paper in the in the fourth semester. By the second week of February in the fourth semester, the student will be informed about the quality of the paper and will be given due notice regarding the changes to be made wherever necessary in consultation with the Term Paper Committee.

9. By the 1st of March of the fourth semester, if the paper still does not meet the academic requirements, then the student will be informed about the guide's decision to withhold his/her signature. Withholding of the signature by the guide will result in non-acceptance of the term paper for final submission and the administrative section of the College will be duly informed in writing to that effect.

10. If this manual is lost, a copy can be obtained from the Audio-Visual Unit upon a payment of Rs.100/- (Rs. one hundred only).

COLLEGE OF SOCIAL WORK (AUTONOMOUS)

Nirmala Niketan Institute, Mumbai

MANUAL FOR WRITING A TERM PAPER

(Revised - December 2019)

1. General Organisation of Term Paper

The Term Paper consists of three parts:

a. Introduction
The introduction should explain the issue in a suitable context and stimulate the reader's interest. The initial part includes the nature, definition, magnitude, history, philosophy and conceptual framework of the problem, and rationale, supported by a thorough review of available literature.

b. Main Body
The main body includes the analysis/discussion about the subject matter in a logical and orderly way, moving forward from the introduction. The rationale stated in the introduction should be adequately dealt with in the main body. All points stated in the conclusion should necessarily be dealt with in the main body. A sequential and logical organization of ideas is essential. Though units must be orderly, students need to aim for continuity in words, concepts and thematic development from the opening statement to the conclusion. They should also aim for clear and logical communication.

c. Conclusion
The developments brought out in the main body should be succinctly restated, important areas discussed and conclusions drawn. The implications for social work practice should be clarified. Unanswered questions and areas for further exploration could be listed. The conclusion should leave the reader with the impression of completeness and of positive gain.

Since the term paper includes secondary data, it is important for the student to understand the background of the issue being written about. This can be done through an exhaustive literature review. It consists of data from previous papers, journal articles, books and other sources on the same subject. The theories and recommendations put forward by the various authors and their relevance to the term paper are presented in the review.

Literature Review (a) provides the background, perspective and knowledge useful in writing a paper. (b) It helps to select and develop a topic, (c) enables acquisition of deeper knowledge and understanding of previous work done on the topic, and d) helps organize thoughts and gives additional insight into a topic with greater clarity and focus.

Steps in Literature Review includes the following:
(a) Seek help to sharpen the focus of the topic
(b) Make a list of the libraries, internet sites etc to be visited for information
(c) List relevant books, journals, articles, abstracts, annual reports and other sources of data. Remember that you will not necessarily find material/data having the exact title of your term paper. You will have to look for related material
(d) Read the identified relevant sources of information and take notes to help remember and

organize ideas (Note-taking should be on note cards where only key ideas are recorded in the student's own words to facilitate understanding and encourage selectivity. Use of reference cards, the numbers on which are transferred to note cards, is recommended.)
(e) Read, review, debate and shuffle the note cards to get the order and content in sufficiently good form to enable writing the first draft of the paper

2. Components of Term Paper Report

The term paper should include
- The preliminaries
- The text
- The reference matter

The preliminaries are the opening papers of the term paper which include on separate pages:
(i)   The title page
(ii)   The acknowledgement
(iii) Table of contents
(iv)   List of tables
(v)   List of abbreviations
(vi)   List of illustrations (if any)
(vii) List of annexures (if any)

Title Page - Includes the exact title of the term paper, centred at the top of the page using all upper case letters and single spaced. At the centre of the page, the following should be typed:

Term Paper Project Title

Presented by

(Name of Student)

in partial fulfilment of the requirement for

MASTER OF SOCIAL WORK DEGREE

Guide: (Name of Supervisor)

College of Social Work (Autonomous)

Nirmala Niketan Institute

UNIVERSITY OF MUMBAI

Year

Acknowledgement - This page gives the student the opportunity to write directly to the reader in the first person. The acknowledgement of various kinds of help received must be written in simple and restrained language. Flattery and effusive recognition should be avoided.

Table of Contents - The table of contents should follow the acknowledgement. It serves the important purpose of providing an outline of the contents of the report. The titles of different parts of the term paper should not be numbered but should be in title case letters and the sub-titles in lower case with the corresponding page numbers.

List of Tables - This should (if used) follow the table of contents and include the table numbers in Arabic numerals and the titles in lower case letters.

List of Annexures - This should (if used) mention the annexures added and include the table numbers in Arabic numerals and the titles in lower case letters.

The text of the term paper includes the introduction, main body and conclusion. This follows the preliminaries on a new unnumbered page with (2) being the number on the following page. The title of the paper should not be repeated on the page on which the text starts.

References - Information and ideas taken from published and unpublished sources need to be identified and hence referencing is an essential part of academic scholarship.

3. Rules

a) Referencing

- Gives credit where it is due as a form of ethics and courtesy
- Acknowledges an intellectual debt to another author when ideas have been implicitly or explicitly drawn from her/his published or unpublished work
- Supports specific facts or claims made in the text of the term paper
- Makes it easier for the reader to obtain more details from the source
- Cite the sources of all direct quotations
- Cite the source(s) of particular facts, figures, ideas and methods such as theories, data, formulae and procedures as well as ideas
- Cite references - whenever possible, cite the primary i.e. original sources of the information presented

b) Numbers

- Numbers from one to ten should be in words and those beyond in Arabic numerals e.g. 11, 12...
- All numbers involved in statistical discussions, percentages, decimals, dates, street and telephone numbers and exact sums of money should be in Arabic numerals such as 1, 2, ..
- c) Do not begin a sentence with a numeral. Spell out the number or rephrase the sentence.
- Spell out ordinals and fractions except when they are part of a number of three digits or more. Spell out the time of the day except when A.M. or P.M. is used

c) Grammar

- The language used should be grammatically correct.
- As a general rule, personal pronouns such as I, we, me, my, our and us should not appear except in quotations, and the third person is used otherwise.
- Sentences should not be too complex or cramped with jargon.
- Accurate spelling is a must. This applies to both common words and proper names.
- The term paper should be written in the past tense as far as possible.
- Words should be chosen carefully.
- Using a thesaurus is recommended

d) Headings

- Do not label headings with numbers or letters.
- Any of the five levels of headings can be used according to the importance of the heading in the term paper. For example, the title of the term paper should have the first level of heading - all upper case letters centred on the page and not underlined.
- The second level is upper case, underlined and bold.
- The third level is bold, upper case and lower case letters, not underlined.
- The fourth is upper case and lower case letters, not bold and not underlined.
- And the fifth is lower case and in italics.
- All headings from the second level onwards are on the flush left side of the page.

<div style="border:1px solid black; padding:1em;">

<div align="center">

AGRARIAN CRISIS IN INDIA..... Level 1

</div>

<u>INTRODUCTION</u>..... Level 2

Historical Background (Indented, bold)……. Level 3

Pre-Independence Period (Indented)   ……. Level 4

Reform Movement (Indented, italicized) ……. Level 5

Note: As far as possible, students should not use more than 3 levels of headings

</div>

e) Style of Referencing/ Citation

The reference list is a list of sources, published and unpublished, which are cited in the paper. The list is arranged in alphabetical order according to the last name (surname) of the author. If you have more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.
Every item in the references should provide the following information:

1. Name of author
2. Identification of work
3. Publishing information

Note: The following are only examples of citations with fictitious names.

1) Basic Form Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. Title of Periodical, volume number (issue number), pages. 2) Article in Journal Paginated by Volume (begins with page one in issue one, and continues numbering issue two where issue one ended)	Sharma, H. F. (1983). Fundamentals for preparing psychology journal articles. Journal of Comparative and Physiological Psychology, 55, 893-896.
3) Article in Journal Paginated by Issue In journals paginated by issue, the issue number gets indicated in parentheses after the volume followed by the page numbers.	Reddy, R. (1996). The eclipse of listening. The New Criterion, 15(30), 5-13
4) Article in a Magazine	Murthy, W. A., III. (1990, April 9). Making the grade in today's schools. Time, 135, 28-31.
5) Article in a Newspaper Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4.	Hussain, S. (2005, December 28). Calls made to strengthen state energy policies. The Country Today, pp. 1A, 2A.
6) Basic Format for Books Author, A. A. (Year of publication). Title of work: Capital letters also for subtitle. Location: Publisher	Zaidi, S. S., & Akhtar, S. K. (1991). APA guide to preparing manuscripts for Journal publication. Washington, DC: American Psychological Association.
7) Edited Book, No Author	Azmi, A. J., & Khan, J. (Eds.). (1997). Consequences of growing up poor. New York, NY: Russell Sage Foundation.
8) Edited Book with an Author or Authors	Seth, S. (2000). The unabridged journals K.V. Kumar, (Ed.). New York, NY: Anchor
9) A Translation	Dutt, P. S. (1951). A philosophical essay on probabilities. (A. K. Younis & S. A. Afridi, Trans.). New York, NY: Dover. (Original work published 1814). Note: When you cite a republished work, like the one above, in your text, it should appear with both dates (1814/1951).
10) Edition Other Than the First	Helfer, M. E., Keme, R. S., & Drugman, R. D. (1997). The battered child (5th ed.). Chicago, IL: University of Chicago Press.
11) Article or Chapter in an Edited Book	Kohli, A. A., & Sen, B. B. (Year of

	publication). Title of chapter. In A. Editor & B. Editor (Eds.), Title of book (pages of chapter). Location: Publisher. Note: When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers. Das, J. M., & Gupta, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Dasgupta (Ed.), Gender issues across the life cycle (pp. 107-123). New York, NY: Springer.
12) Multivolume Work	Chopra, P. (Ed.). (1973). Dictionary of the history of ideas (Vols. 1-4). New York, NY: Scribner
13) An Entry in An Encyclopedia	Roshan, P. G. (1993). Relativity. In The new encyclopedia Britannica (Vol.26, pp. 501-508). Chicago: Encyclopedia Britannica
14) Work Discussed in a Secondary Source	List the source the work was discussed in: Kumar, M., Das, B., Sen, P., & Roy, M. (1993). Models of reading aloud: Dualroute And parallel-distributed-processing approaches. Psychological Review, 100, 589-608. NOTE: Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al and you did not read the original work, list the Coltheart et al reference in the references. In the text, use the following citation: In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...
15) Dissertation Abstract	Rai, A. (2001). Essays in urban transportation (Doctoral dissertation, Boston College, 2001). Dissertation Abstracts International, 62, 7741A.

16) Government Document	National Institute of Mental Health. (1990). Clinical training in serious mental illness (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.
17) Report From a Private Organization	American Psychiatric Association. (2000). Practice guidelines for the treatment of Patients with eating disorders (2nd ed.). Washington, DC: Author
18) Conference Proceedings	Sharma, J. L., & Kumar, P. L. (Eds.). (1995). Proceedings from CSCL '95: First International Conference on Computer Support for Collaborative Learning. Mahwah, NJ: Erlbaum
19) Article From an Online Periodical	Online articles follow the same guidelines for printed articles. Include all information the online host makes available including an issue number in parentheses. Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Online Periodical, volume number (issue number if available). Retrieved from http://www.someaddress.com/full/url/ Ali, M. (2002). 10 tips on Writing the living Web. A List Apart: For People Who Make Websites, 149. Retrieved from http://www.alistapart.com/articles/writeliving
20) Article From an Online Periodical	Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Journal, volume number. Retrieved from http://www.abc.com/full/url/Das, I. A. (2000). A Buddhist response to the nature of human rights. Journal of Buddhist Ethics, 8. Retrieved from http://www.cac.psu.edu/jbe/twocont.html If the article appears as a printed version as well, the URL is not required. Use "Electronic version" in brackets after the articles title. Sen, J. M. (2000). Power through appointment [Electronic version]. Social Science Research, 29, 535-555.
21) Newspaper Article	Author, A. A. (Year, Month Day). Title of article. Title of Newspaper. Retrieved from http://www.abc.com/full/url/Kumar, T. (2008,

	May 6). Psychiatry handbook linked to drug industry. The New York Times. Retrieved from http://www.nytimes.com
22) Single Author	Last name first, followed by author initials. Shah, T. J. (2002). Friendship quality and social development. Current Directions In Psychological Science, 11, 7-10.
23) Two Authors	List by their last names and initials. Patel, D. T., & Mehta, R. A. (1994). Mood management across affective states: The hedonic contingency hypothesis. Journal of Personality & Social Psychology, 66, 1034-1048.
24) Three to Seven Authors	List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand. Kumar, M. H., Patel, D. P., Mehta, C. R... (1993). There's more to self-esteem than Whether it is high or low: The importance of stability of self-esteem. Journal of Personality and Social Psychology, 65, 1190-1204.
25) Organization as Author	American Psychological Association (2003).
26) Two or More Works by the Same Author	Use the author's name for all entries and list the entries by the year (earliest comes first). Shah, T. J. (1981). Shah, T. J. (1999).
27) Two or More Works by the Same Author in the Same Year	If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources as they appear in your reference list, e.g.: "Berdnt (1981a) makes similar claims..." Shah, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. Developmental Psychology, 17, 408-416. Shah, T. J. (1981b). Effects of friendship on pro-social intentions and behavior. Child Development, 52, 636-643.

28) Use of Quotations	They should correspond exactly with the originals in wording, spelling and punctuation. 1. A prose quotation which runs into more than three type written lines should be set off from the text on single spacing and indented in its entirety four spaces from both the sides of the page, with no quotation marks at beginning and end. In the case of a citation of poetry, it should be centered on the page. 2. In quoted matter, the following changes from the originals are permissible. • An interpolation into a quotation made by the writer must be in square brackets and not parentheses. • The first word of a quotation is not capitalized. It is related grammatically to what precedes even though in the original it begins a sentence. For example: The problem of apraxia is well illustrated in the case of Mrs. F. *Mrs. F had always enjoyed knitting. When she abruptly gave up this hobby her daughter could not understand what had happened. Mrs. F said only that she did not like to knit any longer. In fact her increasing apraxia was making knitting impossible and she was ashamed of her awkwardness. (p. 53. Mace & Rabins, 1991)*
29) Use of Graphs, Pictures	Black and white graphs may be used in the text where necessary. These should be properly numbered and titled. Pictures or photographs are not permitted.

f) Presentation of Final Report

The final manuscript of the term paper should be typed in accordance with a generally recognized format. A4 (11 3/4 x 8 1/4 inches) bond paper is to be used, the text typed one and half spaced with a minimum of 22 lines per page and a maximum of 25 lines per page. Only if a new paragraph or table has to be accommodated, space of four or five lines can be left blank. On the computer, font size 12 of Times New Roman should be used. For those writing in Marathi, font size 16 may be used.

Margins of 1 1/2 inches should be kept on the left side for binding and margin of 1 inch should be kept for the bottom for numbering. Margins of 1 inch should be left on the right hand side and the top. Pages should be numbered consecutively in the centre at the bottom.

Each new paragraph should begin from the flush left. There should be 1.5 spacing between lines. Do not end a page with a heading or sub-heading. Photographs must be strictly avoided. Use of coloured graphics in the paper is not allowed. The text of the term paper should be on A4 bond paper. The recommended Term Paper may range is from **30 pages (minimum)** to 60 pages (maximum).

The student can use Ink jet computer print or Laser print for the final copy of the term paper. The term paper is to be bound in black vellum, corners uncut, with title and date lettered boldly on the spine in gold (1/4 inch) as well as on the front cover (1/2 inch).