

PREFACE

In the curricular structure introduced by this University for students of Post-Graduate degree programme, the opportunity to pursue Post-Graduate course in Subject introduced by this University is equally available to all learners. Instead of being guided by any presumption about ability level, it would perhaps stand to reason if receptivity of a learner is judged in the course of the learning process. That would be entirely in keeping with the objectives of open education which does not believe in artificial differentiation.

Keeping this in view, study materials of the Post-Graduate level in different subjects are being prepared on the basis of a well laid-out syllabus. The course structure combines the best elements in the approved syllabi of Central and State Universities in respective subjects. It has been so designed as to be upgradable with the addition of new information as well as results of fresh thinking and analysis.

The accepted methodology of distance education has been followed in the preparation of these study materials. Co-operation in every form of experienced scholars is indispensable for a work of this kind. We, therefore, owe an enormous debt of gratitude to everyone whose tireless efforts went into the writing, editing and devising of proper lay-out of the materials. Practically speaking, their role amounts to an involvement in invisible teaching. For, whoever makes use of these study materials would virtually derive the benefit of learning under their collective care without each being seen by the other.

The more a learner would seriously pursue these study materials the easier it will be for him or her to reach out to larger horizons of a subject. Care has also been taken to make the language lucid and presentation attractive so that they may be rated as quality self-learning materials. If anything remains still obscure or difficult to follow, arrangements are there to come to terms with them through the counselling sessions regularly available at the network of study centres set up by the University.

Needless to add, a great part of these efforts is still experimental—in fact, pioneering in certain areas. Naturally, there is every possibility of some lapse or deficiency here and there. However, these to admit of rectification and further improvement in due course. On the whole, therefore, these study materials are expected to evoke wider appreciation the more they receive serious attention of all concerned.

Professor (Dr.) Subha Sankar Sarkar
Vice-Chancellor

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STUDENTS' MANUAL FOR PREPARING DISSERTATION

Master of Library and Information Science (MLIS)

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Notification

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Mohan Kumar Chattopadhyay
Registrar



**NETAJI SUBHAS
OPEN UNIVERSITY**

**Master of Library and
Information Science (MLIS)
Paper - 9**

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INTRODUCTION

Master in Library and Information Science (MLIS) of Netaji Subhas Open University comprises seven core papers (Paper I to VII), one elective paper (VIII E₁/E₂/E₃) and a course on Dissertation (Paper IX). It is mandatory for an enrolled learner of this MLIS course to submit a Dissertation which is considered as a full course of 100 marks in partial fulfillment of the requirements for the award of Degree of MLIS. The primitive purpose of Dissertation paper/work is to nurture learners associated with scholarly research and writing, under the supervision of the esteemed faculty members/guides in order to provide opportunity to apply their knowledge/skill acquired during their study in real life situation.

These pre-stated guidelines provide learners of MLIS, NSOU essential information that how to prepare a dissertation report in a format acceptable to the University. This manual includes tentative areas of work, writing style, presentation of report and required forms to submit. Learners are advised to strictly follow these guidelines for the preparation of the dissertation report.

What is Dissertation

Thesis or Dissertation is a part of “higher learning intended to identify significant problems, investigate them, analyse the findings, relate them to important concepts or issues, and convey conclusion and implications to others in clear, objective prose. In that context, thesis and dissertation study is a stimulating activity carried on by students in an increasingly collegial relationship with faculty members. It is culminating and synthesizing activity based on prior study, and it should be a launch pad for future independent investigations. Finally, thesis and dissertation should prepare graduates who became faculty members in colleges and Universities to guide students through the same experiences later.” (2003, Mauch J.E. & Park. N)

Source : Mauch & Park (2003). A Hand book for students and faculty. New York, Marcel Dekker.

GENERAL GUIDELINE

Objectives:

The general objectives of the Dissertation are to help the learner in:

- Making clear understanding of the dissertation work
- Chalking out a plan of action
- Learning and developing research skills;

- Developing ability to apply multi-disciplinary concepts, tools and techniques;
- Solving problems through methods of scientific investigation;
- Solving problems of libraries, information centres, knowledge centres and such other organisations;
- Learning and developing techniques of writing research report, presentation, communication and analytical skills;

Within this broad framework, this course will help the learner to:

- identify and formulate research problems;
- write a good research proposal;
- identify and use of appropriate research methodology;
- conduct scientific investigation in a systematic way;
- collect and analyse data with appropriate tools, techniques, methods in the study of library and information science.
- Write research report

Types and Areas for Dissertation:

The Dissertation may be undertaken on any one of the following types and from the **emerging areas of the discipline of Library and Information Science:**

- i) Design and development of information system/ user interface/ information service and its components (action research);
- ii) Inter-institutional study aimed at inter-institutional comparison of information networks/ information systems /information services/ information products/ practices;
- iii) Comprehensive case study (covering single library/ information centre/ information network/ information system);
- iv) Users' survey, field study (empirical study);
- v) Survey of literature in any discipline (bibliographic/ bibliometric study).
- vi) Users' Sensitization
- vii) Information literacy — methods, techniques, case studies.
- viii) Community information service and system –Area profile study
- ix) Library profession- performance evaluation

An illustrative list of topics is enclosed (Appendix IV) to give an idea about the topics for dissertation work. **A Student can select a suitable topic from the vast area of library and information science in consultation with the approved supervisor/ guide.** The topic under study should have substantial scope for innovation, or, which may originate new knowledge, or which is from the emerging areas of information/ knowledge society.

QUALIFICATIONS OF SUPERVISOR/GUIDE

The minimum qualifications of the supervisor are as follows:

- University Teachers of Library and Information Science
- University/ College Librarian
- Ph.D. degree in Library and Information Science;

A Supervisor/ Guide can supervise **maximum 5 (five) students** in one academic session.

The Supervisor/ Guide will be paid a token remuneration for each project as per University rules. He/ She may claim this remuneration to the Office of the Controller of Examinations, only after submission of the dissertation of the student(s) to that Office in the prescribed form (enclosed).

PROCEDURE FOR PREPARATION OF DISSERTATION

Manuscript of the dissertation includes four major sections and should be placed in the order listed:

Preliminary Pages

- Title page
- Acknowledgement
- Preface
- Table of contents
- List of Tables
- List of figures
- List of Abbreviations

Text

Chapter-I : Introduction

- Objective of the study
- Scope of the study
- Limitations of the study

Chapter-II : Literature Review

Chapter-III : Methodology

■ Data collection

■ Data Analysis

Chapter-IV : Observation

Chapter-V : Analysis & Findings

Chapter-VI : Conclusion & Recommendations

Reference

Index

Appendices

General Format

Margins: Every page of dissertation must have one-inch margin on all sides, top, left and right.

Fonts: Use Times New Roman font in 12 size. Bold face may be used within the text for heading/ sub headings/ highlighted terms.

Spacing: 1.5 spacing should be used except those materials having predefined spacing such as footnotes, quotations, tables, name of the figures etc.

Number(s) scheme

Chapters may be identified with Arabic numbers followed by preliminary pages in uppercase Roman numerals. Tables and figures should be numbered consecutively throughout the manuscript in Arabic numerals. In case of appendices use uppercase Roman letters. Use Arabic numerals to describe Headings and sub headings under principle chapter number.

Ex: - Chapter 3 : Methodology

31 : Data collection

311 : Data collection: Tools

312 : Data collection: Techniques

32 : Data Analysis

321 : Data Analysis: Statistical Interpretation So on as so forth

Pagination: All pages must be numbered except title page. Place page number at the bottom of the page in right side consecutively throughout the manuscript. Preliminary pages must be numbered sequentially in upper case Roman letter.

Portrait orientation and all pages in A4 size is required. In case of wide chart, table & graphs, rotate the image 90 degree clockwise. Text should be oriented in the same way as the chart/ table/ graph/ graphics. In that case place page number as directed earlier.

Table of contents: Table of contents should include, the respective title of the chapter along with page number.

Abstract: Abstract of the educational research work should be within 200-250 words which may include a brief statement of the problem, methods, procedure(s) used to study and a condensed summary of the finding(s).

Reference: All reference should be prepared according to APA 6TH ed standard style manual. <<http://www.apastyle.org>>

Format:

Reference of Book and book chapter include four elements: (1) Author/ Editor/Producer (2) Date (3) Title of the work and (4) Publication Information.

Author, A., & Author, B. (Year). *Title of the work*. Place name: Publisher.

Electronic books are available online, a retrieval statement or DOI (Digital Object Identifier) is required after (3) Title. Exclude (4) Publication Information.

Author, A., & Author, B. (Year). *Title of the work*. Retrieved from <http://...>
Author, A., & Author, B. (Year). *Title of the work*. <http://dx.doi.org/xx-xxxxxxx>

Chapter in a book/e book: Several times a book consists of more than one chapters written by different author(s), You have to reference each chapter used.

Book: Author, A., & Author, B. (Year). Chapter title. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp.xx-xx). Place name: Publisher.

E Book: Author, A., & Author, B. (Year). Chapter title. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp.xx-xx). Retrieved from <http://...>

E Book with DOI: Author, A., & Author, B. (Year). Chapter title. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp.xx-xx). <http://dx.doi.org/xx-xxxxxxx>

Reference of **Periodicals** should include the following elements: (1) Author (2) Date (3) Title of article (4) Title of Periodical (5) Volume, Issue and Page numbers

Journal article available online:

Author, A., & Author, B. (Year). Article title. *Title of Periodical*, x(x), pp-pp

Author, A., & Author, B. (Year). Article title. *Title of Periodical*, x(x), pp-pp.
<http://dx.doi.org/xxx-xxxxx>

Author, A., & Author, B. (Year). Article title. *Title of Periodical*, x(x), pp-pp.
Retrieved from <http://...>

Online documents / Webpages

Author, A., & Author, B. (Year). *Title of the webpage*. Retrieved from <http://...>

Author, A., & Author, B. (Year). *Title of the webpage*. Retrieved from ...website:
<http://...>

Author, A., & Author, B. (Year, Month Day). Title of the webpage
[Description of form]. Retrieved Year, Month Day from <http://...>

Social Media chapter include four elements: (1) Author (2) Date (3) Title (Provide the name of the page or the content or caption of the post (up to the first 40 words) as the title) and (4) Source

Facebook: Gaiman, N. [Neil]. (2012, February 29). Please celebrate Leap Year Day in the traditional manner by taking a writer out for dinner. It's been four years since many authors had a good dinner. We are waiting. Many of us have our forks or chopsticks at the [Facebook status update]. Retrieved from <https://www.facebook.com/neilgaiman/posts/10150574185041016>

Twitter: Gates, B. [BillGates]. (2013, February 26). #Polio is 99% eradicated. Join me & @FCBarcelona as we work to finish the job and #EndPolio. VIDEO: <http://b-gat.es/X75Lvy> [Tweet]. Retrieved from <https://twitter.com/BillGates/status/306195345845665792>

Google+: Cornell University. (2012, October 11). Having a cup of coffee before closing your eyes is the most effective way to combat daytime drowsiness, according to research. Sounds counterintuitive, but it takes 20 minutes for the caffeine to get into your bloodstream. So if you take [Google+ post]. Retrieved from <https://plus.google.com/116871314286286422580/posts/NqCFGr4eveT>

Physical Format: The length of the report may be of approximately 25,000 words (excluding appendices and exhibits) with 1.5 space. However, 10% variation is permissible. Dissertation should be printed on A4 size papers and submitted in bound form.

Language: The language of the report of the dissertation should be in English. However, permission may be given by the faculty concerned to write the report in Bengali for a specific topic.

The project report should also contain the following:

- a) Consent Letter of Supervisor/Guide (Appendix I)
- b) Certificate of Originality duly signed by the student and the supervisor (Appendix II).

SUBMISSION OF DISSERTATION

One copy of the dissertation (printed & in a CD) is to be submitted to the Concerned Study Centre and the Study Centre will send these to the Office of the Controller of Examinations, Netaji Subhas Open University. Students are requested to keep a copy of submitted report at their own custody for any further reference. The date of submission of the report will be notified by the Controller of Examinations for that particular year. These documents are retained as a permanent record by the NSOU.

EVALUATION OF DISSERTATION

Evaluation will be done on the basis of the written Report and viva-voce. 80 mark is reserved for Dissertation Report and 20mark is reserved for Viva-voce.

POINTS TO BE REMEMBERED FOR SUBMISSION OF THE DISSERTATION

- 1) The Dissertation should be submitted in original in A-4 size paper, typed in double space, in a bound volume.
- 2) “**MLIS DISSERTATION – TERM END EXAMINATION, .., 20....**” should be written prominently on the top of the envelope.
- 3) Before binding dissertation report the student should ensure it contains the following in original:
 - a) Certificate of Originality (Appendix III)
 - b) Declaration

Appendix I

Consent Letter of Supervisor/ Guide

This is to certify that the proposed title for Dissertation,
.....
..... for the partial fulfillment
of Master of Library and Information Science (MLIS) Programme of Netaji
Subhas Open University (NSOU) will be carried out by Mr./Ms.
..... Enrolment No. in the Academic
Session 20..... 20..... under my guidance.

Full Signature:

Name of the Supervisor:

Date:

Appendix II

Certificate of Originality

This is to certify that the Dissertation titled “.....
.....
.....” submitted to Netaji Subhas Open University in partial fulfillment of the requirement for the award of **Master Degree in Library and Information Science (MLIS)** is an original work carried out by Mr./ Ms.
Enrolment Number:.....of Study Centre (Name & Code).....

The matter embodied in this dissertation is a genuine work done by the student and has not been submitted whether to this University or to any other University/ Institute for the fulfillment of the requirement of any course of study.

Signature of the Student

Name:

Place:

Date:

Signature of the Supervisor

Name:

Designation:

Place:

Date:

Appendix III

Format of Cover and Front Page

[A dissertation work submitted to Library and Information Science, Netaji Subhas Open University, Kolkata, in partial fulfilment of the requirements for the degree of Masters of Library and Information Science. End this statement with a period.]

Title of Dissertation

(Times New Roman & Bold [Font size: depending on the length of the Title])

For the Partial fulfilment of Degree of Masters of
Library and Information Science
(Times New Roman 14)

Under the Guidance of
Name of the Guide
(Times New Roman 14)
Designation of Guide
(Times New Roman 12)

By
Name & Enrollment No. of the Student
(Times New Roman 14)



Netaji Subhas Open University, Kolkata

Appendix IV

Broad List of Areas for Dissertation

A list of probable areas for which the Dissertation Work may be carried out is given below. These are only illustrative and not exhaustive. Students may opt any other area related to the discipline of Library and Information Science.

- A comprehensive study of library associations in India.
- Analysis of central government budgets in development of library and information services in India.
- Automatic indexing, web indexing etc.
- Bibliographic study.
- Bibliometric Study
- Bibliometric/Informatics/scientometrics /webometrics studies.
- Collections, Functions and Services Libraries
- Comparative study of information infrastructure in India.
- Comparative study of library and information services of government-funded institutions and self-finance institutions.
- Comparative study of standards for bibliographic references
- Comparative study of websites
- Cost effectiveness in consortium based subscriptions models.
- Design of web-based information services for the visually challenged persons.
- Development of Internet-based common gateway.
- Development of Internet-based learning management system for information professionals.
- Development of special classification scheme on open and distance education.
- Development of thesaurus on open and distance learning.
- Impact of e-journals published by Indian publishers - a webometric analysis.
- Impact of electronic publishing in different types of libraries.

- Impact of ICT in the present society
- Impact of ICT on library and information services.
- Impact of intellectual property rights on information services.
- Information seeking behavior
- Information seeking behaviour of different types of users.
- Internet use pattern
- Library consortia in corporate libraries.
- Library resources sharing.
- Online repositories for scholarly materials.
- Pattern of information Dissemination
- Preservation and conservation of library materials.
- Quality management of libraries and information centres.
- Recent Research trends in Library and Information Science
- Role of Public Libraries in community development
- Self-archiving of research publications.
- State of the art reports on any emerging areas of Library and Information Science.
- Study of Archive management.
- Study of campus wide information networks.
- Study of Community Information Systems and Services
- Study of Digital Library management
- Study of Information Literacy
- Study of marketing strategies in electronic information products.
- Study of metadata practices in digital repositories.
- Study of professional skills requirements in the knowledge process outsourcing industry.
- Study of special classification schemes
- Study of technical writing tools (software packages, style guides, etc.).

- Study of the problems and constraints in initiating library automation in different organizations.
- Study of weblogs in Library and Information Services.
- Study of Web-resources on any areas of Information and knowledge
- Use patterns of online journals vs. printed journals
- Study of Social network sites use
- Area profile of a community.
- Community Information Services & Systems.
- Community Library Centre.
- LIS education.
- Library Profession.
- Citation Analysis.
- Knowledge Management.
- Outline Information Retrieval.
- Indexing & Abstracting Service.
- Retrospective conversion.
- Bibliographic Database.
- Library Management.
- Library 2.0
- National knowledge commission (NKC).
- Collection Development.
- Organisation of Digital collection.
- Open Access Journal.
- Harvesting system to manage serial collection.
- LIS research trends
- Area Profile
- Performance Measurement Systems

The remuneration bill has to be submitted after or along with the submission of the Dissertation Report



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Recognized by UGC]

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REMUNARATION BILL FOR GUIDANCE OF DISSERTATION

- 1. Programme Title : Master of Library & Information (MLIS)
- 2. Name of Supervisor :
- 3. Residential Address :
- 4. Designation :
- 5. Official Address :
- Telephone No. Off : R

Sl.No.	Project	Enrolment No.	Name of the Student	Amount

Certified that I have guided the students for their dissertation Work.

Dated:

Signature of the Supervisor.....

Note: The remuneration payable for guidance of Project Work is Rs.____ per student. Certified that the above Supervisor was approved and recommended by the concerned school of study (SPS).

Coordinator
.....Study Centre

Controller of Examination, NSOU

Dealing Assistant, NSOU