

# **Internship Alternative**

Term Paper

(Mention here the title of the Term paper)

Term paper submitted in partial fulfillment of the requirements for the award of  
Degree of

**MASTER OF LIBRARY AND INFORMATION SCIENCE**

By

.....

Enrollment No.:.....



Faculty of Library and Information Science  
School of Social Sciences (SOSS)  
Indira Gandhi National Open University (IGNOU)  
Maidan Garhi, New Delhi – 110068

## Contents

The first step while working on a term paper is to decide an area which depends on your interest and its relevance. Scope, recency, issues in the field, are some points that help to decide the relevance of the topic chosen for the term paper. You may read recent articles in well known journals to decide the topic of the term paper. Once the topic is chosen, the title needs to be formulated depending on the resources available in terms of level of work, and its appropriateness. You may think of a draft title to be finalised later after due deliberations.

The next step is to prepare a draft synopsis of the paper. The first step while working on the synopsis is to have a conceptual clarity of the topic. Please refer to classic text books, encyclopaedia and other relevant sources of literature for background information about the topic. After reading the sources you may have clarity of the themes and sub themes and also be able to map them. Later you may think of the problem on which you intend to work and write the statement of the problem. Then a decision on the objectives, scope, methodology and analysis has to be taken. You may undertake a study where you need to do a field/library survey or a literature survey. It depends on your interest, competence and resources to decide which one to undertake. All these steps and decisions will help you to prepare a synopsis. The synopsis is like a guide to your work. It will help you to undertake and progress in your work to write the term paper. Once the work is done as per the synopsis, it has to be reported as a paper.

The format of structure of the paper should tentatively be on the following lines:

1. Abstract- Please give an abstract of your term paper in about 200 words
2. Introduction- This should provide a background to the work and the topic undertaken by you. Hence, you need to introduce the concept of 'term paper' as well as the topic of the term paper.
3. Statement of the Problem- In continuation to the introduction, statement of the problem should zero down and focus on the need to study the present problem/area of the study. This should justify the reason for taking up the topic for study and present a term paper on it.

4. Research Questions- While undertaking a study you wish to find answers of some questions/problems that you have in mind. Such statements should be stated as questions here.
5. Objectives- Every work is undertaken with some aims and objectives, so is the term paper. They should be clearly mentioned in small steps moving from general to particular. State the objectives as clear and crisp steps that are achievable.
6. Methodology- In case of a literature based study indicate the method of literature collection. In the case of a field study indicate the data collection in terms of population, sample and sampling, data analysis.
7. Presentation/Results- This would include the presentation of data analysis/literature analysis and findings. It would include diagrams, graphs, images and tables.
8. Conclusion and Suggestions- The paper should follow with a conclusion that should highlight the areas that have been covered and those that have not been studied and need more research.
9. References and Bibliography- References need to be provided in-text as citations. Follow APA standard

You may prepare the term paper of about 5,000 words. Please note that your paper will be checked for plagiarism at the time of evaluation. It should not exceed a limit of 10%.

### **EVALUATION CRITERIA**

100 Marks

1. Introduction	05
2. Statement of the Problem	05
3. Research Questions	10
4. Aims and Objectives	10
5. Scope and Limitations	05
6. Methodology	10
7. Presentation/ Results ( use of own words)	30
8. Conclusion and Suggestions	20
9. Referencing	05