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DEFENCE SERVICES
COMMAND AND STAFF COLLEGE
SAPUGASKANDA
SRI LANKA

GUIDELINES ON WRITING
COMMANDANT'S RESEARCH PAPER – DSCSC 15

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REVISION SHEET

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CONDITIONS OF RELEASE

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2. No material or information contained in this publication should be reviewed, reproduced, stored in a retrieval system, or transmitted from outside DSCSC establishments except as authorized by either the Chief Instructors of all Wings or the Commandant-DSCSC where appropriate.

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GUIDELINES ON WRITING COMMANDANT'S RESEARCH PAPER

INTRODUCTION

1. Student Officers are required to write a research paper during the course, after an in depth research on a topic of their own choice and accepted by the Defence Services Command and Staff College (DSCSC) and the General Sir John Kotelawala Defence University (KDU). This paper is, known as the 'Commandant's Research Paper' (CRP). The Student Officers fulfilling required aptitude will be awarded with passed staff college (psc) by the DSCSC and Master of Science in Defence and Strategic Studies [MSc (D&SS)] degree at the end of the course by the KDU. The 'Golden Pen' will be awarded at the Graduation Ceremony for the Student Officer who produces the best CRP.

2. Student Officers need to understand that the CRP is as one of the most important assignments of the course. The process will commence during the 'Pre Course Package' at KDU for local Student Officers. Dedicated days/periods for CRP counselling will be included to the timetable as appropriate in order to facilitate foreign/local Student Officers to meet Academic Supervisor (AS) and Supervising Directing Staff (SDS). Comprehensive time schedule for submissions will be indicated in this guideline. A Presentation of final submission of the CRP to the Commandant (Comdt) is a special ceremony of the DSCSC course calendar. Thereafter, papers will be marked and Student Officers will have to appear for a Viva Voce conducted by a board of examiners representing DSCSC and KDU to defend their papers.

OBJECTIVES

3. **Overall Objective.** To acquaint Student Officers in carrying out a research.
4. **Working Objectives.** Student Officers should be able to:
 - a. Apply their knowledge in carrying out a research.
 - b. Apply the fundamentals and techniques of research methodology.
 - c. Produce a comprehensive research paper having analysed relevant data in order to bring out the conclusions and findings within a stipulated timeframe.
 - d. Understand how to defend the research paper with relevant facts and justification.

SUPERVISION

5. An AS will be nominated by KDU during the Pre-Course Package subsequent to the approval of the research topic. The said AS will provide necessary subject expertise and guidance on research methodology as appropriate. An SDS from the DSCSC will be nominated for each Student Officer subsequent to the finalization/approval of the Research Title and be guiding the Student Officer on methodology and timelines given in this CRP guidelines. Further, the SDS will coordinate/monitor the academic communication between the Student Officer and the AS. However, the outcome of the research work should be Student Officer's own plans, work and ideas that are free of plagiarism.

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6. Student Officers are required to meet the respective AS a minimum of five (05) times prior to submission of the final product. Student Officers are to maintain three separate files to record the meeting points (Annex A) as indicated below:

- a. **File No 1.** This file contains the yellow forms (Form No CRP 001-Academic Supervisor Meeting Record); the observations and instructions given by the AS.
- b. **File No 2.** This file contains the pink forms (Form No CRP 002-Supervisor DS Meeting Record); the observations and instructions given by the SDS.
- c. **File No 3.** This file contains blue forms (Form No CRP 003-AS/SDS Meeting Records); the instructions noted by the Student Officer during the meetings of AS/SDS and the action/s to be taken by the Student Officer.

7. Whenever Student Officers meet the AS, they should show the comments made by the SDS in the pink forms. During the meeting with AS, Student Officers should get the comments in the yellow forms. No sooner, Student Officers should notify the AS comments to the SDS. If any ambiguity arises during the progress of the CRP, the Student Officer may seek immediate advice from the AS/SDS. It is recommended to meet the AS prior to each stage of the research project and commence data collection subjected to approval of AS/SDS. In extreme situations where the Student Officers are unable to meet the AS, it is advised to communicate through emails with a copy to SDS. Printouts of relevant emails should be filed in File No 1 and 2 respectively.

SELECTION OF RESEARCH TITLE

8. During the Pre Course Package at KDU, Student Officers are to select subject areas and to submit three titles/topics of their choice, which are mostly related to defence and strategic studies, in the order of priority. You may use proposed subject areas given in Appendix 1 to Annex B. Title/topic submission should be accompanied with a Problem Statement each of 150- 200 words. Before submitting the list of topics, Student Officers should satisfy themselves that there are adequate number of academic research papers available for references.

9. Final research title will be approved by the DSCSC after evaluating subject areas and research titles/topics given by the Student Officers. They have the option of revising the research title (within the subject area and the scope) with the guidance and concurrence of the AS and SDS. Approval for the same is to be obtained by forwarding a formal request to the Comdt through the respective wing HOTTs and CIs. It is not advisable to change the subject area of the research after the approval of the research proposal, since it may warrant a change of the AS.

LIMITATIONS

10. The following limitations are to be adhered to:

- a. The scope of the subject should be limited to suit time available. The research should not be too broad based or too narrowly focused.
- b. Papers are not to be purely historical reports, narratives or extracts.
- c. The research paper must fulfil all the requirements given in this CRP guidelines.

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- d. The security classification for papers containing general information is not a mandatory requirement of DSCSC/KDU. Student Officers should follow the 'Joint Service Writing Manual' (SLJSP 001) guidelines to specify security classification if necessary.
- e. Papers are not, generally to be written to a higher security classification than RESTRICTED. Exceptionally, a higher classification paper may be written with permission of the DSCSC.
- f. Student Officers should obtain ethical clearances from respective organisations/personnel for the researches deemed necessary. Requests for ethical clearance should be channelled through DSCSC/KDU.

SUBMISSION OF THE RESEARCH PROPOSAL

- 11. Once the research title is allocated, Student Officers are required to discuss with the AS/ SDS in formulating the Research Proposal. It must be of 1,500-2,000 words, submitted in triplicate, after being signed by both AS and SDS as per format given in Annex A. Student Officers should be in possession of one copy of the approved proposal to proceed ahead on the research proper. Further, copies of the approved research proposal to be handed over to the AS and SDS.
- 12. Student Officers are to obtain the membership for the DSCSC library. The college has also provided the access to the KDU Library through its website www.kdu.ac.lk .
- 13. In addition, Student Officers may download relevant research articles, journal papers from the internet. Some links will provide free research papers whereas some will only give free abstracts. Popular search engines and resource websites are:
 - a. Google Scholar (<http://scholar.google.com/>)
 - b. CiteSeer^x (<http://citeseerx.ist.psu.edu>).
 - c. Microsoft Academic Research (<http://academic.research.microsoft.com/>).
 - d. Bielefeld Academic Search Engine (<https://www.base-search.net/>)
 - e. Directory of Open Access Journals (<https://www.doaj.org/>)
 - f. Educational Resource Information Centre (<https://eric.ed.gov/>)
 - g. An Open access Repository (<https://zenodo.org/>)
 - h. Searching Tool (<https://www.refseek.com/>)
 - i. <https://libguides.usc.edu/writingguide/quantitative>
 - j. <http://jurn.org/>

RESEARCH TITLE/TOPIC

14. **Research Title/Topic.** Writing a research title may seem a simple task, but it requires some serious thought. When writing a research paper title, authors should realize that, despite being repeatedly warned against it, most people do indeed fall prey to “judging a book by its cover.” Research Title/Topic is a brief description of the proposed area of study. A good research paper title/Topic:

- a. Condenses the paper’s content in a few words.
- b. Captures the readers’ attention.
- c. Differentiates the paper from other papers of the same subject area.

15. So, here are two basic tips to keep in mind while writing a title:

a. **Keep it Simple, Brief and Attractive.** The primary function of a title is to provide a precise summary of the paper’s content. So keep the title brief and clear. Use active verbs instead of complex noun-based phrases, and avoid unnecessary details. Moreover, a good title for a research paper is typically around 10 to 12 words long. A lengthy title may seem unfocused and take the readers’ attention away from an important point.

b. **Use Appropriate Descriptive Words.** A good research paper title should contain key words used in the manuscript and should define the nature of the study. Think about terms people would use to search for your study and include them in your title.

THE RESEARCH PROBLEM

16. **Research Problem.** Research problem is an area of conflict, concern, or controversy (a gap between what is wanted and what is observed). Include the most relevant reference that supports the claim.

17. **Problem Statement/Research Statement.** Problem Statement/Research Statement is an educational issue or problem in the study. It 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. In some social science disciplines the research problem is typically posed in the form of a question. A research problem does not state how to do something, offer a vague or broad proposition or present a value question. The purpose of a problem statement is to:

- a. Introduce the reader to the importance of the topic being studied. The reader is oriented to the significance of the study and the research questions or hypotheses to follow.
- b. Place the problem into a particular context that defines the parameters of what is to be investigated.
- c. Provide the framework for reporting the results and indicates what is probably necessary to conduct the study and explain how the findings will present this information.

SCOPE AND LIMITATIONS

18. Problem Statement/Research Statement may cover a wider issue. The scope refers to how far the research area has explored and parameters in with the study will be operating in. Due to various limitations, you may not be able to study the whole issue in detail. Hence, you may identify/select a narrow/focused area of the issue/problem to study within the given time frame and with the other limitations you may identify. Limitations, also known as the bounds, are influences that the researcher cannot control. They are the shortcomings, conditions or influences that cannot be controlled by the researcher that place restrictions on your methodology and conclusions. Any limitations that might influence the results should be mentioned.

RESEARCH OBJECTIVES

19. Research objectives are usually expressed in lay terms and are directed as much to the client as to the researcher. Research objectives may be linked with a hypothesis/core argument and research questions or used as a statement of purpose in a study that does not have a hypothesis/core argument. You may derive Specific, Measurable, Achievable, Reliable and Time bound (SMART) objectives to find step by step solution/s for the focused area of the problem you have identified. There can be one main research objective and sub objectives which will help the researcher to narrow down and focus on the main research objectives.

RESEARCH APPROACHES

20. **Qualitative Approach.** Qualitative research design generally uses research questions as their focus. Qualitative studies start as an investigation with a concept, but use inductive methods to reach a conclusion about the research. Most qualitative designs do not start with a hypothesis. Therefore, “Core Argument or Core Proposition” is a better choice for this kind of study. When a Student Officer wants to conduct a qualitative research, he can identify the characteristics of the research project as:

- a. **Use of Words – What or How.** Specify whether the study discovers, seeks to understand, explores or describes the experiences.
- b. **Use of Non-Directional Wording in the Question.**
 - (1) These questions describe, rather than relate variables or compare groups.
 - (2) The questions are under continual review and reformulation will evolve and change during study.
 - (3) The questions are usually open-ended, without reference to the literature or theory. Usually of a single focus.

21. **Research Questions.** Qualitative research design generally use research questions as their focus. Research questions are those that the researcher would like answered or addressed in the study. Research question/s are to be formulated directly focusing research objectives and clear and unique argument should be derived as the answers for the objectives. There can be one main research question and sub questions which will help the researcher to narrow down and focus on the research objectives. It will:

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- a. Deduce a specific fact or gather facts about a specific observable fact.
- b. Deduce, match facts and theory you wish to use in the research.
- c. Evaluate and compare two or more theories/models.
- d. Prove that a certain technique is more effective than other techniques or methods.

22. **Quantitative Approach.** Quantitative research design, generally uses the test of a hypothesis as the frame for the methodology. Quantitative studies use deductive reasoning through scientific methods to test null hypothesis. Acceptance of an alternate hypothesis will be done on rejection of the null hypothesis. Quantitative researches have following characteristics:

- a. Use of hypotheses are more frequent. Developments of relationship between variables are done based on the scope of work.
- b. The testable proposition is deduced from theory.
- c. Independent and dependent variables can be quantified and measured separately.

23. **Hypothesis.** Quantitative research design, generally uses the test of a hypothesis as the frame for the methodology. Hypothesis is a statement that asserts a relationship between variables. It is also considered as a provisional answer to the question that the researcher intends to answer through the research. Formulation of the hypothesis helps researchers in establishing a clear direction in which to proceed, and to delimit the field of enquiry, by segregating and concentrating only on facts and inputs relevant to the study.

24. Nature of the hypothesis is that;

- a. It can be tested-verifiable or falsifiable.
- b. It is not a moral or an ethical question.
- c. It is neither too specific nor too general.
- d. It is a prediction of consequences.
- e. It is considered valuable even if proven false.

25. **Null Hypothesis (H₀).** A 'Null Hypothesis' is a hypothesis put forward to argue that a relationship or pattern does not exist and to be rejected in order to support an alternate hypothesis. The null hypothesis is generally symbolized as H₀. The null hypothesis is thus formulated so that it can be tested and falsify for possible rejection. Thereby you can accept the alternate hypothesis. By doing so, the acceptance of alternate hypothesis would not become a false/wrong statement in future, even if someone falsify your alternate hypothesis by using a different research approach and methodology.

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26. **Alternate Hypothesis (H₁)**. Alternate Hypothesis (H₁) represents the other possibility which could be accepted once the null hypothesis is statically shown as rejected. Generally, alternate hypothesis is not 'proven' in a research, since there may be unlimited number of factors, which are not considered by the researcher. Hence, the negative form of the alternate hypothesis will be tested through a proper methodology and alternate hypothesis will be accepted if only the null hypothesis is rejected statistically. Student Officers can decide the requirement of null hypotheses and alternative hypotheses after a thorough discussion with their AS/SDS as there could be many of them.

27. The researcher should carefully identify the dependent variable and necessary independent variables based on a thorough literature survey. It is recommended to have a thorough discussion with AS/SDS before finalizing the variables in the research.

FORMULATING A RESEARCH DESIGN

28. A research design is a systematic plan to study a scientific problem. The design of a study defines the study type (descriptive, correlation, semi-experimental, experimental, review, meta-analytic) sub-type (descriptive, longitudinal case study), research question, hypotheses, independent and dependent variables, experimental design and if applicable, data collection methods and a statistical analysis plan. The research design is the framework that has been created to seek answers to research questions.

29. A research design is basic to any research work. It serves as a series of guideposts to keep the progression of research headed on the right direction. The research design must be prepared soon after the topic and hypothesis have been identified. The research design should be able to provide answers to the following queries:

- a. What is the study about?
- b. What is the research approach?
- c. What type of data is required?
- d. What are the required sources of data?
- e. Where can the required data be found?
- f. What are the methods of data collection?
- g. What are the data population, sample selection method, sample size, data validation methods?
- h. What are the methods of data analysis?
- i. What is the referencing system?

30. Based on the type of research, the design methodology will vary. However, it should mainly explain the theoretical framework, hypothesis/core argument, conceptualization, operationalization and data collection process of the research. The Student Officer with a careful study and discussions with AS/DS should design the research.

LITERATURE REVIEW

31. The aim of a literature review is to show the reader that the Student Officer has read and understood, the main published work concerning a particular topic or question in the research field. This work may be in any format, such as research articles, journal papers, conference proceeding, or one of the introductory sections of a report, dissertation or thesis etc. The literature review will be guided by the Student's research objective or by the issue, which is being argued and it will provide the framework for further work.

32. The literature review shows that the writer is familiar with the field and simultaneously lays the ground for subsequent analysis or presentation and discussion of empirical data, as appropriate. Well-selected sources should convince the audience that research gaps have been identified correctly and that the Student Officer has posed the right research questions, which will then be further addressed in subsequent chapters. Rather than simply summarising other authors' work, the chapter should make clear the researcher's position in relation to the issues raised.

33. **Functions of a Literature Review.** Literature review is conducted to fulfil following functions;

- a. To identify consensus and debates in the research area.
- b. To identify historical development of concepts.
- c. To prevent duplication of research.
- d. To identify methodologies used by others.
- e. To give reasons why the topic is of sufficient importance.
- f. To provide the reader with brief on existing citation and discussion of the issues relevant to the topic.
- g. To provide conceptual and theoretical context.
- h. To identify gaps in past research work.

34. **Writing a Literature Review.**

a. **Before Writing.** Some of the most important steps in writing, such as defining a scope, come even before first sentence being written. Once the topic is chosen, the Student Officers should do a brief search of the literature to gain a general sense of the information available. After the initial search, the Student Officer has to revisit the topic and consider whether he should narrow down, broaden, or alter the scope of the literature review.

b. **Organizing.** Once the Student Officer has the sources for the research paper, he has to consider how he could best organize the information collected. There are numerous ways to organize a literature review and the organization will depend heavily on the selected topic and research area. However, it is generally accepted to avoid organizing by source. The Student Officer should keep in mind that he shows the connections between sources, writers, viewpoints, etc. Here are some ways the Student Officer should consider in organizing the literature review:

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- (1) **Chronologically.** Show how thinking has progressed over the time.
 - (2) **By Theme, Topic, Issue or Trend.** Group similar information together to examine multiple perspectives on a particular topic.
 - (3) **Methodologically.** Group similar research methods together to show how different fields or subfields have examined or explained an issue.
- c. **Composing.** General tips for composing a literature review:
- (1) Use only the most important information as you review each source. For your literature review, focus on extracting only information relevant to the scope you have defined.
 - (2) Use quotes minimally. Literature reviews do not allow much space to expand upon quotations. Concern yourself more with summarising and paraphrasing authors' main ideas rather than finding an exemplary quotation.
 - (3) Cite every idea that is not your own original thought. Do not directly copy the statements in referred sources, it should be discussed or explained. You should make statements of comparison when discussing different authors. Use proper referencing style all the time.
35. **Relationship Between In-text Citations and the List of References.** An in-text citation gives formal recognition of a source you have used.
- a. To 'cite' means to refer to a source in the main body of your academic paper. Quoting is one instance of using sources and should always be accompanied by a citation. Further, the page number should also be given in the in-text citation, when some specific information or a quotation is given.
 - b. To 'reference' means to enter full details of a source in this list that goes on a separate page at the end of your academic paper.
36. The list of references provides sufficient information for readers to locate each source you have cited. The list of references is organized alphabetically according to the surname of the author or corporate author. Every line after the first should be indented so that author stands out. There is a line of space between each entry. Figure 1 shows a sample page from an academic paper with the list of references page superimposed. This figure shows that these two elements are linked, and that they each start with the same author or corporate author and date. A source should only appear once in the list of references even if there are many in-text citations for that source in your paper.

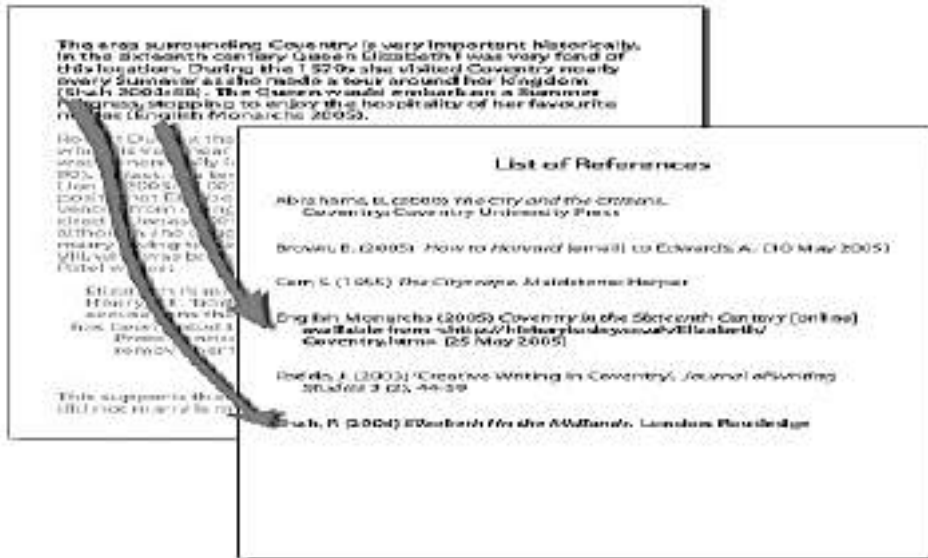


Figure 01: Harvard Referencing Guide V 3.0.2

Source: http://www.uah.es/biblioteca/documentos/Harvard_Guide_v3.0.2.pdf

37. Literature review chapter can be broken down to several sub heading or sections as required to enhance the flow of the writing. A Student Officer must ensure not to repeat the same information several times or use too many information, which is not relevant to the study. Composition of the literature review can be around 20%–25% of the entire paper with appropriate figures and tables.

38. **Useful Sources for Literature Review.** Resources can be identified in different materials as required for the study as follows:

- a. **Journal Articles.** Journal articles are frequently used in literature reviews as they offer a relatively concise, up-to-date format for research and because all reputable journals are refereed (peer reviewed).
- b. **Books.** Books tend to be less up-to-date as it takes longer for a book to be published than for a journal article. Text books are unlikely to be useful for including in your literature review as they are intended for teaching, not for research, but they do offer a good starting point from which to find more detailed sources.
- c. **Conference Proceedings.** Conference proceedings can be useful in providing the latest research, or research that has not been published. They are also helpful in providing information such as which people are currently involved in which research areas, and so can be helpful in tracking down other work by the same researchers.
- d. **Government/Corporate Reports.** Government departments and corporations carry out research. Their published findings can provide a useful source of information, depending on your field of study. For example, publications done by Central Bank of Sri Lanka, Census and Statistics Department, or any government authority.
- e. **Theses and Dissertations.** These can be useful sources of information. However, may be difficult to obtain since they are not published, but are generally only available from the library shelf or electronic downloads from university libraries.

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f. **Internet.** The fastest-growing source of information is on the internet. It is impossible to characterize the information available but here are some hints about using electronic sources:

- (1) Bear in mind that anyone can post information on the internet so the quality may not be reliable.
- (2) The information you find may be intended for a general audience and so not be suitable for inclusion in your literature review.
- (3) More and more refereed electronic journals (e-journals) are appearing on the internet – if they are refereed it means that there is an editorial board that evaluates the work before publishing it in their e-journal, so the quality should be more reliable (depending on the reputation of the journal).

g. **CD-ROMs.** At the moment, few CD ROMs provide the kind of specialized, detailed information about academic research that you need for your own research since most are intended for a general audience. However, more and more bibliographies are being put onto CD-ROM for use in academic libraries, so they can be a very valuable tool in searching for the information you need.

39. The literature review is a critical look at the existing research that is significant to the work that you are carrying out. Some people think that it is a summary; this is not true. Although you need to summarise relevant research, it is also vital that you evaluate this work, show the relationships between different works, and show how it relates to your work.

CITING AND REFERENCING

40. If another author's work is quoted or made use of it, the Student Officer must ensure that it is properly cited. This is a standard academic practice intended to make sure that intellectual debts are duly acknowledged and to enable a reader to trace your sources. Referencing helps to get rid of plagiarism and add more value to the research work. This helps to identify the lacking areas of the selected subject area and topic. In addition referencing will help to develop the methodology of the research work. Any other items used for background reading but not referred in the text should be given at the end in the bibliography. List of references is mandatory where bibliography is optional. Please refer Annex D for information.

41. **Harvard Referencing System.** Harvard Referencing System provides the author's name and year of the publication referred to, within the text. The Harvard style involves two tasks: How you compile a list of reference sources at the end of your text (reference list) and how you refer to other authors in the body of your text (in text citation). Complete list of referencing and citation formats according to the Harvard method is given in Annex D.

PLAGIARISM

42. A zero-tolerance policy is followed towards plagiarism: however, only up to 15% of similarities, due to general English and common terminology, would be accepted, which would be taken up case by case. Plagiarism is a distinguishing criterion of research, academic and business papers that they provide an overview of knowledge and publications in the subject area selected. It is therefore vital to quote and refer to others' works. This is not plagiarism; this is a positive, commendable element. Only those references and quotations which are not properly cited and presents as one's own become plagiarism.

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43. Plagiarism falls under copyright acts or intellectual property laws and is therefore illegal. It is also highly unprofessional and affects your reputation or the reputation of the institute. Plagiarism is theft. It is passing off another person's words, ideas, work as your own. To avoid plagiarism, keep precise notes, place quoted words or texts in quotation marks, attribute the source directly in the text and provide a full list of references.

44. The College uses "Plagiarism Checker X" software to analyse the plagiarism and similarity status of the final soft copy of the Research provided by each Student Officer. There, special attention will be paid to analyse plagiarised areas/ similarities with software generated report by the Academic Branch and the analysis will be submitted to the Correcting DS and the Viva-voce panel for evaluation. You may request for two opportunities in advance to check your documents through the same software available at DSCSC prior to your final submission.

a. If detected similarities through the plagiarism software exceed 15%, reduction of marks will be as follows:

(1) Each additional 1% beyond accepted level of similarities (15%) would be equal to 3 out of 100 marks and 9 out of total 300 marks for a CRP. Thus, the calculation for marks will be deducted is as follows:

- (a) 16% (15% off) $1 \times 3 \times 3 = (-9)$
- (b) 17% (15% off) $2 \times 3 \times 3 = (-18)$
- (c) 18% (15% off) $3 \times 3 \times 3 = (-27)$
- (d) 19% (15% off) $4 \times 3 \times 3 = (-36)$

(2) The total additional percentages converted to marks as above will be deducted from total marks offered.

Ex: If Student Officer 'X' has been offered 175 marks out of total 300 for the CRP and if the similarity level is 18%, the calculation of final marks will be as follows:

Similarity 1%	= 3 marks
Exceeding similarity percentage	= 3% (18%-15%)
Marks to be deducted	= 27 (3x3x3)
Finalised marks for student 'X'	= 148 (175-27)

(3) If the similarity percentage exceeds 20% or above, the research will be considered 'Fail'.

(4) Least plagiarized CRPs recommended by each Wing will be taken in to consideration for the selection of Best Research Paper.

45. **The Use of Copyrighted Material.** The permission should be obtained from the person or the institute who owns the Copy Right on particular document, maps or any related information that Student Officer wants to include in the dissertation.

RESEARCH ETHICS AND ETHICAL CLEARANCES

46. Ethical standards also require that researchers do not put participants in a situation where they might be at risk of harm as a result of their participation. Harm can be identified as physical and psychological. There are two standards that are applied in order to help protect the privacy of research participants. Almost all research guarantees the participants confidentiality. Participants must be given the assurance that identifying information will not be made available to anyone who is not directly involved in the study or not published in the research report. Some researchers may not be experts in dealing with participants or the target groups. In such situations, ethical clearances must be obtained through DSCSC/KDU prior to the commencement of data collection.

DATA COLLECTION METHODS

47. Data collection is a process of collecting information from all the relevant sources to find answers to the research problem, test the hypothesis and evaluate the outcomes. Data collection methods can be divided into two categories: primary data collection methods and secondary data collection methods.

a. **Primary Data Collection Methods.** Primary data collection methods can be divided into two groups: quantitative and qualitative. Your choice between quantitative or qualitative methods of data collection depends on the area of your research and the nature of research aims and objectives.

(1) **Quantitative Data Collection.** Quantitative data collection methods are based in mathematical calculations in various formats. Methods of quantitative data collection and analysis include questionnaires with closed-ended questions, methods of correlation and regression, mean, mode and median and others. Quantitative methods may be cheaper to apply and they can be applied within a shorter duration of time compared to qualitative methods. Moreover, due to a high level of standardization of quantitative methods, it is easy to make comparisons of findings.

(2) **Qualitative Data Collection.** Qualitative data collection methods, on the contrary, do not involve numbers or mathematical calculations. Qualitative research is closely associated with words, sounds, feeling, emotions, colours and other elements that are non-quantifiable. Qualitative studies aim to ensure greater level of depth of understanding and qualitative data collection methods include interviews, questionnaires with open-ended questions, focus groups, observation, game or role-playing, case studies etc.

b. **Secondary Data Collection Methods.** Secondary data is a type of data that has already been published in books, newspapers, magazines, journals, online portals etc. There is an abundance of data available in these sources about your research area. Therefore, application of appropriate set of criteria to select secondary data to be used in the study plays an important role in terms of increasing the levels of research validity and reliability. These criteria include, but not limited to date of publication, credential of the author, reliability of the source, quality of discussions, depth of analyses, the extent of contribution of the text to the development of the research area etc.

(1) **Reliability of Data:** The reliability can be tested by finding out such things about the said data:

(a) Who collected the data?

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- (b) What were the sources of data?
- (c) Were they collected by using proper methods?
- (d) At what time were they collected?
- (e) Was there any bias of the compiler?
- (f) What level of accuracy was desired?
- (g) Was it achieved?

(2) **Suitability of Data.** The data that are suitable for one enquiry may not necessarily be found suitable in another enquiry. Hence, if the available data are found to be unsuitable, they should not be used by the researcher. In this context, the researcher must very carefully scrutinise the definition of various terms and units of collection used at the time of collecting the data from the primary source originally. Similarly, the object, scope and nature of the original enquiry must also be studied. If the researcher finds differences in these, the data will remain unsuitable for the present enquiry and should not be used.

(3) **Adequacy of Data.** If the level of accuracy achieved in data is found inadequate for the purpose of the present enquiry, they will be considered as inadequate and should not be used by the researcher. The data will also be considered inadequate, if they are related to an area which may be either narrower/wider than the area of the present enquiry.

(4) **Use of Secondary Data.** The already available data should be used by the researcher only when he finds them reliable, suitable and adequate. But he should not blindly discard the use of such data if they are readily available from authentic sources and are also suitable and adequate for in that case it will not be economical to spend time and energy in field surveys for collecting information. At times, there may be wealth of usable information in the already available data which must be used by an intelligent researcher but with due precaution.

48. **Other Factors to be Considered.** Data collection is required to identify the existing situation of a system, to justify your research findings, to compare two or many situations in the system, to develop models etc. There are several factors, which need to be considered in data collection such as:

- a. Scope of study.
- b. Sources of data.
- c. Methods of data collection.
- d. Timeframe of the study.
- e. Study area and sample sizes.
- f. Financial constraints.
- g. Availability of resources such as enumerators, transport facilities etc.

SOURCES OF INFORMATION IN DATA COLLECTION

49. Broadly, the information sources may be divided into two:
- a. Documentary Sources.
 - b. Non-documentary Sources (Individuals and Institutions).
50. The documentary sources are further categorised as:
- a. Primary Sources.
 - b. Secondary Sources.
 - c. Tertiary Sources.
51. **Primary Sources.** Primary sources of information include only what the researcher collect through surveys, interviews, mail back questionnaires, web based questionnaires, discussions, etc.
52. **Secondary Sources.** Secondary sources of information are summaries of information gathered from primary sources. These include translations, summaries and reviews of research (encyclopaedia articles), abstracts, guides, books and other publications containing information, commentaries and so on.
53. **Tertiary Sources.** Textbooks such as Army Field Manuals, Naval Books of Reference, Air Force Orders are usually examples of tertiary sources of information.
54. **Developing a Questionnaire.** Questionnaires may be needed to develop based on the research and the type of data required for the research. Questionnaires must be well focused on the scope of the study and questions must be simple and directly related to the study. The researcher should be careful in designing the questionnaires since data must be collected within a minimum time period.
55. **Designing a Questionnaire.** Following are of importance when designing a questionnaire for research purposes:
- a. Providing clear instructions on how to fill the questionnaire.
 - b. Designing direct questions, which support the research work only. Include all the supportive information you required in data analysis.
 - c. Using a simple format, which can be understood by the interviewee and simply attempt to fill it in a short time.
 - d. Questions should be of simple English/Sinhala/Tamil and understandable and not confusing. In case of Sinhala or Tamil questioners are being issued, an English translation is to be provided.
 - e. Questions must reflect the objective of your study and should not reflect the researchers preconceived ideas.

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- f. Avoiding using abbreviations in the questionnaire. If you want to use an abbreviation, mention the meaning of the abbreviation as a footnote.
- g. Questions must be short and the interviewee or respondent should be able to give a direct answer.
- h. Questions must be ethical.
- i. Questionnaire recommended to be limited to a maximum of three pages.
- j. If personal information is mandatory for the research, it required to mention the confidentiality level to the respondent.
- k. General and demographic data which describes the sample can be collected at the beginning or towards the end of the questionnaire.

DATA ANALYSIS

56. Understanding of the data analysis procedures will help you to:
- a. Appreciate the meaning of the scientific method, hypotheses testing and statistical significance in relation to research questions.
 - b. Realise the importance of good research design when investigating research questions.
 - c. Be capable of identifying the data analysis procedures relevant to your research project.
 - d. Show an understanding of the strengths and limitations of the selected quantitative and/or qualitative research project.
 - e. Be able to represent data in graphical method to justify your findings.
 - f. Be able to develop models and computer programmes depending on the methodology and expected findings in the research.
57. Your data could be presented in the form of tables, graphs and diagrams, but you also need to use words to guide readers through your data:
- a. Explain the types of tests you performed and the reason for doing so.
 - b. Explain the data collection procedure.
 - c. Indicate what results are significant.
 - d. Make meaningful comparisons.
58. **Quantitative Analysis.** You are expected to turn raw numbers into meaningful data through application of rational and critical thinking. This may include calculations of frequencies of variables and differences between variables. This is usually associated with finding evidences

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to either support or reject hypotheses you have formulated at the initial stage. Appropriate analytical software can be used to assist with analysis of quantitative data.

59. **Qualitative Analysis.** Qualitative data refers non-numeric information such as interviews, transcripts, notes, videos and audios recordings, images and descriptive documents. Hence qualitative data analysis could be divided into the following five categories.

- a. **Content Analysis.** This refers to the process of categorizing various behavioural data to classify, summarize and tabulate the data.
- b. **Narrative Analysis.** This method involves the reformulation of stories presented by respondents taking into account context of each case and different experiences of each respondent. In other words narrative analysis is the revision of primary qualitative data by researcher.
- c. **Discourse Analysis.** This is a method of analysing naturally occurring talk and all types of written text.
- d. **Framework Analysis.** This is more advanced method that consists of several stages such as familiarization, identifying a thematic framework, coding, charting, mapping and interpretation.
- e. **Grounded Theory.** This method of qualitative data analysis starts with an analysis of a single case to formulate a theory. Then, additional cases are examined to see if they contribute to the theory.

60. The analysis of qualitative data cannot be neatly presented in tables and figures, as quantitative results can be. It must all be expressed in words, and these results in a large quantity of written material, through which you must guide your reader. Structure is therefore very important. Try to make your sections and subsections reflect your thematic analysis of the data, and to make sure your reader knows how these themes evolved.

ORGANISATION OF WORK

61. Word count of CRP is to be minimum of 10,000 words and should not exceed 10 percent (ie 11000 words), counting from Chapter One to Chapter Six including tables, figures, and graphs etc. Yet, preliminary pages, list of references, bibliography and annexes will be excluded from the word count. However, exception on exceeding word count can be considered only if sanctioned by the Academic Supervisor. In all other cases, any research paper exceeds 11000 words will not be considered for the selection of the best research paper.

62. The research paper should be written in accordance with the guidelines on writing CRP. A specimen of a CRP is shown in Annex C.

63. CRP is to be written in British English and should follow SLJSP 001.

- a. **Layout.** Follow Annex C for the layout of the research paper.
- b. **Table of Contents.** The research paper must have a table of contents page listing chapter headings, section headings and sub-headings, appendices and references as well as their corresponding page numbers. The 'Table of Contents' feature of Microsoft Word

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should normally be used to create a table of contents and this should be done after final editing so that pages referred to in the table of contents are correctly numbered.

- c. **List of Figures, Tables or Illustrations.** Separate List of Figures, Tables, or Illustrations should be included on a separate page immediately following the Table of Contents.
- d. **Font Size, Line Spacing, Margins, Font Type, Format of Table.** Font size, line spacing, margins, font type, format of table and where to put the captions, numbering style of sub headings should be in accordance with the SLJSP 001.
- e. **Chapter, Page and Paragraph Numbering.** Chapter numbers are to be followed as CHAPTER ONE, CHAPTER TWO and so on. Page numbering and para numbering should be according to the conventions of SLJSP 001. Each chapter should begin on a fresh page. Page numbers are to be followed as 1-1, 1-2...2-1, 2-2 and so on. Paragraph numbers are to be started with a fresh number in each consecutive chapter and continuation is to be in an ascending order till the end of the relevant chapter.

POINTS TO CHECK IN YOUR FINAL DRAFT

64. The final draft of the paper should have the following characteristics:
 - a. All relevant quotations inserted in the most appropriate places and cited.
 - b. All acknowledgements for facts and opinions (either quoted or summarized) referred.
 - c. A final reference and bibliography attached for all which have been consulted or actually referred to in the text.
 - d. A fresh page for every new chapter.
 - e. All chapters, pages, paragraphs, sub paragraphs numbering and all other service writing conventions are to be followed as per the SLJSP 001. Citing and referencing is to be done as per the Harvard conventions.
 - f. All external sources are mentioned under relevant Tables and Figures.
 - g. All Tables and Figures are given appropriate Titles.
 - h. Final draft paper must be written in past tense and avoid including any text in future tense.
 - i. Full document including supplements be thoroughly proof read by the selected resource person.

NUMBER OF HARD AND SOFT COPIES

65. The CRP is to be submitted in typed form. Spiral bound copies are allowed for the initial submission. Hard binding is not required at this stage. Student Officers are required to produce four (04) copies of the CRP (One dark blue colour hard board cover and three copies with light

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blue colour hard board covers provided by DSCSC). Once the CRP is submitted, no changes are accommodated. Instructions for submitting of soft copies are as follows:

a. Final submission should be in MS Word format written into 3 playable CD/DVD to be submitted with hard copies.

b. A CD/DVD should contain two folders as mentioned below:

(1) **'COMPLETE RESEARCH'**. This should contain all softcopy materials used for the CRP and the files to be named as below:

- (a) Coverage and Initial Pages
- (b) Chapter 1 – Introduction
- (c) Chapter 2 – Literature Review
- (d) Chapter 3 – Methodology
- (e) Chapter 4 – Data Presentation and Analysis
- (f) Chapter 5 – Findings and Discussion
- (g) Chapter 6 – Conclusion and Recommendations
- (h) References and Bibliography
- (i) Annexes (Folder)

(2) **'PLAGIARISM CHECK'**. This should contain a single MS Word document comprised with all the content from Chapter 1 to 6.

66. The CRP copies will be distributed as follows:

a. The first dark blue copy, unmarked, will be retained in the office of the CI of the respective wing and will be used at the Viva Voce.

b. One light blue copy will be marked by the correcting DS and be used for the Viva Voce. Same would be handed over to the Student Officers on completion of Viva Voce, with comments made by correcting DSs' and viva panel. The other light blue copy would be used to mark the plagiarism and also be used for the Viva Voce.

c. Soft copies in the form of CD/DVD will be used for the plagiarism check and record purposes.

67. Thereafter, the College will announce the nominees for MSc (D&SS) with the consultation of KDU and those Student Officers who are eligible are required to submit three (03) hardbound copies of corrected CRPs to the College within seven (07) days of the announcement. Student Officers need to use corrected light blue CRP copy with the comments of the corrector DS and should consider the comments made by the Viva panel. Only at this stage, Student Officers may obtain the help of a proof reader in order to assure error free submissions for the retention as reference material at the DSCSC and KDU libraries. The third copy will be returned to Student Officers with the College endorsement. Layout of the cover of the hardbound copies is given at Annex H. Further, identified authors would be notified by Comdt to publish their product as an article in the DSCSC annual publication, "*Defence and Security Journal*".

WORK SCHEDULE

68. Work schedules of the CRP are given in Annex E and F. There will be no extension of time given for an individual for the final submission. However, presentation ceremony of CRP to the Commandant is to be verified from the Supervising Directing Staff.

PROGRESSION OF WORK

69. **Confirmation of the Research Title/Topic.** As per the time plan, Student Officers are to submit 3 Research Titles along with Problem Statements each. Doing so Student Officers are to duly perfect Annex A and submitted to DSCSC through KDU. The DSCSC then will scrutinize titles received and select one for each Student Officer. The selected list of titles will be forwarded to KDU to appoint respective AS and Sponsor DS would be appointed from DSCSC in due course.

70. **Outline Plan.** In the subsequent sessions, Student Officers are to brief their respective AS and DS on their plan for the paper. There would be a dedicated day at least one per a calendar month for CRP Counselling with the AS: Student Officers may request permission to meet their AS/SDS even during SRW periods. Formal interactions between AS/SDS would be as follows;

- a. **Preliminary Conference.** During this conference, Student Officers will individually discuss with their respective AS and SDS on the 'Title' proposed by him/ approved by DSCSC. Student Officers are to use this opportunity to communicate as much details as possible to set their parameters and shape plans to undertake the study.
- b. **First Preview.** Based on the discussion during the preliminary conference and literature review, Student Officers will identify their hypothesis/core argument focusing the research objectives. They are to be able to identify the dependent variable and independent variables at this point to reach the hypothesis or research questions. Once this is done the 'First Preview' will be made by Student Officers in a skeletal form.
- c. The first preview will be approximately of 350 to 500 words, giving out the tentative group and paragraph headings followed by the main thrust lines of the argument in the research.
- d. The first preview must also include 'preliminary' bibliography of books and journals available for reference. The AS/SDS must be satisfied that sufficient material is within access of the Student Officer to complete the study.
- e. **Review Conference 1.** After AS/SDS read through the first preview, a review conference will be convened. The AS should give necessary guidance for, refining the wording of the topic, reframing hypothesis for setting fresh course for the research. All these instructions should be neatly recorded in the 'pink form' from the day one.
- f. **Second Preview.** Second review will be conducted to evaluate the literature review of the research by SDS. Student officer can discuss the research articles and other sources he has found with regards to the selected title.
- g. **Review Conference 2.** Literature review chapter and proposed methodology can be presented in in Review Conference 2.

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- h. **Review Conference 3, 4 and 5.** It is held to ascertain the progress made by the Student Officers as per the guidance given at each review conference. Apart from the above mandatory review conferences, Student Officers have the access to their supervisors for any further clarifications.
- i. **Writing the Final Research Paper.** Student Officers are required to work with their AS with prior appointment as necessary apart from review conferences with the DS. A specimen of a research paper is given at Annex C to this document and Student Officers have to submit a First Draft and Final Draft of the submission to the DS.
- j. **Submissions.** The completed CRP should be submitted by the Student Officer on the scheduled dates of appropriate submission.
- k. **Presentation Ceremony of CRP to the Commandant.** Presentation ceremony of final submission of the CRP to the Comdt is a special event of the DSCSC course calendar. Student Officers should present and brief their CRP to the Comdt at a formal ceremony organized by the college which will be indicated in the time table.

ASSESSMENT PROCEDURE

71. The CRP will be marked by a Corrector DS nominated by the respective wing as per the assessment criteria shown below before the Viva Voce as per the arrangements made by the DSCSC.

- a. **Assessment Criteria.** The assessment of the research paper will be based on the following criteria:

Ser	Assessment Criteria	Marks Allocated
(a)	(b)	(c)
1.	<u>Adoption of Appropriate Format of Writing of Research Report.</u> a. Correct spellings, grammar, punctuations. b. Clear, legible, professional presentation. c. Correct division and numbering of chapters, pages and paragraphs. d. Adequate reference selection and correct referencing system (Harvard Referencing System), use of tables, graphs, appendices and naming them properly.	10%

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(a)	(b)	(c)
2.	<p><u>Introduction/Problem Identification.</u></p> <p>a. Appropriate introduction to research Title/Topic and the paper.</p> <p>b. Background and identification of the research problem and clear problem statement, scope and limitations.</p> <p>c. Research objectives and their relevance in addressing the research problem and hypothesis/core argument.</p> <p>d. Significance of the study.</p>	10%
3.	<p><u>Literature Review.</u></p> <p>a. A review of previous studies undertaken in the relevant field of study and the finding the gaps in the existing body of knowledge/literature.</p> <p>b. Review of adequate past research papers, proper citing in text.</p> <p>c. List of references in accordance with Harvard referencing system.</p> <p>d. Focusing of literature review to research problem, objectives, scope, conceptualisation/theoretical framework, variables, hypothesis or research questions.</p>	10%
4.	<p>Methodology.</p> <p>a. Quantitative Research. Conceptualization/theorization, operationalization, hypothesis, hypothesis testing (falsifying null and accepting alternate).</p> <p>b. Qualitative Research. Theoretical lens, Core argument, research questions, interviews, full transcripts, coding, categorizing, summarising and analysis.</p> <p>c. Identifying variables, indicators and measurements or theoretical lens and core argument.</p> <p>d. Based on the research design (qualitative, quantitative or mixed method) selected by the Student Officer, following are to be discussed:</p> <p style="margin-left: 40px;">(1) Research philosophy</p> <p style="margin-left: 40px;">(2) Methodology and theories</p> <p style="margin-left: 40px;">(3) Population and Sampling</p>	

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(a)	(b)	(c)
	<p>(4) Methods</p> <p>(a) Data collection methods (Primary data, secondary data, data collection instruments)</p> <p>(b) Validity and reliability</p> <p>(b) Data analysis method (Data analysis tools as appropriate according to the selected design) and interpretation</p> <p>(5) Ethical consideration</p>	15%
5.	<p><u>Data Presentation, Analysis and Interpretation.</u></p> <p>a. Analysis through appropriate statistical or graphical Data Analysis tools and techniques or analysing qualitative data by using the deductive approach/the inductive approach.</p> <p>b. Exploration and explanation of findings through theoretical knowledge, analysis and construction of logical direct arguments.</p>	20%
6.	Conclusion and recommendations to fill the gap between objectives and the research findings and on areas for future researches.	10%
7.	Presentation and Viva-Voce.	25%

b. **Grading System:** It is mandatory to achieve minimum 'C' grade to partially fulfil the eligibility criterion except the other academic eligibility criteria for MSc in Defence and Strategic Studies degree awarded by the KDU.

Ser	Marks Range	Grading
(a)	(b)	(c)
1.	90 - 100	A+
2.	80 - 89.99	A
3.	75 - 79.99	A-
4.	70 - 74.99	B+
5.	65 - 69.99	B
6.	60 - 64.99	B-
7.	55 - 59.99	C+
8.	50 - 54.99	C
9.	40 - 49.99	C-
10.	33.3 - 39.99	D
11.	Less than 33.3	E

VIVA VOCE

72. Student Officers should appear for a Viva Voce conducted by a board of examiners consisting of CI, HOTT, Corrector DS, Supervising DS from DSCSC and a representative from KDU. Researcher's ability to discuss the research with focus and clarity will be tested along with her/his ability to defend the findings, interpretations and conclusions. The panel will mainly examine the originality and authenticity of the research work by cross questioning the contents in the research paper.

73. **Defending Originality.** During the Viva Voce, each Student Officer will have to conduct an approximately 8-10 minutes briefing with a PowerPoint presentation which would be followed by an 8-10 minutes Q&A session. During the Viva Voce, the panel will seek clarification on contents, authenticity and logic to ensure that sufficient research has been carried out on the subject. You should be able to produce CRP proposal, copies of abstracts of the journal articles you referred, copies of important reference if any, original data sets, original questionnaires' and its summaries, AS and SDS meeting records and their especial recommendations if any and Commandant's approval for the CRP Title changes.

74. **Authenticity of the Paper.** The Student Officer is required to provide evidence to substantiate the authenticity of his research. In this respect, Student Officer should produce all material relevant to the progress of work (AS, SDS meeting records and any approval obtained from the Commandant on Title amendments), copies of the references quoted in the CRP and duly completed questionnaires as appropriate.

AUTHORSHIP

75. The DSCSC reserves the rights of the research papers submitted in the partial fulfilment of the psc and MSc (D&SS) requirements. In case any Student Officer wishes to publish the research paper in any other journal than the "*Defence and Security Journal*" of the college, written permission from the DSCSC is to be obtained.

AWARD OF BEST COMMANDANT'S RESEARCH PAPER

76. The Student Officer producing the best research paper amongst Army, Navy and Air Wings will be awarded the 'Golden Pen Award'. This will be selected by an independent board appointed by the Commandant. On the recommendations of the board, the Commandant will select the best paper, which will be the final decision.

ACADEMIC SUPERVISOR/SUPERVISING DS MEETING RECORDS

Form No CRP 001

(Print this Form on a Yellow Colour Paper)

ACADEMIC SUPERVISOR (AS) MEETING RECORD

COMMANDANT'S RESEARCH PAPER

DEFENCE SERVICES COMMAND AND STAFF COLLEGE SRI LANKA

Student Officer's Name	
Locker No	
AS's Name	
Date of Meeting	
Venue	
Duration	

Observations/Instructions.

Date of Next Meeting	
-----------------------------	--

Signature of the Students Officer:

Signature of the Academic Supervisor:Date:

Form No CRP 002
(Print this Form on a Pink Colour Paper)

SUPERVISING DIRECTING STAFF MEETING RECORD

COMMANDANT'S RESEARCH PAPER
DEFENCE SERVICES COMMAND AND STAFF COLLEGE SRI LANKA

Student Officer's Name	
Locker No	
SDS's Name	
Date of Meeting	
Venue	
Duration	

Observations/Instructions.

Date of Next Meeting	
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Signature of the Student Officer:

Signature of the Supervising DS:Date:

Form No CRP 003
(Print this Form on a Blue Colour Paper)

AS/SDS MEETING RECORD

COMMANDANT'S RESEARCH PAPER
DEFENCE SERVICES COMMAND AND STAFF COLLEGE SRI LANKA

Student Officer's Name	
Locker No	
AS or SDS's Name	
Date of Meeting	
Venue	
Duration	

Points Noted and Action/s to be taken.

Date of Next Meeting	
-----------------------------	--

Signature of the Student Officer:Date:

CHOICE OF TOPIC PRO-FORMA FOR THE RESEARCH PROPOSAL

- 1. From:
 - a. Rank/Name:
 - (With initials in Block Capitals)
 - b. Locker No:

- 2. Subject Area (As per Appendix 1):
 - a. First Subject area:
 - b. Second Subject area:
 - c. Third Subject area:

- 3. Choice of Titles:
 - a. First Choice:
 - b. Second Choice:
 - c. Third Choice:
 - d. Reasons for above choices:

.....

.....

.....

4. Problem Statement is attached: Yes/ No

It is certified that above titled work will be undertaken for study purpose in DSCSC-Sapugaskanda. It has not been submitted in candidature for any other degree.

.....
Date

.....
Signature of Student Officer

Appendix 1: Proposed Subject Areas for Commandant's Research Paper.

FOR CI'S RECOMMENDATION

5. Selected Topic.

Date:

.....
Signature

COMMANDANT'S APPROVAL

6. Topic Accepted/Not Accepted:

Date:

.....
Signature

PROPOSED SUBJECT AREAS

1. Diplomacy
2. National/International Affairs
3. National and International Laws
4. National Purpose, Values, Interests, Objectives and Policies
5. National Strategy
6. National Defence/Security Policies and Strategies
7. Military Policies, Strategies and Warfare
8. Military Doctrine
9. Military Technology
10. Military Psychology
11. Terrorism and Insurgency
12. Battle Space (Domains)
13. Demography
14. Economy
15. Geography
16. Management
17. Natural Resources
18. Public Administration (Governance/Budget and Fiscal Policy/Macro Economics/
Development Planning/ Public Accounting and Cost Management)
19. Science and Technology
20. CBRNE
21. Information and Communication
22. Geopolitics
23. Geo-economics
24. Maritime security
25. Peace and Conflict Studies

Note:

All above subject areas or any significant subject area selected by you should reflect the relevance to the Defence and Strategic Studies.

SPECIMEN FORMAT FOR RESEARCH PROPOSAL

1. Cover Page. The cover page of the proposal should be as per the format given below.

CLASSIFICATION	Font size 12	
COMMANDANT'S RESEARCH PAPER PROPOSAL		Font size 16
Submitted to the	Font size 12	
DEFENCE SERVICES COMMAND AND STAFF COLLEGE		Font size 14
In partial fulfilment of the requirements for the passed staff college		
and		Font size 12
In partial fulfilment of the requirements for the Degree of Master of Science (Defence and Strategic Studies) of the General Sir John Kotelawala Defence University, Sri Lanka		
RESEARCH TITLE WRITTEN ON THE FIRST PAGE OF THE PROPOSAL FONT SIZE 16 IN CAPITAL LETTERS		
by		
Rank and Name of Student Officer - Font Size 12		
Supervised by		
(Name of the Academic Supervisor) (Name of the Supervising DS)		Font size 12
Date of Submission	Date Month Year	
CLASSIFICATION		

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2. **Main Body.** The following basic requirements are to be included in the main body according to the type of research approach, Qualitative, Quantitative or Mixed;

- a. Introduction to your subject area/Title.
- b. Background of your research/justification.
- c. Research objectives.
- d. Problem Statement.
- e. Hypothesis/Core Argument.
- f. Research questions.
- g. Significance of the study.
- h. Scope and limitations.
- i. Literature survey and theoretical framework
- j. Methodology (Research approach/type, Conceptual Framework , Operationalization, Population, Sample Selection Method, Sample size, etc..).
- k. List of References and Bibliography.
- l. Annexes if any.

3. It should be noted that all above areas may be improved and amended with the guidance of AS and SDS during the stage that Student Officer develops his/her research methodology.

4. **Declaration by the Student Officer and AS/SDS Comments.** A declaration by the Student Officer with the endorsement of the AS/SDS as indicated below should be included:

DECLARATION	
I declare that this research proposal is my own work and I am aware of the consequences of cheating and malpractices. I am willing to answer any query by my AS or SDS in relation to this report at any time during the course.	
Date :..... Signature of the Student Officer
	Name of Student Officer Locker No:
<hr/> COMMENTS OF THE SUPERVISORS	
The research proposal prepared by ____ (Name of Student Officer) is recommended and forwarded for onward action please.	
Date: Signature Name of the AS
Date: Signature Name and Rank of the SDS

4. **Presentation.** The proposal should be submitted as a spiral bound folder, in A4 paper, typed in font Times New Roman size 12 with 1.5 line spacing.

**SPECIMEN FORMAT FOR THE CONTENT OF
COMMANDANT'S RESEARCH PAPER**

1. **Hard Cover and Title Page:** A concise title to convey the topic and purpose of the research.
2. **Declaration:** A declaration must be given by the candidate to the effect that the investigation were carried out is his/ her own research.
3. **Certifications of Supervisors.** Signatures and date of AS, signature and date of SDS.
4. **Abstract:** A descriptive summary of the entire research (one page of around 500 words).
5. **Acknowledgements:** Individuals and organizations who have helped the candidate and copyright authorizations.
6. **Table of Contents:** Full listing of the contents.
7. **List of Tables.** (if any):
8. **List of Figures.** (if any):
9. **List of Abbreviations/Definitions of Terms.** (if any):
10. **Main Text:** The chapters of the research paper.
11. **List of References.** To indicate all direct or indirect quotations and in acknowledgment of someone's opinions, or of a source of information which is cited in the research paper.
12. **Bibliography.** Indicates all written materials found useful but not cited in writing the thesis. All reports, essays and theses must be included in the bibliography.
13. **Annexes:** Relevant supporting evidence, such as letters, exhibits, questionnaires and interview formats etc.

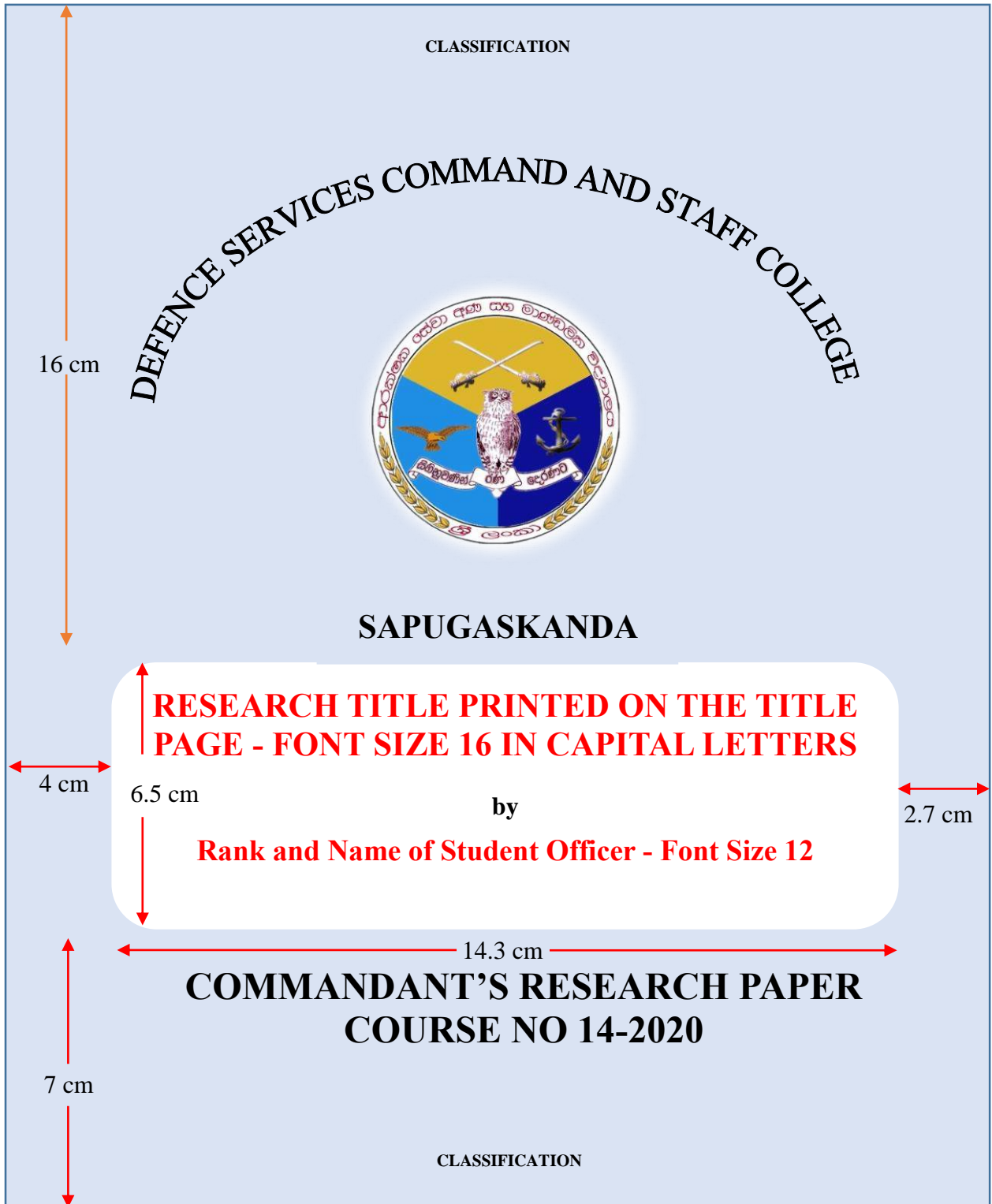
CHAPTERS

<i>Chapter</i> (a)	<i>Title</i> (b)	<i>Contents</i> ©
Chapter 1 Introduction	Introduction to the final paper Background of the Study Research Objectives Problem Statement Hypothesis/Core Argument Or Research Questions Significance of the Study (rationale/uniqueness) Scope and Limitations of the Study Structure of the Thesis	<i>The primary goal of the introductory paragraphs is to catch the attention of the readers and to get them ‘turned on’ about the subject area covered in your final paper.</i> <i>Therefore, give a general and very brief introduction to the research title and the paper before the background.</i> <i>In significance, indicate the why and how this study is “unique” than other researches available in the literature in terms of theoretical, interpretative and empirical.</i> <i>This chapter is a re-working of the research proposal and problem statement. Research objectives, hypothesis or core argument, research questions, significance, scope and limitations, may also be included in this chapter.</i>
Chapter 2 Literature Review	List out literature related to the Study Definition of the concepts selected for the Study by giving appropriate main headings. (Selected headings and reviews should guide the reader to understand your methodical approach to the conceptualisation/ theoretical framework/ theoretical lens.)	<i>A state-of-the-art search and review of the literature. This is not recording all what you read, it goes well beyond merely summarizing literature. First need to understand the topic through literature, then identify the literature that you will review, analyse the literature and synthesize the literature prior to writing your review. This should use an appropriate structure and should focus on the ideas, issues, arguments and findings in the literature including researches done previously in order to identify the gap with the current research and, not on single items or authors unless there is good reason for doing so. Include theoretical framework developed based on the literature.</i>
Chapter 3 Methodology	Conceptualization or Theoretical lens. Operationalization (if any) Data collection tools, population, sampling and sampling techniques, sample size etc....	<i>This chapter depends on the research design (qualitative, quantitative or mixed method) selected by the Student Officer.</i> <i>Suggested sub-headings mentioned under the column ‘c’ has to be clearly indicated in the proposed methodology chapter.</i> <i>Further, Student Officer shall focus on the methodological foundation and the theoretical foundation as required based on the selected discipline.</i>
Chapter 4 Data Presentation and Analysis	Data Presentations Data Analysis tools Data Analysis	<i>This chapter is for the Data Presentation and Analysis and is intended to be descriptive. The purpose of analysing data is to obtain usable and useful information.</i> <i>The analysis, irrespective of whether the data is qualitative or quantitative, may, describe and summarise the data. Quantitative and qualitative research differ somewhat in their approach to data analysis. In quantitative research, data analysis often only occurs after all or much of data have been</i>

		<p><i>collected. However, in qualitative research, data analysis often begins during, or immediately after, the first data are collected, although this process continues and is modified throughout the study.</i></p> <p><i>If the findings are based on quantitative methods, they will consist of tables graphs, models etc. showing the responses.</i></p> <p><i>There are two fundamental approaches to analysing qualitative data (although each can be handled in a variety of different ways): the deductive approach and the inductive approach. Deductive approaches involve using a structure or predetermined framework to analyse data. the inductive approach involves analysing data with little or no predetermined theory, structure or framework and uses the actual data itself to derive the structure of analysis. This approach is comprehensive and therefore time-consuming and is most suitable where little or nothing is known about the study phenomenon</i></p> <p><i>This chapter should not include any in-depth discussion or manipulation of the data; it is for the presentation of your data.</i></p>
Chapter 5	Findings and Discussions	<p><i>The summaries of findings are subjected to whatever techniques of analysis appropriate for data. This may be statistical analysis showing degrees of correlation between variables or other techniques such as conversation analysis. Focusing on the questions and hypothesis set, this chapter contains a discussion of the degree to which the research has answered the questions or tested the hypothesis.</i></p> <p><i>Most qualitative designs do not start with a hypothesis. However, even in qualitative studies, this chapter can be turned into a discussion of the degree to which the research has answered the questions raised at the beginning or whether the core argument which is a tentative explanation of the research problem has been confirmed by evidence.</i></p> <p><i>There are two main approaches to writing up the findings of qualitative research. The first is to simply report key findings under each main theme or category, using appropriate verbatim quotes to illustrate those findings. The second is to do the same but to incorporate the discussion into the findings chapter</i></p>
Chapter 6	Conclusion and Recommendations	<p><i>This chapter brings together the work done and what has been found. It should show the contribution, including the methodological assumption and data collection tools used, that the research has made to the literature and include an evaluation of the research in terms of the degree to which the objectives were achieved. If the objectives are beyond findings, propose feasible recommendations to bridge gaps through costs benefit analysis. Further researches may propose to explore new areas which are not covered in the scope of this research study.</i></p>

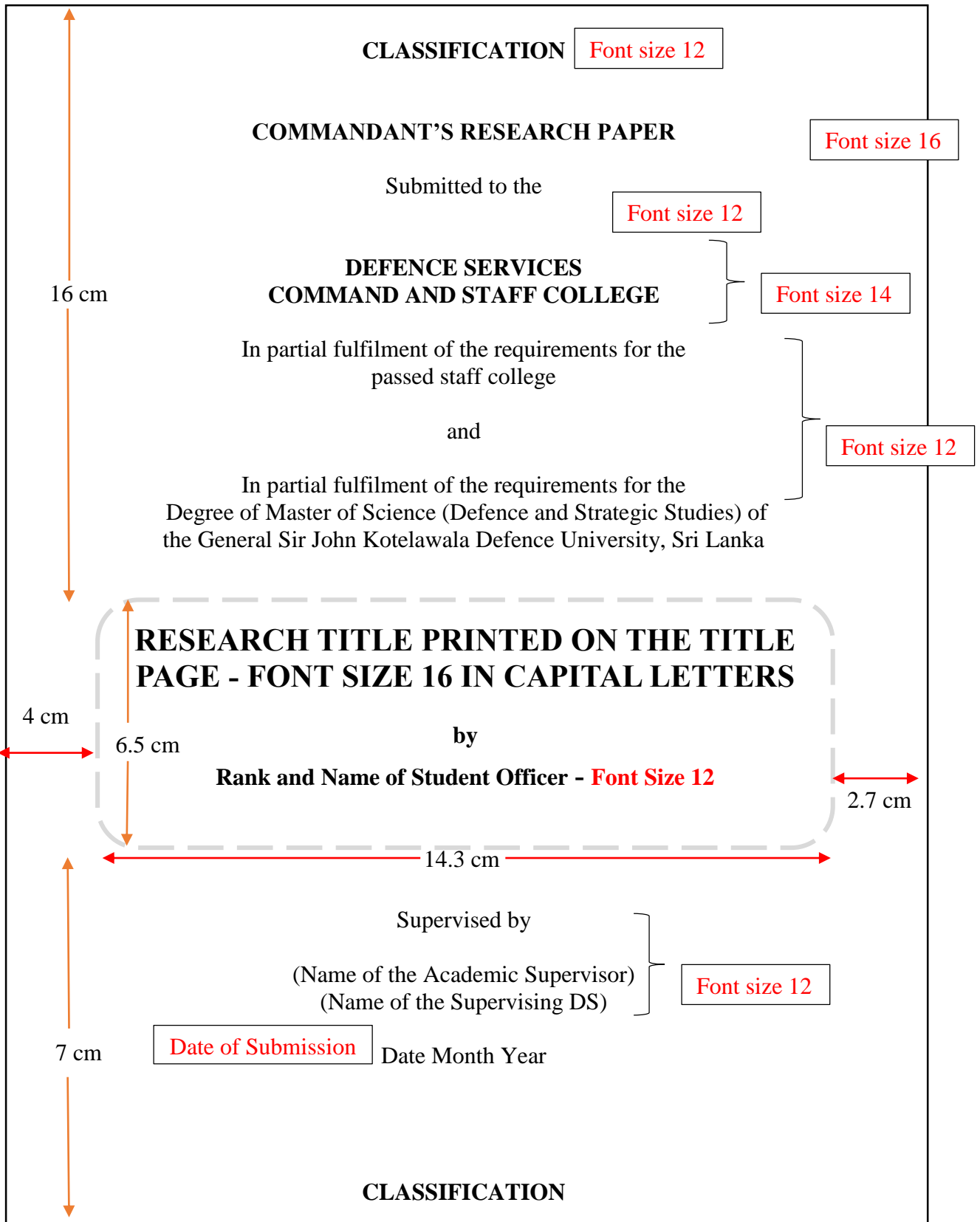
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SPECIMEN FOR CRP FINAL SUBMISSION



Note. The hard cover provided by the DSCSC for the final CRP submissions is shown above. (2x Light Blue and 1x Dark Blue hard covers). Please adjust Title, Rank and Name in the first page of your paper to appear clearly through the opening available in this hard cover as depicted above.

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Note. This is the format of the first page of the paper. Research Title and the Rank and Name of the Student Officer is to be adjusted appropriately to be visible through the opening in the hard cover.

CLASSIFICATION

DECLARATION

The work reported in this thesis is the result of candidate's own investigation carried out in the Defence Services Command and Staff College, at Sapugaskanda Sri Lanka. It has not been submitted concurrently in candidature for any other degree.

.....October 2020

.....
AB NUWANASINGHE RSP
(Rank)

CLASSIFICATION

CERTIFICATION OF SUPERVISORS

Name of the Student Officer : (Rank) AB Nuwanasinghe RSP

Name of the Supervising DS : (Rank) HO Adikshana RSP psc

Signature of the Supervising DS :

Date :

Name of the Academic Supervisor : Dr (Mrs) TG Wijewardana

Signature of the Academic Supervisor :

Date :

CLASSIFICATION

ABSTRACT

An abstract summarizes, usually in one paragraph of 300 words or less, the major aspects of the entire paper in a prescribed sequence that includes: the overall purpose of the study and the research problem(s) you investigated, the basic design of the study, major findings or trends, found as a result of your analysis; and, a brief summary of your interpretations and conclusions. How do you know when you have enough information in your abstract? A simple rule-of-thumb is to imagine that you are another researcher doing a similar study. Then ask yourself: if your abstract was the only part of the paper you could access, would you be happy with the amount of information presented there? Does it tell the whole story about your study? If the answer is "no" then the abstract likely needs to be revised. Although it is the first section of your paper, the abstract should be written last since it will summarize the contents of your entire paper. A good strategy to begin composing your abstract is to take whole sentences or key phrases from each section of the paper and put them in a sequence that summarizes the contents. Then revise or add connecting phrases or words to make the narrative flow clearly and smoothly. Note that statistical findings should be reported parenthetically (i.e., written in parentheses). Before handing in your final paper, check to make sure that the information in the abstract completely agrees with what you have written in the paper. Think of the abstract as a sequential set of complete sentences describing the most crucial information using the fewest necessary words. (i.e., word count is 270)

Key Words:,,,

Note:

The abstract should not contain:

- c. Lengthy background or contextual information,
- d. Redundant phrases, unnecessary adverbs and adjectives, and repetitive information;
- e. Acronyms or abbreviations,
- f. References to other literature (say something like, "current research shows that..." or "studies have indicated..."),
- g. Using ellipticals (i.e., ending with "...") or incomplete sentences,
- h. Jargon or terms that may be confusing to the reader,
- i. Citations to other works, and
- j. Any sort of image, illustration, figure, or table, or references to them.

CLASSIFICATION

ACKNOWLEDGEMENTS

(This is to thank and express gratitude for those who helped you to various means to complete the research)

CLASSIFICATION

CLASSIFICATION

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CLASSIFICATION

CLASSIFICATION

LIST OF TABLES

(If there are any tables in the text, number them and list out chapter wise)

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Table 1.2	1-3
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CLASSIFICATION

LIST OF FIGURES

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list out as per the order of figures placed in the text).

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CLASSIFICATION

CLASSIFICATION

CHAPTER ONE

INTRODUCTION

1. This paper covers a comprehensive qualitative study onand provide feasible recommendations (overview of the full paper)

.....
.....
.....Also the chapter one covers(overview of the chapter one).....
.....

BACKGROUND OF THE STUDY

2. Give the background to the problem you have chosen to investigate, in a suitable context, arousing and stimulating the reader’s interest. Here you should be able to inform the reader of the specific problem areas within the topic that you are trying to focus upon. Brevity is desirable in the write-up under this heading. Try not to exceed 500-750 words.

3.
4.

Table 1.1 : Detailed Composition of.....(Font Size 12)

	Ser	Frequency	Percentage	Valid Percentage	Cumulative Percentage
	(a)	(b)	(c)	(d)	(e)
Valid	18- 22	2	6.7	6.7	6.7
	23-25	5	16.7	16.7	23.3
	26-30	12	40.0	40.0	63.3
	31-35	6	20.0	20.0	83.3
	35 above	5	16.7	16.7	100.0
	Total	30	100.0	100.0	

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CHAPTER TWO

LITERATURE REVIEW

1.
2.
3.

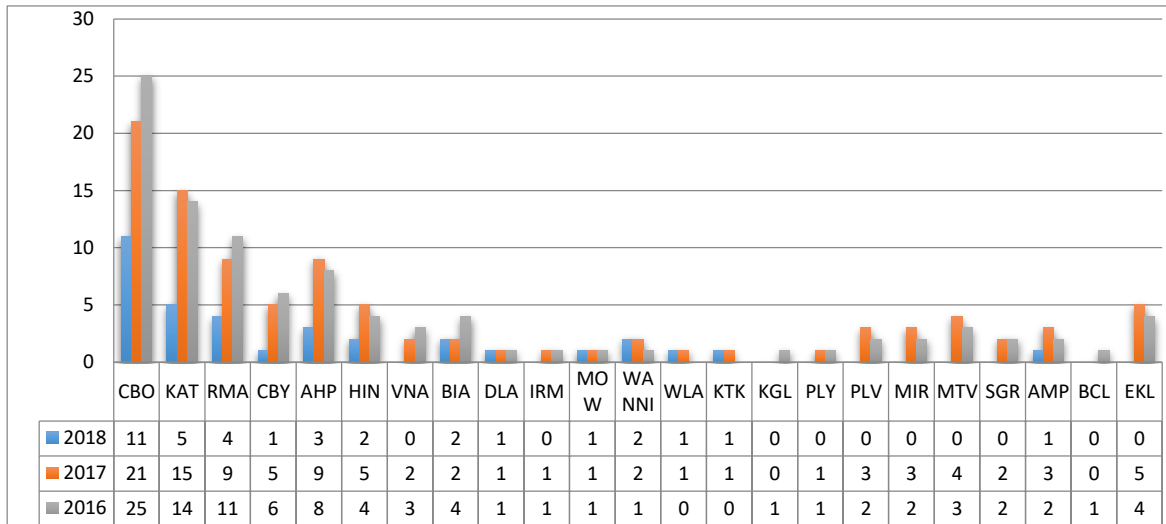


Figure 2.1 : Annual Consumption of(Font size 12)
Source :.....(Font Size 10)

CLASSIFICATION

CHAPTER THREE

METHODOLOGY

1.

2.

3.

CLASSIFICATION

CHAPTER FOUR

DATA PRESENTATION AND ANALYSIS

- 1.
- 2.
- 3.

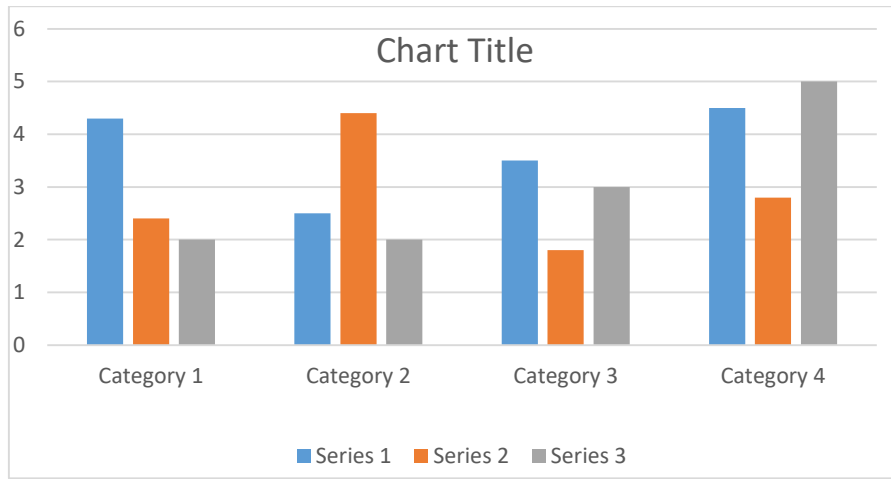


Figure 4.1 : Output of XXXX in different categories.....(Font Size 12)
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4-1

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CLASSIFICATION

CHAPTER FIVE

FINDINGS AND DISCUSSIONS

1.

2.

3.

Table 5.1 : Annual Expenditure of(Font Size 12)

<u>XXX</u>	<u>YYY</u>	<u>ZZZ</u>	<u>LLL</u>

10) **Source** :(Font Size

CLASSIFICATION

CHAPTER SIX

CONCLUSION AND RECOMMENDATIONS

1.
2.
3.

Word Count: Minimum of 10,000 words and not exceeding 10 percent, counting from Chapter One to Chapter Six, excluding preliminary pages, tables, figures list of references, bibliography and annexes.

CLASSIFICATION

LIST OF REFERENCES

(Include books, magazines, journals etc. that you have referred and read; quoted in the text of the research). Refer the Annex D of this manual for the formats. Use Harvard Referencing Style. All references should be in the alphabetical order

6-...

CLASSIFICATION

CLASSIFICATION

BIBLIOGRAPHY

(This should include all the books, magazines, journals etc. that you have referred and read; even not quoted in the text of the dissertation).

Note: Enclose all 'Annexes' after the bibliography.

6-...

CLASSIFICATION

REFERENCING AND BIBLIOGRAPHY – HARVARD STYLE

Harvard Referencing Style

Source: Jennifer Collery, The Library, University College Dublin, <http://www.ucd.ie/library/>

Available at: <http://www.ucd.ie/t4cms/Guide69.pdf>

Format in in-text Citation	Example	Format in References / Bibliography	Example
Book with one author			
Author Last name (year)	According to McDonagh (2001)	Author/Editor Last name, Initials. (Year) <i>Title</i> . Edition. Place of publication: Publisher	McDonagh, S. (2001) <i>Why are we Deaf to the Cry of the Earth</i> . Dublin: Veritas.
(Author Last name, year)	As has been argued (McDonagh, 2001)		
Book with two authors			
First author Last name and second author Last name (year)	Shalloway and Trott (2001) suggest that....	First author Last name, Initials and second author Last name, Initials (Year) <i>Title</i> . Place of publication: Publisher.	Shalloway, A. and Trott, J. (2001) <i>Design patterns explained: a new perspective on object-oriented design</i> . London: Addison Wesley.
(First author Last name and second author Last name, year)	It has been suggested (Shalloway and Trott, 2001)....		
Book with more than three authors			
First author Last name <i>et al.</i> (year)	McGeady <i>et al.</i> (2006) suggest....	Authors Names. (Year) <i>Title</i> . Place of publication: Publishing company.	McGeady, T.A., Quinn, P.J., Fitzpatrick, E.S. and Ryan, M.T. (2006) <i>Veterinary embryology</i> . Oxford: Blackwell.
(First author Last name <i>et al.</i> year)	It has been suggested (McGeady <i>et al.</i> , 2006)....		

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Book with a corporate author			
Name of corporate author (year)	Figures from the Department of Agriculture (2000) show that....	Name of corporate author (Year) <i>Title</i> . Place of publication: Publisher.	Department of Agriculture, Food and Rural Development (2000) <i>Pedigree sheepbreed improvement programme: performance results for lambs summer 2000</i> . Cavan: Department of Agriculture, Food and Rural Development.
(Name of corporate author year)	Figures from other sources (Department of Agriculture, 2000) show....		
Book with an editor			
Editor's Last name (year)	This was examined in O'Riordain (2001)....	Editor(s) Last name, Initials (Ed.). (Year) <i>Title</i> . Place of publication: Publisher.	O'Riordan, T. (Ed.). (2001) <i>Globalism, Localism and Identity</i> . London: Earthscan.
(Editor's Last name, year)	Others have examined this claim (O'Riordain, 2001)....		
Chapter in an edited book			
Author(s) Last name (year)	This was proposed by Rose (2000)....	Author(s) Last name, Initials. (Year) 'Chapter title'. In: Editor's(s) last name, Initials. ed(s). <i>Book title</i> . Place of publication: Publisher.	Rose, H. (2000) 'Risk, Trust and Sceptism in the Age of the New Genetics'. In: Adam, B. et al. eds. <i>Risk Society and Beyond</i> . London: Sage
(Author(s) Last name, year)	It has been proposed (Rose, 2000)....		
Print Journal article with one author			
Author(s) Last name (year)	Tovey (2002) argues....	Author Last name, Initials. (Year) 'Article title'. <i>Journal title</i> , Volume (Issue): page numbers.	Tovey, H. (2002) 'Risk, Morality, and the Sociology of Animals - Reflections of the Foot and Mouth Outbreak in Ireland'. <i>Irish Journal of Sociology</i> , 11 (1):23-42.
(Author(s) Last name, year)	It has been argued (Tovey, 2002)...		
Print Journal with two authors			
First author Last name and second author Last name (year)	Lopez and Rodriguez (2011) suggest that.....	First Author Last name, Initials and Second Author Last name, Initials. (Year) 'Article	Lopez, I. and Rodriguez, E. (2011) 'The Spanish Model'. <i>New Left Review</i> , 69 (May/June 2011): 5 – 28

RESTRICTED

(First author Last name and second author Last name, year)	It has been suggested (Lopez and Rodriguez, 2011)....	title'. <i>Journal title</i> , Volume (Issue): page numbers.	
Print journal with more than three authors			
First author Last name <i>et al.</i> (year)	Markovits <i>et al.</i> (1996) suggest....	Authors Names. (Year) 'Article title'. <i>Journal title</i> , Volume (Issue): page numbers.	Markovits, A. Reich, S. and Westermann, F. (1996) 'Germany: Hegemonic Power and Economic Gain?' <i>Review of International Political Economy</i> , 3(4): 698-727
(First author Last name <i>et al.</i> year)	It has been suggested (Markovits <i>et al.</i> , 2006)....		
E-journal article			
Author(s) Last name (year)	Hawke (2006) argues	Author(s) Last name, Initials. (Year) 'Article title', <i>Journal title</i> [Internet], Volume (Issue), page numbers. Available from: URL [Accessed day month year].	Hawke, J. L. et al, (2006). 'Genetic influences on reading difficulties in boys and girls: the Colorado twin study', <i>Dyslexiam</i> , 12 (1) [Internet]. Available from: http://www3.interscience.wiley.com/cgi-bin/fulltext/112098736/PDFSTAR [Accessed 10 February 2009].
(Author(s) Last name, year)	Others have shown (Hawke <i>et al.</i> , 2006).....		
Print Newspaper article			
Author(s) Last name (year)	O'Dea (2006) proposed....	Author(s) Last name, Initials. (Year) Article title. <i>Newspaper title</i> , date, page numbers.	O'Dea, W. (2006) Irish role in battle group concept will help to bolster UN. <i>Irish Times</i> , 10 January, p.16.
Author(s) Last name (year)	The articles (O'Dea, 2006) argues....		
Online Newspaper article			
Author(s) Last name (year)	Keenan (2004) reported....	<i>title</i> , day month of publication. Available from URL [Day Month Year accessed]	Keenan, D 2011, 'North voters go to polls today', <i>Irish Times</i> , 5 May. Available from http://www.irishtimes.com/newspaper/ireland/2011/0505/1224296146826.html >. [5 May 2011]
(Author(s) Last name, year)	In the report (Keenan, 2004)....		

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Page on a website			
Author(s) Last name (year)	Kelly (2004) responded....	Webpage Author(s) Last name, Initials. (Year) <i>Page title</i> . Available at: URL (Accessed Day Month Year)	Kelly, M. (2004) <i>Environmental Attitudes and Behaviours: Ireland in Comparative European Perspective</i> . Available at: http://www.ucd.ie/environ/home. htm (Accessed 8 February 2009)
(Author(s) Last name, year)	In the response (Kelly, 2004)...		
Website			
(Website name, year)	Information available from their website (International Tourism Partnership, 2004)	Website author. (Year published/Last updated) Title of Internet Site. Available at: internet address (Accessed Day Month Year)	International Tourism Partnership (2004). International Tourism Partnership. Available at: http://www.internationaltourism partnership.org/ (Accessed 8 February 2009)
Blog			
Author(s) Last name (year)	O'Connor (2010) proposed....	Author(s) Last name, First name. (Year site published/Last updated) 'Title of Message', <i>Title of Internet Site</i> , Day Month of posted message. Available at: internet address (Accessed Day Month Year).	O'Connor, John (2010) 'Global warming and the future', <i>Jane Murphy Blog</i> , 14 January. Available at: http://janemurphyblog.com/blog s/archive/2010/01/14/115/asp (Accessed 13 April 2010).
(Author(s) Last name, year)	It was proposed elsewhere (O'Connor, 2010)....		
Email communication			
Author(s) Last name (year)	In an email response (Scott, 2010)....	Sender Last name, Initials (Year of message) Medium of communication	Scott, G. (2010) E-mail to John Bryce, 26 February.
(Author(s) Last name, year)	In an email to this author (Scott, 2010)	Receiver of communication, Day Month of communication.	
Interviews			
Interviewee (s) Last name (year)	Cowen (2010) claimed in an interview....	Last name, Initials of person interviewed. (Year of interview) 'Title of the interview	Cowen, B. (2010) Interviewed by Brian Dobson, <i>Six One News</i> , video, RTE One, 15 March

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(Interviewee (s) Last name, year)	In an interview on RTE (Cowen, 2010)....	(if any)'. Interview by/with Interviewer's First name Last name, <i>Title of publication.</i> Medium in which the interview appeared (journal, radio, video etc), Publication details.	
Government agency publication			
(Country. Department, year)	In a similar report (Ireland. Department of Health & Children, 2006) it was shown.....	Country. Author (Year) <i>Title.</i> Place of publication: Publisher. Available at URL (Accessed Day Month Year).	Ireland. Department of Health & Children (2006) ' <i>A Vision for Change' Report of the Expert Group on Mental Health Policy</i> '. Dublin: Stationary Office. Available at: http://www.dohc.ie/publications/vision_for_change.html (Accessed 11 April 2010).
Parliamentary and legal material			
(Country. <i>Title of Legislation year</i>)	Legislation (Ireland. <i>Human Rights Commission Act 2000</i>) outlawing the act....	Government of Country. <i>Title</i> (Year) Place of Publication: Publisher.	Government of Ireland. <i>Human Rights Commission Act.</i> (2000) Dublin: Stationery Office.
Conferences			
Author(s) Last name (year)	O'Connor (2009) was able to highlight....	Author(s) Last Name, Initials (Year) 'Title of paper', <i>Title of conference: subtitle.</i>	O'Connor, J (2009) 'Towards a greener Ireland', <i>Discovering our natural sustainable resources: future proofing.</i> University College Dublin, 15 - 16 March. Dublin: Irish Environmental Institute, pp. 65 - 69.
(Author(s) Last name, year)	Others (O'Connor, 2009) have shown	Location and date of conference. Place of publication: Publisher, Pages numbers.	
Theses			
Author Last name (year)	_____Allen (2009) disagrees with this.....	Author (Year of submission) <i>Title of thesis.</i> Degree statement. Degree-awarding body.	Allen, S. J. (2009) <i>The social and moral fibre of Celtic Tiger Ireland.</i> Unpublished PhD thesis. University College Dublin.
(Author Last name, year)	As argued elsewhere (Allen, 2009)...		

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Audio-visual material			
Title of film, year	The portrait shown in <i>The Lives of Others</i> (2007)....	<i>Title of film</i> (Year of distribution) Director [Format]. Place of distribution: Distribution company.	<i>The Lives of Others</i> . (2007) Florian Henckel von Donnersmarck [DVD]. Santa Monica: Lionsgate.
(Title of film, year)	East Germany was the subject of a recent successful movie (<i>The Lives of Others</i> , 2007)....		

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ANNEX E

SPECIMEN FORMAT FOR THE COVER PAGE OF THE HARD BOUND COPY

CLASSIFICATION



COMMANDANT'S RESEARCH PAPER

**RESEARCH TITLE...RESEARCH TITLE
RESEARCH TITLE... RESEARCH TITLE**

by

Rank and Name of the Student Officer

Submitted to the

**DEFENCE SERVICES COMMAND
AND STAFF COLLEGE SRI LANKA**

In partial fulfilment of the requirements for the
passed staff college

and

**THE GENERAL SIR JOHN KOTELAWALA
DEFENCE UNIVERSITY SRI LANKA**

In partial fulfilment of the requirements for the
Degree of Master of Science (Defence and Strategic Studies)

OCTOBER 2020

COURSE NO 14-2020

CLASSIFICATION

E-1

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SOURCES AND RECOMMENDED READINGS

Bryman Alan. (2016) *Social Research Methods, 5th Edition*

Mitchell Brown, Kathleen Hale. (2014) *Applied Research Methods in Public and Nonprofit Organizations*

Ranasinghe Sudatta and Fonseka Mangala. (2011) *Research in Management: a guide to practice*. Colombo, PIM.

Rosaline S. Barbour. (2009) *Introducing Qualitative Research: A student Guide to the Craft of Doing Qualitative research*

Saunders Mark, Lewis Philip, Adrian Thronhill. (2011) *Research Methods for Business Students, 5th Edition*

Sekaran Uma and Bougie Roger. (2013) *Research Methods for Business: A Skill-Building Approach, 6th Edition*

About the null and alternative hypotheses:

<https://support.minitab.com/en-us/minitab/18/help-and-how-to/statistics/basic-statistics/supporting-topics/basics/null-and-alternative-hypotheses/>

Basic tips on writing a good research paper title:

<https://www.editage.com/insights/3-basic-tips-on-writing-a-good-research-paper-title>

Harvard Referencing Style:

Source: Jennifer Collery, The Library, University College Dublin, <http://www.ucd.ie/library/>
Available at: <http://www.ucd.ie/t4cms/Guide69.pdf>

Research Methodology:

<https://research-methodology.net/research-methods/data-analysis/quantitative-data-analysis/>

Scope and Limitations:

<https://www.scribd.com/presentation/349056812/RESEARCH-PAPER-SCOPE-LIMITATIONS-Reporting>

USC University of South California Research Guides: Last Updated: Oct 16, 201

<https://libguides.usc.edu/writingguide>

What is Hypothesis Test:

<https://support.minitab.com/en-us/minitab/18/help-and-how-to/statistics/basic-statistics/supporting-topics/basics/what-is-a-hypothesis-test/>

RESTRICTED

ANNEX G

TIME SCHEDULE OF LOCAL STUDENT OFFICERS

Stage	Event	By Date
(a)	(b)	(c)
Stage 1	Issue of list of subject areas	19 Oct 20
	Submission choice of Titles	29 Oct 20
Stage 2	Approval of Titles	16 Nov 20
	Issue CRP Assignment 1 – to write the Research proposal (600-1500 words)	16 Nov 20
	Submission of CRP Assignment 1	18 Jan 21
Stage 3	Preliminary Review Conference - to discuss the Research Proposal with AS/ supervising DS and obtain approval from the AS to continue the study.	12 Feb 21
	Submission of work done in Chapter 1 and 2. (Literature Review to contain a minimum of 2000 words) the study.	19 Apr 21
Stage 4	Review Conference 1 - Review the progress of work including Capture 1 and 2	As per the DSCSC time table
	Submission of work including Chapter 3 (Methodology)	21 May 21
Stage 5	Review Conference 2 - Review the progress of work including Capture 3 (Methodology). In addition, the Student Officer has to explain his data collection plan in detail.	As per the time table
	Review Conference 3 - to discuss the progress of data collection. The Students Officer has to brief the Supervising DS on the work progress prior to the Review Conference with AS.	As per the time table
	Submission of work including Capture 4 (Data Presentation & Analysis)	02 Jul 21
Stage 6	Submission of work including Capture 5 (Findings and Discussions)	16 Jul 21
Stage 7	Review Conference 4 - to discuss the progress of Chapter 4 & 5	As per the DSCSC time table
	Submission of work including Chapter 6 (Conclusions & Recommendations)	06 Aug 21
Stage 8	Review Conference 5 - to discuss the progress of all six chapters.	As per the time table
Stage 9	Submission of first draft.	30 Aug 21
	Submission of second draft	27 Sep 21
Stage 10	Final Submission	18 Oct 21
Stage 11	Presentation Ceremony of CRP to the Commandant	As per the time table

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ANNEX H

TIME SCHEDULE OF THE CRP FOR FOREIGN STUDENT OFFICERS

Stage	Event	By Date
(a)	(b)	(c)
Stage 1	Issue of list of subject areas	11 Jan 21
	Submission choice of Titles	29 Jan 21
Stage 2	Approval of Titles	08 Feb 21
	Issue CRP Assignment 1 - write Research Problem, Aims and Objectives (1- 2 pages)	08 Feb 21
	Submission of CRP Assignment 1	19 Feb 21
Stage 3	Preliminary Review Conference - to discuss the approved Title, Research Problem , Aims and Objectives with supervising AS & DS	As per the time table
	Issue CRP Assignment 2 - to write the research Proposal (600-1500 words)	22 Feb 21
	Review Conference 1 - to discuss the draft Research Proposal with AS	As per the time table
	Submission of CRP Assignment 2 and obtain approval from the AS to continue the study.	22 Mar 21
Stage 4	Submission of work done in Chapter 1 and 2. (Literature Review to contain a minimum of 2000 words)	19 Apr 21
	Submission of work including Chapter 3 (Methodology)	21 May 21
Stage 5	Review Conference 2 - to Review the progress of work including Capture 3 (Methodology). In addition, the Student Officer has to explain his data collection plan in detail.	As per the DSCSC time table
	Review Conference 3 - to discuss the progress of data collection. The Students Officer has to brief the Supervising DS on the work progress prior to the Review Conference with AS.	As per the DSCSC time table
	Submission of work including Capture 4 (Data Presentation & Analysis)	02 Jul 21
Stage 6	Submission of work including Capture 5 (Findings and Discussions)	16 Jul 21
Stage 7	Review Conference 4 – to discuss the progress of Chapter 4 & 5	As per the DSCSC time table
	Submission of work including Chapter 6 (Conclusions & Recommendations)	06 Aug 21
Stage 8	Review Conference 5 – to discuss the progress of all six chapters.	DSCSC time table
Stage 9	Submission of first draft.	30 Aug 21
	Submission of second draft	27 Sep 21
Stage 10	Final Submission	18 Oct 21
Stage 11	Presentation Ceremony of CRP to the Commandant	As per the time table