

# **SINDH AGRICULTURE UNIVERSITY TANDOJAM**

## **SYNOPSIS MANUAL**

This manual is prepared in order to maintain the uniformity in the presentation of postgraduate synopsis submitted to Sindh Agriculture University Tandojam. Synopsis shall be typed precisely according to the instructions given in this manual.

### **1. Organizing the synopsis**

The sequence of the synopsis must conform to the following instructions. Details are given in the format guide for synopsis.

#### **1.1 Summary page**

##### **1.1.1 The top section**

- Purpose of the synopsis
- Particulars of student

##### **1.1.2 The second section**

- Title
- Problem statement
- Brief methodology

##### **1.1.3 The third section**

- Endorsements

### **1.2 Text of the synopsis**

The text or main body of synopsis shall consist of sections listed below.

#### **1.2.1 Preface of synopsis**

- Purpose of the synopsis

#### **1.2.2 Main body of synopsis**

- Title
- Introduction
- Review of literature
- Plan of work
- References

## **2. General instructions**

The organization and arrangement of a synopsis must present an appearance appropriate to such a document. Proper format, neatness, and consistency will produce the desired standard of appearance.

### **2.1 Typing instructions**

Synopsis must be type written, according to the following requirements.

#### **2.1.1 Computer typing**

Use of computer typing with standard characters (Times New Roman Fonts) will be preferred using Microsoft Word application for typing the synopsis.

#### **2.1.2 Paper**

Good quality (80 gram), white A4 size (297x210mm) paper should be used.

#### **2.1.3 Footnote**

The use of footnotes must be kept to a minimum. Those necessary shall be placed at the bottom of the page from the text by solid line across the page. The foot note shall be numbered consecutively; starting with “1” on each page shall be typed with single space. Footnotes must remain within marginal requirement in the bottom of page.

#### **2.1.4 English usage**

British English shall be used throughout the document. First and second person pronouns, *viz.*, I, you, we, our and me / my shall be avoided. The past tense is preferred for scientific writing. Present and future tense may be used in quotations and references to existing facts, or to facts which will be true in the future.

#### **2.1.5 Line spacing and paragraph spacing for summary page**

Summary must be typed **with 1.0 line spacing** on one side of the paper. Paragraph spacing should be set at before paragraph 6 pt and after paragraph 6 pt, and indent 0.5”.

#### **2.1.6 Margins and indentations for summary page**

All page margins at 0.5" (narrow), Times New Roman font, line spacing 1.0. Summary page should not exceed one page for Master’s synopsis and two pages for PhD synopsis.

## **3. Formatting of summary page**

### **3.1 The top section**

This section shall indicate the name of Directorate through which synopsis is submitted to Sindh Agriculture University, Tandojam. The degree program for which

summary of synopsis is proposed shall be specified. Formatting requirements for this information are upper-case, bold, centered, font size 12, line spacing 1.0, space before and after paragraph 6 pt. Headings of “name of student, Reg. No., Department and Faculty” shall be included. Formatting of this information shall be in bold, capitalize each word, font size 12, indent at 0.5" and particulars shall be separated with colon (: ) and in non-bold, capitalize each word, font size 12.

### **3.2 The second section**

This section includes a concise title and represent the overall goal of the study. The title shall be sentence case, font size 12, justified, line spacing 1.0, space before and after paragraph 6 pt, indent 0.5". Word “Title” shall be followed by colon (: ) sign.

### **3.3 Rationale or problem statement, objectives and brief methodology**

This section shall define the scope of work and advancement in the light of review of literature. This should include the background of the research along with the problem statement and its justification. The justification should run in parallel with the objectives of the study. Experimental design shall be sufficiently described. Formatting requirements of the sub-headings are font size 11, bold, no semicolon, line spacing 1.0, capitalize each word for headings and 11, non-bold, justified, line spacing 1.0 and sentence case for text. Rationale or problem statement, objectives and brief methodology shall be enclosed in three continuous boxes as shown in template format.

### **3.4 The third section**

Third section of summary page consists of signature of student, the supervisory committee, the concerned chairman, post-graduate coordinator, Dean of the faculty, and Director of Advanced Studies, as mentioned in the format guide.

## **4. Synopsis**

### **4.1 Line spacing and paragraph spacing for main text of synopsis**

Synopsis must be typed with one and half (1.5) line spacing on one side of the paper. Paragraphs spacing should be set at before paragraph 6 pt and after paragraph 6 pt, and indent 0.5”.

### **4.2 Margins and indentations for synopsis**

The left hand margin must have a uniform width of 1.25”(3.62 cm). The right margin should be set at 0.75”(1.91cm) width. The upper and lower margins must be 1”(2.54cm) wide. This rule also applies to diagrams, tables, drawings, plates, etc. To keep the right margin as even as possible, keep justify paragraph alignment setting. Hyphenation should be avoided, except where necessary. Indent the first line of each paragraph of text 0.5" in. "(1.27cm) from the left margin.

### **4.3 Preface of the synopsis**

The section shall mention “SYNOPSIS” and written in uppercase, bold, centered, font size 14, line space 1.0 and 12 pt space after paragraph. Preface text shall be formatted in uppercase, non-bold, justified, font size 14, line space 1.0 and 12 pt space after paragraph.

### **4.4 Main body of synopsis**

This section shall consist of title, the headings of introduction, review of literature, plan of work and references. Title shall be concise and represent the overall goal of the study. Formatting requirements of the title are sentence case, bold, justified, font size 12, word ‘title’ followed by semi-colon and indent at 0.5”.

Introduction section shall define scope of the work and advancement in the light of review of literature. Furthermore, the section shall indicate the work needed to carry out with specific objectives under un-numbered subheading. The review of literature shall be presented in descriptive form / narrated form in past tense, except where quoting the universal facts. Several sub-headings / sub-sections and further divisions shall be included, each starting with the number of the section followed by period (.) sign and then number of the sub-headings / sub-section. Avoid repetition of same information in the introduction, review of literature. The references with exact relevance to the title or objectives shall be reviewed. Plan of work shall be sufficiently described in detail. It is necessary to write

about factors and levels under study design of the research, and statistical procedures used for conducting research. For a synopsis in the field of social sciences are required to define the target population, sample, sampling method, development of questionnaire, and analysis of data. Formatting requirements are sentence case, space before each paragraph 6 pt, indent at 0.5, non-bold, justified, font size 12 and indent at 0.5". Whereas headings shall be in sentence case, bold, font size 12, line spacing 1.0, indent at 0.5", space before and after paragraph 6 pt, numbered as section number, period sign, and number of the sub-heading in Arabic numerals. Objectives shall be numbered in Roman numerals, indent at 0.5", sentence case, font size 12, line spacing 1.0, space after paragraph 6 pt.

## **5. Citations**

APA (American Psychological Association) style for textual works shall be followed in synopsis format. For practical usage of references in the synopsis, type the title of reference in *Google Scholar* search bar, and select *Articles* option. In the displayed list of referencing styles, select the APA style, and copy-paste the reference in the list of references. In the list of references, the family/last name(s) of author(s) are written in full form, followed by comma (,) then initials for given name(s) followed by period (.) sign and space. For more than one author, use comma after the initials for given names. In the in-text citations, only the family/last name(s) are written followed by the year of publication.

### **5.1 In-text citations**

For in-text citations, the APA style shall be followed with slight modifications, i.e., a study published by one or two authors shall carry last name(s) of the author(s) separated by 'and / & (in parenthetical citation)' as the case may be. However, in case there are more than two authors, only last name of the first author shall be written followed by 'et al'. In et al., et should not be followed by a period (.) sign. No page numbers or issue/volume numbers shall be added to in-text citation. For in-text citation, follow the pattern given below for each type of publication. To save the time, students are encouraged to use EndNote, or Zotero, Mendeley etc., free software easily downloadable from the respective websites.

In-text citations have two formats, i.e., parenthetical, and narrative citations.

- In parenthetical citation, the author's name and publication year appear in parentheses.

- In narrative citation, the author's name is incorporated into the text as part of the sentence and the year follows in parentheses.

When citing materials within parentheses, precede the final author's name with an **ampersand (&)**. When referring to multiple authors within the text, precede the final author's name with the word '**and**'.

- **Parenthetical citation:** (Kurtines & Szapocnik, 2003)
- **Narrative citation:** Kurtines and Szapocnik (2003)

In the parenthetical citation format, while giving more than one references, each reference shall be separated by semicolon (;) sign. While, for the narrative citation format only comma shall be used to separate more than one references.

- **Parenthetical citation:** (Jackson, 2019; Sapolsky, 2017; Svendsen & Løber, 2020)
- **Narrative citation:** Jackson (2019), Sapolsky (2017), and Svendsen and Løber (2020)

## 5.2 Journal article references

### 5.2.1 One author

Freeberg, T. M. (2019). From simple rules of individual proximity, complex and coordinated collective movement [Supplemental material]. *Journal of Comparative Psychology*, 133(2), 141–142. <https://doi.org/10.1037/com0000181>

- **Parenthetical citation:** (Freeberg, 2019)
- **Narrative citation:** Freeberg (2019)

### 5.2.2 Two authors

Parker, G., & Roy, K. (2001). Adolescent depression: A review. *Australian and New Zealand Journal of Psychiatry*, 35(5), 572-580.

- **Parenthetical citation:** (Parker & Roy, 2019)
- **Narrative citation:** Parker and Roy (2019)

### 5.2.3 Three authors

Schacht, J., Talaska, A. E., & Rybak, L. P. (2012). Cisplatin and aminoglycoside antibiotics: hearing loss and its prevention. *The Anatomical Record: Advances in Integrative Anatomy and Evolutionary Biology*, 295(11), 1837-1850.

- **Parenthetical citation:** (Schacht et al., 2012)

- **Narrative citation:** Schacht et al. (2012)

#### 5.2.4 More than seven authors

List by last names and initials; commas separate author names. After the sixth author's name, use an ellipsis in place of the author names. Then provide the final author name. There should be no more than seven names.

Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . .  
Rubin, L. H. (2009). Web site usability for the blind and low-vision user. *Technical Communication*, 57, 323-335.

#### 5.2.5 Citing multiple works by same author

References by the same author (or by the same group of authors in the same order) are arranged by year of publication in the reference list, with the oldest first. For references with the same author and year, the references are arranged alphabetically by title (ignoring "A" or "The"). Lower case letters (a, b, c) are added immediately after the year within parentheses.

##### 5.2.5.1 In-text citation

...in his work on rock art (Bednarik, 2001, 2003a). He also has interest in the watercraft during the Pleistocene (Bednarik, 2003c) and the figurines of Africa (Bednarik, 2003b).

##### 5.2.5.2 Reference list

Bednarik, R. G. (2001). *Rock art science: The scientific study of paleoart*. Turnhout, Belgique: Brepols.

Bednarik, R. G. (2003a). Concerns in rock art science. *Aura Newsletter*, 20(1), 1-4.

Bednarik, R. G. (2003b). A figurine from the African Acheulian. *Current Anthropology*, 44(3), 405-413.

Bednarik, R. G. (2003c). Seafaring in the Pleistocene. *Cambridge Archaeological Journal*, 13(1), 41-66.

#### 5.3 Organization as author

Also known as a "corporate author." Here, the publishing organization is treated as the author's name. Format the rest of the citation as normal.

American Psychological Association. (2009). Blog guidelines. APA Style Blog. Retrieved from <https://blog.apastyle.org/apastyle/blog-guidelines.html>

#### **5.4 Unknown author**

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

#### **5.5 Book referencing**

##### **5.5.1 Whole authored book**

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.

Svendsen, S., & Løber, L. (2020). *The big picture/Academic writing: The one-hour guide* (3rd digital ed.). Hans Reitzel Forlag. <https://thebigpicture-academicwriting.digi.hansreitzel.dk/>

- **Parenthetical citation:** (Jackson, 2019; Sapolsky, 2017; Svendsen & Løber, 2020)
- **Narrative citation:** Jackson (2019), Sapolsky (2017), and Svendsen and Løber (2020)

##### **5.5.2 Chapter in an edited book / ebook reference**

Aron, L., Botella, M., & Lubart, T. (2019). *Culinary arts: Talent and their development*. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. <https://doi.org/10.1037/0000120-016>

Dillard, J. P. (2020). *Currents in the study of persuasion*. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). Routledge.

Thestrup, K. (2010). *To transform, to communicate, to play—The experimenting community in action*. In E. Hygum & P. M. Pedersen (Eds.), *Early childhood*

education: Values and practices in Denmark. Hans Reitzels Forlag  
<https://earlychildhoodeducation.digi.hansreitzel.dk/?id=192>

- **Parenthetical citation:** (Aron et al., 2019; Dillard, 2020; Thestrup, 2010)
- **Narrative citation:** Aron et al. (2019), Dillard (2020), and Thestrup (2010)

### 5.5.3 Several volumes of a multivolume work

Harris, K. R., Graham, S., & Urdan T. (Eds.). (2012). *APA educational psychology handbook* (Vols. 1–3). American Psychological Association.

- **Parenthetical citation:** (Harris et al., 2012)
- **Narrative citation:** Harris et al. (2012)

### 5.5.4 Republished book, with editor

Watson, J. B., & Rayner, R. (2013). *Conditioned emotional reactions: The case of Little Albert* (D. Webb, Ed.). CreateSpace Independent Publishing Platform.  
<http://a.co/06Se6Na> (Original work published 1920)

- **Parenthetical citation:** (Watson & Rayner, 1920/2013)
- **Narrative citation:** Watson and Rayner (1920/2013)

## 5.6 Entry in an online dictionary

American Psychological Association. (n.d.). Just-world hypothesis. In *APA dictionary of psychology*. Retrieved January 18, 2020, from <https://dictionary.apa.org/just-world-hypothesis>

Merriam-Webster. (n.d.). Semantics. In *Merriam-Webster.com dictionary*. Retrieved January 4, 2020, from <https://www.merriam-webster.com/dictionary/semantics>

- **Parenthetical citations:** (American Psychological Association, n.d.; Merriam-Webster, n.d.)
- **Narrative citations:** American Psychological Association (n.d.) and Merriam-Webster (n.d.)

When an online or print article does not contain a date of publication, the APA format uses the **abbreviation (n.d.)** to specify no date. Online books, websites, and other materials cited that do not contain a copyright or date published also use **(n.d.)**.

### 5.6.1 Entry in a print dictionary

American Psychological Association. (2015). Mood induction. In *APA dictionary of psychology* (2<sup>nd</sup> ed., p. 667).

Merriam-Webster. (2003). Litmus test. In *Merriam-Webster's collegiate dictionary* (11<sup>th</sup> ed., p. 727).

- **Parenthetical citation:** (American Psychological Association, 2015; Merriam-Webster, 2003)
- **Narrative citation:** American Psychological Association (2015) and Merriam-Webster (2003)

## 5.7 Wikipedia entry references

Wikipedia reports information from other sources, making it a secondary source. It is therefore preferred to use the primary source.

When citing *Wikipedia*, cite an archived version of a *Wikipedia* page so that readers can retrieve the version you used. Access the archived version on *Wikipedia* by selecting “View history” and then the time and date of the version you used. If a wiki does not provide permanent links to archived versions of the page, include the URL for the entry and a retrieval date.

Oil painting. (2019, December 8). In *Wikipedia*.  
[https://en.wikipedia.org/w/index.php?title=Oil\\_painting&oldid=929802398](https://en.wikipedia.org/w/index.php?title=Oil_painting&oldid=929802398)

- **Parenthetical citation:** (“Oil Painting,” 2019)
- **Narrative citation:** “Oil Painting” (2019)

## 5.8 Conference presentation

Evans, A. C., Jr., Garbarino, J., Bocanegra, E., Kinscherff, R. T., & Márquez-Greene, N. (2019, August 8–11). Gun violence: An event on the power of community [Conference presentation]. APA 2019 Convention, Chicago, IL, United States.  
<https://convention.apa.org/2019-video>

- **Parenthetical citation:** (Evans et al., 2019)
- **Narrative citation:** Evans et al. (2019)

### 5.8.1 Abstract of a conference presentation

Cacioppo, S. (2019, April 25–28). Evolutionary theory of social connections: Past, present, and future [Conference presentation abstract]. Ninety-ninth annual convention of the Western Psychological Association, Pasadena, CA, United States.

<https://westernpsych.org/wp-content/uploads/2019/04/WPA-Program-2019-Final-2.pdf>

- **Parenthetical citation:** (Cacioppo, 2019)
- **Narrative citation:** Cacioppo (2019)

## 5.9 Published dissertation or thesis references

Kabir, J. M. (2016). Factors influencing customer satisfaction at a fast food hamburger chain: The relationship between customer satisfaction and customer loyalty (Publication No. 10169573) [Doctoral dissertation, Wilmington University]. ProQuest Dissertations & Theses Global.

Miranda, C. (2019). Exploring the lived experiences of foster youth who obtained graduate level degrees: Self-efficacy, resilience, and the impact on identity development (Publication No. 27542827) [Doctoral dissertation, Pepperdine University]. PQDT Open. <https://pqdtopen.proquest.com/doc/2309521814.html?FMT=AI>

Zambrano-Vazquez, L. (2016). The interaction of state and trait worry on response monitoring in those with worry and obsessive-compulsive symptoms [Doctoral dissertation, University of Arizona]. UA Campus Repository. <https://repository.arizona.edu/handle/10150/620615>

- **Parenthetical citation:** (Kabir, 2016; Miranda, 2019; Zambrano-Vazquez, 2016)
- **Narrative citation:** Kabir (2016), Miranda (2019), and Zambrano-Vazquez (2016)