



# Research Guide

## 1. Choosing a topic

- a. All research topics must be aligned with the overarching theme of Gamma Talks, which focuses on *Analysing the Worth of the Indian Workforce.* While creativity is encouraged in selecting research topics, it is imperative that they remain contextualised within the Common Agenda.
- b. Upon finalising the research topic, the researcher is obligated to communicate the topic through the primary channel of communication, currently WhatsApp.

## 2. Forming groups/working as an individual

- a. Once the researcher has transmitted the research topic through the designated channel of communication, they are required to indicate their preference to work either individually or as part of a group.
- b. If the researcher expresses a desire to collaborate in a group, it becomes their responsibility to initiate contact with other potential members and coordinate the formation of a team.
- c. Individual Requirements
  1. Individual researchers must explicitly communicate their intention to work autonomously on their project, without seeking recognized assistance or co-authorship from other members.
- d. Team Requirements.
  1. The maximum allowable number of researchers in a group research project is limited to five individuals. Any attempt to exceed this limit will not be accommodated and may result in the termination of the project.
  2. Each prospective team member must be afforded the liberty to either accept or decline their role as a member researcher within the group. Any attempt to coerce or obligate a potential member into joining the group will lead to the termination of the researcher's position at Gamma Talks.
  3. The researcher tasked with assembling the group, hence responsible for the topic, must compile and submit the full names



4. of all member researchers to the management team. Failure to provide this list promptly may result in the termination of the project and the researcher's role, without certification.

### **3. Description Guidelines**

#### **a. Title**

1. Upon formal approval by the management team of the list of members, or by the researcher in the case of an individual project, the subsequent step is to generate a title for the research project.
2. The title should succinctly convey enough information to encapsulate the essence of the research paper.
3. The title is not required to encompass every individual subtopic of the research paper and should be of an appropriate length.
4. The title should maintain a level of formality appropriate for academic discourse while upholding standards of integrity and incorporating elements of creativity.

#### **b. Description**

1. Upon finalisation of the title, the subsequent step is to furnish a description of the research project comprising 60-70 words.
2. The description will provide a concise summary of the research paper, detailing its contents and the reasons behind selecting this particular project. Additionally, it will outline the methodology employed in conducting the research.
3. The description should entice the reader with intriguing information, aligning seamlessly with the title to spark interest and encourage further exploration of the research paper.

### **4. Rules/Regulations for research projects**

#### **a. Elements Mandatory in the Paper (For researchers)**

1. Title of the Project, Researchers Involved, Description of the Project
  - The research paper document should prominently feature the title of the project, followed by the names of the researchers involved, and immediately followed by the description.
2. Table of Contents



- The research paper document should include a table of contents, presented in the form of an outline, detailing the various sub topics covered within the paper.
3. Citations after every page (Please add a separator and add the citations)
    - The responsibility for footer citations lies with the graphics team. However, a separator should be included in the document, followed by a section dedicated to citations. For further guidance on citations, please refer to point b.
  4. Tables/Statistical Pictures original form
    - All tables must be presented in their original form and digitally generated using suitable software. Each table should include proper citations for the data presented.
    - No images are permitted in the research paper unless original
  5. Conclusion of research
    - It is mandatory to include a conclusion in the research paper, consisting of a summary of the findings and a closing statement.
  6. Compiled Citation Page at the end
    - All citations and sources utilised must also be compiled into a single list located towards the end of the research paper.
- b. Citations
1. Mentioning Sources and Citations
    - It is mandatory to mention the sources and citations in appropriate format after every page. Please use a separator after every page and mention the citations used in the page.
    - It is mandatory to follow the following format for citing sources:  
**Name of Source Author of Source Date Link**
  2. Trustworthy Sources and Citations
    - Please make use of trusted sources and avoid unauthorised blogs, personal opinions and judgements



3. Unreliable Sources and Citations
  - Examples of them include: Sure: Personal blogs or social media posts, Wikipedia, Tabloids and gossip magazines, Self-published books or websites, Questionable news websites, Opinion pieces without credible sources
4. Citations from another Research Paper
  - Citations from other research papers is permitted as long as full recognition is provided to the research paper  
**Name of Paper Authors Date Link Detailed Citation**
- c. Plagiarism/Paraphrasing/Copyright
  1. Plagiarism, which includes directly paraphrasing passages without proper attribution, is strictly prohibited. It is essential to demonstrate originality by synthesising information in one's own words and acknowledging the rightful contributions of others.
- d. Timeline
  1. Group Projects must conclude their project within the span of two months from the date of commencement. Prompt submission of the first draft is obligatory. Failure to do so can lead to the termination of the project.
  2. Individual projects must conclude their project within the span of three months from the date of commencement. Prompt submission of the first draft is obligatory. Failure to do so can lead to the termination of the project.
  3. Each researcher must submit a proposed timeline and action plan for executing their research, which will serve as the foundation for progress checks.
  4. Progress Checks
    - Based on the submitted timelines and action plans, the management team will organise progress check meetings.
    - It is mandatory for a minimum of two members to attend these meetings and provide honest updates on the project's status. Failure to adhere to these terms, or consistently neglecting to do so, may result in the termination of the project and the researcher's role at Gamma Talks.
- e. Communication



1. Informal communication among groups regarding the research projects is allowed without the presence of a management member.
2. Informal group meetings are permitted even in the absence of a management member, provided that the minutes of the meeting (MoM) are promptly forwarded to the management team. Failure to do so, can result in the termination of the project and role as researcher at Gamma Talks.
3. Formal communication between groups and the management team necessitates the formal acknowledgment of messages and important announcements, as well as prompt responses to any inquiries posed. This practice is implemented to uphold responsibility and accountability.
4. Formal meetings, also referred to as progress check meetings, will be held a minimum of twice per research project. At least two members must attend these meetings and provide honest updates on the project's status with accountability. Compliance with these terms is mandatory.

f. Format

1. Researchers have the liberty to select any format they prefer, provided it includes the mandatory elements outlined in point 4a.

g. Platform

1. The primary platform for document collaboration is Google Docs. However, the final paper will be transformed into a graphically edited document in PDF format. This responsibility lies with our editors and not the researchers.
2. Non-compliance with the designated platform may lead to the termination of the project and the researcher's position at Gamma Talks.

## **5. Preparing the Research Project Draft**

The completion of the final document, inclusive of all mandatory elements and research contents, free from any plagiarised content, must be promptly communicated to the management team as per the established timeline and action plan. Strict adherence to this protocol is required.

## **6. Communicating with Research Advisors**



Gamma Talks benefits from the expertise of research advisors who assist in crafting high-quality research papers. Once the draft is completed, it will be forwarded to them for feedback, recommendations, and edits. The timeframe for making changes depends on the number of suggestions provided but will not exceed two weeks. Compliance with implementing these changes is mandatory.

#### **7. Finalising/Publishing Research Project**

Once the changes have been incorporated, the document will be forwarded to our editors for formatting it into our research template. Subsequently, it will be published on our website, accompanied by social media promotion and dissemination across other platforms. This marks the conclusion of the research project.