



TUMKUR UNIVERSITY

Syllabus

of

POSTGRADUATE DIPLOMA IN ACADEMIC WRITING AND PUBLISHING (PGDAWP)

2023

POSTGRADUATE DIPLOMA IN ACADEMIC WRITING AND PUBLISHING (PGDAWP)

ABOUT THE PROGRAMME

The Postgraduate Diploma Academic Writing and Publishing (PGDAWP) is a one-year (Two-semester) programme with 40 credits. The objective of the program is to produce graduates who are knowledgeable and skilful in academic writing and publishing to transform them into effective researchers. The course will help budding researchers to refine their research ideas and publish their papers scholarly journals with higher impact.

PROGRAMME OBJECTIVES

The objectives of the Programme are to:

- a) Help the students to identify the research gaps by reviewing the existing scholarly literature on the concerned topic and state the research questions.
- b) Train the students to understand the methods of doing research, data collection, data analysis and report writing.
- c) Provide students with knowledge, skills, and experience of research.
- d) Acquire data analysis techniques, implement the analysis on a computer through statistical packages, and communicate the results clearly and concisely.
- e) Develop capabilities across the spectrum of research methods, with the capacity to apply statistical tools to research.

LEARNING OUTCOMES

At the end of the program students will be able to:

- a) Develop practical academic writing and publishing skills.
- b) Use accurate statistical models to describe real-life situations, when applicable.
- c) Decide the suitable survey methodology and sample size for a survey.
- d) Apply qualitative research methods by using the appropriate methodology in real-life situations.

ELIGIBILITY FOR ADMISSION

A candidate who has passed a Postgraduate programme in any discipline with an aggregate score of 50% (45% for SC/ST/Cat-I/specially abled) or its equivalent CGPA from a university recognized by UGC is eligible for admission to PGDAWP.

COURSE STRUCTURE

I Semester

Course code	Course title	No. of teaching hours/week	No. of Credits	Duration of the exam	Marks*
AWP-101	Basics of Research	4	4	3 Hours	100
AWP-102	Academic Writing Skills	4	4	3 Hours	100
AWP-103	Fundamentals of Statistics for Research	4	4	3 Hours	100
AWP-104	Academic Writing Skills (Practical)	2	2	3 Hours	50
AWP-105	Fundamentals of Statistics for Research (Practical)	2	2	3 Hours	50
AWP-106	Project	2	2	--	50
AWP-107	Project Presentation	--	2	--	50
Total		18	20		500

II Semester

Course code	Course title	No. of teaching hours/week	No. of Credits	Duration of the exam	Marks*
AWP-201	Research Ethics and Web Technologies	4	4	3 Hours	100
AWP-202	Advanced Statistics for Research	4	4	3 Hours	100

AWP-203	Presentation and Publishing Skills	4	4	3 Hours	100
AWP-204	Advanced Web Technologies for Research (Practical)	2	2	3 Hours	50
AWP-205	Advanced Statistics for Research (Practical)	2	2	3 Hours	50
AWP-206	Project	2	2	--	50
AWP-207	Project Presentation	--	2	--	50
Total		18	20		500

Allocation of Marks:

Theory / Practice	Internal Assessment	Semester-end Exam
Theory	30	70
Practice	15	35

Internal Assessment:

Activity	Theory	Practice
Test (2 tests of 15 marks each)	15	10
Seminar Presentation	10	-
Assignment	5	-
Practical Record	-	5
Total	30	15

There are no internal assessment marks for Project/Project Presentation.

AWP-101: BASICS OF RESEARCH

Unit-1	Research: Concept, Meaning, need and importance. Types: Fundamental, applied, interdisciplinary and multidisciplinary approach, Status of Indian research in social science, humanities, science and technology.
Unit-2	Research Design, concept, types, identification, and formulation of a problem, designing a research proposal, Review of literature: Need, different sources, methods of writing review.
Unit-3	Research methods: Scientific method; historical, descriptive, survey, case study, experimental - randomization, control groups, and counterbalancing, Delphi and participatory research.
Unit-4	Hypotheses: Meaning, definition, need and importance, sources used for the formulation of hypotheses, types. testing of hypothesis, power analysis. Variables: dependent, independent, extraneous and other types.
Unit-5	Collection and scrutiny of data: Primary and secondary data. Scrutiny of primary data, drafting and framing of a questionnaire, qualities of a good questionnaire, interview schedule, interview, telephonic method, observation, checklists. Sampling techniques: Universe and population. Sample: concept, need and importance. Sampling techniques: types, advantages and disadvantages, Sampling error
Unit-6	Research reporting: Structure, style, contents. Guidelines for research reports, Style manual-Chicago, MLA, APA; criteria for evaluation of research report.

AWP-102: ACADEMIC WRITING SKILLS

Unit-1	<p>Academic Writing: concept, need and importance, types, Characteristics, Functions, Key elements; Good academic and research practices.</p> <p>Academic writing process: Planning, drafting, editing - use of editorial tools viz., dictionaries, grammar and spell check, finishing and producing the document.</p>
Unit-2	<p>Language and technical skills: styles, Semantics, Syntax, Diction, Sentence structure, Readability and aberrations.</p> <p>Designing pages: Elements of page design, basic design guidelines, developing a style sheet.</p> <p>Using Visual aids: Tables, Line graphs, Bar graphs, Pie charts, Charts, and Illustrations</p> <p>Defining, Describing, and providing set of instructions including footnotes and end notes, Summarizing.</p>
Unit-3	<p>Writing an Academic Paper: structure of an academic paper: IMRaD; Systematic review, meta-analysis.</p> <p>Structure and format of journal articles, seminar/ conference papers, review articles, research proposals, research reports, technical reports, books, dissertations/theses.</p>
Unit-4	<p>Citations and Referencing: need and importance, citation styles, style manuals, reference management software.</p>
Unit-5	<p>Editing and Proofreading: content, structure, grammar, style, readability and comprehension, conciseness, precision, and proofreading legends.</p> <p>Editing tools: Microsoft Word, Google Docs, OverLeaf.</p>
Unit-6	<p>Finalizing the writing: formatting – title, abstract and keywords; submission guidelines - journal articles, dissertations/theses, research reports, book.</p>

AWP-103: FUNDAMENTALS OF STATISTICS FOR RESEARCH

Unit-1	Statistics: Origin and development, definition, scope and uses of statistics and limitations. Measurement scales: Nominal, ordinal, interval, and ratio.
Unit-2	Types of data: Quantitative, qualitative, discrete, continuous, nominal, and cross sectional data. Collection and scrutiny of Data: Primary and Secondary data; Scrutiny of Primary Data. Classification and Tabulation of Data
Unit-3	Measures of central tendency: arithmetic mean, weighted mean, median, mode, geometric and harmonic mean: calculation, implications, merits and demerits.
Unit-4	Measures of dispersion: Range and inter-quartile range, quartile deviation, mean deviation, variance, standard deviation and its interpretation, root mean square deviation, coefficient of variation.
Unit-5	Skewness and Kurtosis: Measures of skewness, Karl Pearson's coefficient of skewness.
Unit-6	Data visualization: Diagrammatic Presentation, One Dimensional or Bar Diagrams, Two Dimensional Diagrams, Pie Diagrams, Pictogram, Cartogram, Choice of a Suitable Diagram; Graphical Presentation

AWP-104: ACADEMIC WRITING SKILLS (PRACTICAL)

- **Information search:** Search engines and search strategies
- **Citation databases:** Web of Science, Scopus, Google Scholar
- **Editing tools:** Microsoft Word, Google Docs, OverLeaf.
- **Reference Management Tools:** Zotero/Mendeley/JabRef.

AWP-105: BASIC STATISTICS FOR RESEARCH (PRACTICAL)

Statistical packages: SPSS/PSPP/R/SYSTAT.

- Measures of Central Tendency
- Measures of Dispersion: Moments, Skewness and Kurtosis

AWP-106: PROJECT

Each student shall choose a topic and conduct literature review, identify research gap, generalize the findings, draw inferences, and submit a report before the completion of semester-end examination. The report shall contain the following:

- Introduction
- Sources used for literature search
- Literature search techniques
- Approach of literature review
- Identification of research gap
- Generalization of findings
- Inferences
- References and bibliography

AWP-107: PROJECT PRESENTATION

Each student shall present the summary of the Project before the Board/ examiners.

AWP-201: RESEARCH ETHICS AND WEB TECHNOLOGIES

Unit-1	Research ethics: Concept, need and importance. Honesty, integrity, Scientific attitude, Openness, Animal Care. Publication ethics: concept, need and importance, types, Role and responsibility of authors, editors, publishers.
Unit-2	Scientific misconduct: Concept, reasons, falsification, fabrication, salami slicing, misinterpretation of data, selective reporting, redundant publications, selective reporting. Rights management: IPR – Copyright and Patents.
Unit-3	Plagiarism: concept, types, implications and consequences, detection tools. Predatory journals. Retraction. Ethical guidelines – COPE, WAME, UGC Regulations on Academic Integrity.
Unit-4	Web: concept, Webpage, Website, Evolution-Web 1.0, 2.0, and 3.0. Semantic web. Open access publishing: Concept, need and importance, types, advantages. Journal finders. Research metrics: Author level metrics and journal level metrics. Licensing: Creative Commons, SHERPA/RoMeO.
Unit-5	Research Visibility: concept, importance, tools: X (Twitter), Blog, YouTube, SlideShare, Facebook, LinkedIn, ResearchGate, Mendeley, Academia.edu, SSRN, Semantic Scholar, IRINS, Vidwan.
Unit-6	Web decay: URL, URL link checkers, HTTP errors. DOI. Internet Archive, Wayback Machine, Pandora, Time Travel. Podcasting and Vodcasting in Education and Training,

AWP-202: ADVANCED STATISTICS FOR RESEARCH

Unit-1	Correlation: types, methods of studying correlation, Coefficient of Correlation, Properties of Correlation Coefficient, Short-cut Method for the Calculation of Correlation Coefficient.
Unit-2	Correlation Coefficient in case of bivariate frequency distribution, scatter diagram method, Karl Pearson's correlation, Spearman's rank correlation, interpretation and inference.
Unit-3	Concept of Linear Regression, Lines of Regression, Regression Coefficients, Properties of Regression Coefficients, Distinction between Correlation and Regression, Angle between Two Lines of Regression, interpretation and inference.
Unit-4	Chi-square test: Chi-square distribution, Chi-square test of goodness of fit, Chi-square test for independence of attribute, degrees of freedom, Chi-square test for population variance, interpretation and inference.
Unit-5	Tests of significance based on T, F and Z distribution: T test for difference of means, Paired T test for difference of means, Z test, interpretation and inference. F-statistics, critical values of F distribution, F test for equality of population variances, interpretation and inference.
Unit-6	Analysis of variance (ANOVA), Basic Definitions of the Terms used in ANOVA. Basic Assumptions in Analysis of Variance, Uses of ANOVA. Test of Hypothesis in Two-way ANOVA, MANOVA, interpretation and inference.

AWP-203: PRESENTATION AND PUBLISHING SKILLS

Unit-1	Presentation skills: Making text and graphs presentable. Presentation tools – Microsoft PowerPoint, Google Slides, Infographics.
Unit-2	Structure of a manuscript: Types of papers, Structure of a typical paper. Selection of title, writing abstract and choosing keywords and writing introduction and content.
Unit-3	Technical Writing: Definition, overview, purpose, types, characteristics, functions, target groups and their requirements, Planning, drafting, editing, finishing and producing the document. Use of editorial tools viz., Dictionaries, Style Manuals, Standards and Specifications.
Unit-4	Writing Better: Errors in grammar and syntax, How to ensure that your writing is better understood, Flow, Punctuation, Abstracting, Organization
Unit-5	Journal Finders and suggestors: Elsevier, Springer, Taylor & Francis, Wiley, JournalGuide, JANE. Journal Selection Tools: Web of Science, MJL, Scopus Sources List, Google Scholar, DOAJ.
Unit-6	AI-based research and writing assistance tools: Litmaps, Perplexity, Consensus, SciSpace, Elicit, Connected Papers, R Discovery.

AWP-204: ADVANCED WEB TECHNOLOGIES FOR RESEARCH (PRACTICAL)

- **Academic databases and Social Networking site:** Creation of account on ResearchGate, Google Scholar citation profile, Vidwan, ORCID.
- **Journal suggestion tools:** Elsevier journal finder, Springer journal suggester, JANE, JournalGuide.
- **Plagiarism detection tools: PlagiarismcheckerX, Duplichecker.** Online plagiarism detection tools.
- **Web archives:** Wayback Machine, Pandora.
- **Writing tools:** Quillbot, Grammarly.
- **AI-based research and writing assistance tools:** Research Rabbit, Connected Papers, LitMaps, Consensus, SciSpace.

AWP-205: ADVANCED STATISTICS FOR RESEARCH (PRACTICAL)

Statistical Analysis using SPSS/PSPP/R/SYSTAT

- Correlation Analysis
- Regression Analysis
- Chi-square Test for Association
- Chi-square Test for Proportions
- Analysis of Variance

AWP-206: PROJECT

Each student shall choose a topic, formulate the objectives, hypotheses, collect and tabulate the data, test the hypotheses, draw the inferences and submit a report before the completion of semester-end examination. The report shall contain the following:

- Introduction
- Need for the study
- Statement of the problem
- Objectives
- Hypotheses
- Methodology
- Scope and limitations
- Analysis and interpretation of data
- Testing of hypotheses
- Inferences
- Conclusion

AWP-207: PROJECT PRESENTATION

Each student shall present the summary of the Project before the Board/ examiners.

Question Paper Pattern

Q.P. Code: _____

_____ PG Diploma in Academic Writing and Publishing, _____

Paper _____

Time: 3 Hours

Max. Marks: 70

Instructions to candidate:

1. There are three sections, viz. **A**, **B** and **C**.
2. Marks are indicated against **each** section.

SECTION – A

Answer the following in **one** or **two** sentences.

(10 x 2 = 20)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

SECTION – B

Write short notes on **ANY FIVE** of the following.

(5 x 6 = 30)

- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.

SECTION – C

Answer **ANY TWO** of the following.

(2 x 10 = 20)

- 18.
 - 19.
 - 20.
-