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**Netaji Subhas Open University**  
**School of Sciences**  
**DEPARTMENT OF ZOOLOGY**

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**MANUAL FOR REVIEW/DISSERTATION AND SEMINAR**

**[As per the syllabus of Post Graduate Zoology (PGZO) Course – Paper IX A]**

Review of Literature or Dissertation is basically a survey of present knowledge on a very specific area of the subject and writing a long essay with detailed information and analysis of the results and opinions as established till date. This is expected to be pertinent and interesting to the general readers of the broad subject base and readers of specific interests, and also it should be informative. In the Open and Distance Learning (ODL) environment of this University the Post-graduate students in Zoology in their final year are to compulsorily submit such work with a Seminar presentation in an intention and expectation that such exercise will enable them to be efficient to learn background information in depth for a newer domain of the subject and also present their acquired knowledge to general audiences and experts.

University has set some guidelines for the Review/Dissertation work and Seminar to maintain the standard and quality of work and also to combat the plagiarism issue in general. They are as follows –

- The topics should be relevantly linked to the present advancement and important areas of the subject.
- It should be specific to a particular domain or may be cross-linked to the other domains of the subject, but a general broad based review should be avoided.
- A ‘Certificate of Original and Authentic Dissertation Work’ must be submitted to the School of Sciences, NSOU for each Review/Dissertation by the Supervisor and Co-ordinator jointly in the Letter-head of the Study Centre with the **Abstract** of the work minimum three weeks prior to the End-term Examination of the paper, failing which the candidate will be liable to be disqualified for the examination.
- No repetition of work will be accepted from any candidates or learners across the Study Centres and across the years. Though partial similarities may be accepted in case to case basis only if declared by the candidate and supervisor with proper reason separately apart from the ‘Certificate of Original and Authentic Dissertation Work’.
- Some experimental work or survey can be included with the connection of the area if such data provide incremental or add-on knowledge to the field or help to analyse the topic to a certain extent. With the review such data will be appreciated when the authenticity of such work can be produced and judged properly by the University.

- The Review / Dissertation should consist of the mentioned sections –
  - Title Page (include Title of the topic, Candidate’s name, registration and roll no., Supervisor’s name with designation and name of Study Centre)
  - Introduction
  - Relevance of the topic (and/or Aims and objectives of the study)
  - Review of Literature (detailed knowledge on the topic should be discussed)
  - Analysis of the knowledge (and highlight Lacuna if any)
  - Conclusion (and future direction, if any)
  - References
- The Dissertation should be a minimum length of 25 pages or 10,000 words except Title pages, References, Figure legends and Tables. Should be type-written in standard font, size 10-12, line spacing 1.5 and on one side of the paper.
- It should be written in English in candidate’s own version (not to be copied directly from any existing literature) and must be plagiarism checked with a maximum of 20% similarities except references or bibliography. Any figures, diagrams or photographs taken from any sources including web sources must be mentioned and acknowledged properly.
- Reference should be prepared either in the text with authors’ surnames and year only for 1-3 authors like – Ada and Gulliani, 1989, and for more than 3 authors like – Sedgwick et al., 2003 and cited properly.

Below are the examples how they will appear in the reference section –

For Journal Articles:

Das, S. 2007. Geophysics. The need to study speed. *Science* 317: 905–906.

Ahn, B. Y., E. B. Duoss, M. J. Motala, X. Guo, S.-I. Park, Y. Xiong, J. Yoon, R. G. Nuzzo, J. A. Rogers, and J. A. Lewis. 2009. Omnidirectional printing of flexible, stretchable, and spanning silver microelectrodes. *Science* 323: 1590–1593.

For Book:

Leddra, M. 2010. *Time Matters*. John Wiley & Sons, Ltd, Chichester, UK.

For Chapter in Book:

Rana, A. Q., L. A. Zumo, and V. Sim. 2013. Neurodegenerative Conditions. In *Neuroradiology in Clinical Practice* L. A. Zumo, and V. Sim, eds. Springer International Publishing, Cham. 51–59.

For Report:

Government Accountability Office. 1971. *Influence Of Public Affairs Organizations On Information And Advertising Programs*,. U.S. Government Printing Office, Washington, DC.

Thesis:

Paulone, S. 2013. *Mergers and Acquisitions: Examining Managerial Strategy Connection to Post Transaction Accounting Measures*. University Name, Country.

- There should be two full hard copies of the Dissertation for School of Sciences, NSOU and Controller of Examination, NSOU with Certificates which should be submitted within 15 days after the examination of the paper (apart from the Certificate and Abstract sent prior to the examination to School of Sciences, NSOU as mentioned earlier).
- The copyright of the Dissertation will be kept by the University and any publication of the matter by the candidate or supervisor will be allowed with proper credit/mention to the University and prior intimation to the competent authority of the University.
- University will revise the terms and conditions and judgement procedures and marks as per the demand of the situation and revision of syllabus and curriculum structure.

Format of Mandatory Certificate “Certificate of Original and Authentic Dissertation Work” is attached below.

**Certificate of original and authentic dissertation work**

(Must be produced in Letter-head)

Certified that Mr./Ms. .... a student of M.Sc. in Zoology of Netaji Subhas Open University, Kolkata of ..... Study Centre bearing Enrolment No..... and Registration No..... completed his/her dissertation work (paper IX A) entitled "....." under my direct supervision. The work presented in the dissertation is original review/dissertation made by the student as per the University prescription. It is also certified that the work presented in the dissertation is not a plagiarised one and follows all the rules and regulations of scientific ethics.

I also certify that I have supervised not more than five students of PGZO, NSOU for dissertation work this year as per the University norms.

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(Signature of Academic Co-Ordinator)

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( Signature of Supervisor )

Date:

Name of Supervisor

Designation.....

Institution .....