



**DEPARTMENT OF ENGLISH, SCHOOL OF HUMANITIES
DHANAMANJURI UNIVERSITY, MANIPUR**

NOTICE

Imphal, the 12th October, 2026

No. 01/BSD-ENG/2025/57: Notice is hereby circulated for information of all the Pre-Ph.D. enrolled research scholars that in partial fulfilment for the completion of the Course Work the scholars need to prepare and submit a term paper and book review report to the department latest by Friday, the 30th October 2026 (3.00 pm). The term paper and book review report may be submitted to the scholars' respective **Supervisors** or to **Ms. Bhavanashree Thingnam, OA**, Department of English, Dhanamanjuri University, Manipur.

This is issued with reference to **Course III – Practical Paper/Independent Study**, included in the syllabus. The Course's objective is to make the students able to apply the research methodology and the theories of their respective fields into practice. The paper consists of writing a term paper in about 5000 words on the existing literature, preferably on the topic of the proposed research (50 marks for term paper and seminar presentation of 30 marks) and book review (20 marks). Scholars are required to consult their respective supervisors for assistance. A brief guideline on how to prepare the term paper and book review is hereby enclosed for reference in **Annexure - I & II**.

Note: Separate notice for seminar presentation schedule will be circulated shortly.

(Prof. M. Rameshwor Singh)
Chairperson, BSD &
HOD, Department of English, DMU

Copy to:

1. P.S. to the Hon'ble Vice-Chancellor, DMU
2. Dean, School of Humanities, DMU
3. The Registrar, DMU
4. Controller of Examinations, DMU
5. Webmaster i/c for uploading to the website
6. Notice Board
7. Guard file

Guidelines for writing Pre-Ph.D. Course Work Term Paper:

A term paper generally consists of a title page, an abstract, an introduction, the main body, a conclusion, and references, adhering to a structured format to effectively present research.

Essential Components of a Term Paper are:

1. **Title Page:** This must encompass the title of your paper, your name, the name of the course, the supervisor's name, and the submission date/year. A properly formatted title page establishes a professional tone for your paper.
2. **Abstract:** A concise summary (usually 150-250 words) of the main points and objectives of your paper. It helps readers quickly understand the purpose and scope of your research. Key words are to be incorporated in it.
3. **Introduction:** This section outlines the topic, research question, and thesis statement. It should provide background information and explain the relevance of the topic.
4. **Main Body:** This is the core of your term paper, where you present your arguments, analysis, and evidence. Each paragraph should focus on a specific point related to your paper, supported by data and examples, if any.
5. **Conclusion:** Summarizes the findings and discusses their implications. It should link back to the thesis and highlight the significance of your research.
6. **References/Works Cited:** A list of all sources cited in your paper, formatted according to the required citation style (e.g., APA, MLA, Chicago Manual). This section is crucial for academic integrity and to give credit to original authors.
7. **General Formatting Guidelines:**
 - ❖ **Font and Size:** Use a standard font (e.g., Times New Roman) in 12-point size.
 - ❖ **Spacing:** Typically, term papers are double-spaced with 1-inch margins on all sides.
 - ❖ **Length:** About 5000 words.

Basic Structure of the Book Review:

1. Title & Author Information

- Begin with the book's **title**, **author**, and sometimes **genre**.
- This orients the reader and sets context.

2. Introduction

- Provide essential details and create interest.
- Mention why the book is notable or relevant.

3. Summary of the Book

- Give a concise overview of the plot or main idea.
- Highlight the central conflict or premise.

4. Analysis

This is the core of the review. Include:

- **Characters:** roles, traits, development.
- **Setting:** how it shapes the story.
- **Themes & Author's Message:** what the book is *really* about.
- **Writing Style:** language, tone, imagery.

5. Personal Response

- What you liked or disliked and why.
- Use examples from the text to support your views.

6. Evaluation / Final Assessment

- Assess how well the author achieved his/her purpose.
- Discuss strengths, weaknesses, and overall impact.

7. Recommendation

- Suggest who would enjoy the book (age group, genre fans, students, etc.).

8. Conclusion

- Summarize your key points and restate your overall opinion.