

Mrinal's Research Methodology Studio

FOR SOCIAL SCIENCES

User Manual

From choosing a topic to the viva: MA and MSW dissertations, BA and BSW projects, PhD synopses and theses, and research papers

Version 1.0
Made on behalf of AANK_A Creative Line
Planning and content: Dr Mrinal Jyoti Goswami

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This manual explains how to use Mrinal's Research Methodology Studio for Social Sciences, Version 1.0: opening and installing the studio, keys, projects and university formats, the research proposal, writing chapters, sources and notes, the literature search, theory and learning, fieldwork and its ethics, data, analysis and the testing of hypotheses, the tools, checks and supervisor review, submitting, preparing for the viva, and keeping your work safe.

The pictures are taken from the two sample projects that come with the studio, an MA Sociology dissertation and a PhD synopsis in Education. Their people, places, institutions, journals and data are fictional.

The studio guides you; it never writes your research for you.

Mrinal's Research Methodology Studio
Version 1.0 · User Manual
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Boxes used in this manual

Quick start
The task in brief.

Remember
A rule or a tip.

Take care
Something that could cost you your work or your key.

Chapter 1

What the studio does

Mrinal's Research Methodology Studio for Social Sciences is a workbook for research, from the first idea to the viva. It is made for students of Sociology, Social Work, Political Science and Public Administration, Education, Psychology, Anthropology, Women's and Gender Studies and Rural Development who write an MA or MSW dissertation, for PhD scholars, and for the teachers who guide them. It works in a browser on a phone or a computer, and also without the internet once it is installed.

> **Remember**
>
> The studio does not write for you. It shows what each part must contain, keeps the parts consistent with one another, checks what is missing, and does the calculations and tests with your own data. The research, the fieldwork, the reading, the analysis and every sentence are yours.

Two disciplines

A project belongs to one of two groups, and the examples, lists and theories follow it: **Society, Politics and Development** (Sociology, Social Work, Political Science and Public Administration, Anthropology, Women's and Gender Studies, Rural Development) and **Education and Psychology**.

What you find inside

- **Proposal and synopsis** in eleven guided steps: basic details, topic and title, problem, review of literature and gap, theory, questions and hypotheses, objectives, methodology, consistency matrix, scope and ethics, chapter plan.
- **Theory library** of 230 theories in 26 families, from Durkheim, Weber and Marx to Indian sociology, social work practice models, political theory, public policy, anthropology, gender studies, rural livelihoods, learning theories, developmental, social and health psychology, psychometrics and the emerging research of 2020–2026, each with its era, original works and how to use it in a study.
- **Data and hypotheses**: open Excel, CSV or SPSS (.sav) files, prepare the data, run SPSS-style analyses and test the hypotheses of your proposal.
- **Tests, agreement and social indicators**: item analysis of a test, KR-20 and KR-21, split-half reliability, Cohen's and Fleiss' kappa, norms (percentile ranks, z, T and stanines), a composite index, demographic indicators (sex ratio, literacy rate, gender parity index, dependency ratio, decadal growth), growth rates and the Gini coefficient.
- **Writing**: chapters on A4-like pages in the formats of KKHSOU (MA Sociology, Political Science and Education, MSW, PhD) and other universities of Assam, citations in APA 7, Harvard, Chicago 18 and MLA 9, and Word and PDF files.
- **Sources**: a bibliography with Indian source types (data sets such as Census and NFHS tables, Acts and rules, government orders and scheme guidelines, court judgments), reading notes, search links

for Shodhganga, Google Scholar, ERIC, JSTOR and others, and official data sources for Assam, the Northeast and India.

- **Fieldwork and field tools**: interview schedules, questionnaires, interview guides, observation sheets, data sheets and consent forms filled in from your project; field notes, coding and interview transcripts; the KKHSOU dissertation forms, an ethics checklist, an assent form for children, PRA tools, a village profile, a field diary, a social work case record and a bank of published scales.
- **Learning**: a glossary of 346 terms, 26 research methods, research directions, flashcards, quizzes, practice sets, viva questions and an integrity page.

Quick start

1. Open the studio link in Chrome, Edge or Safari, on a phone or a computer.
2. Look round the sample project: every screen can be seen without a key.
3. Buy a key; it is activated as soon as the payment succeeds.
4. Start your own project with Projects → New project.

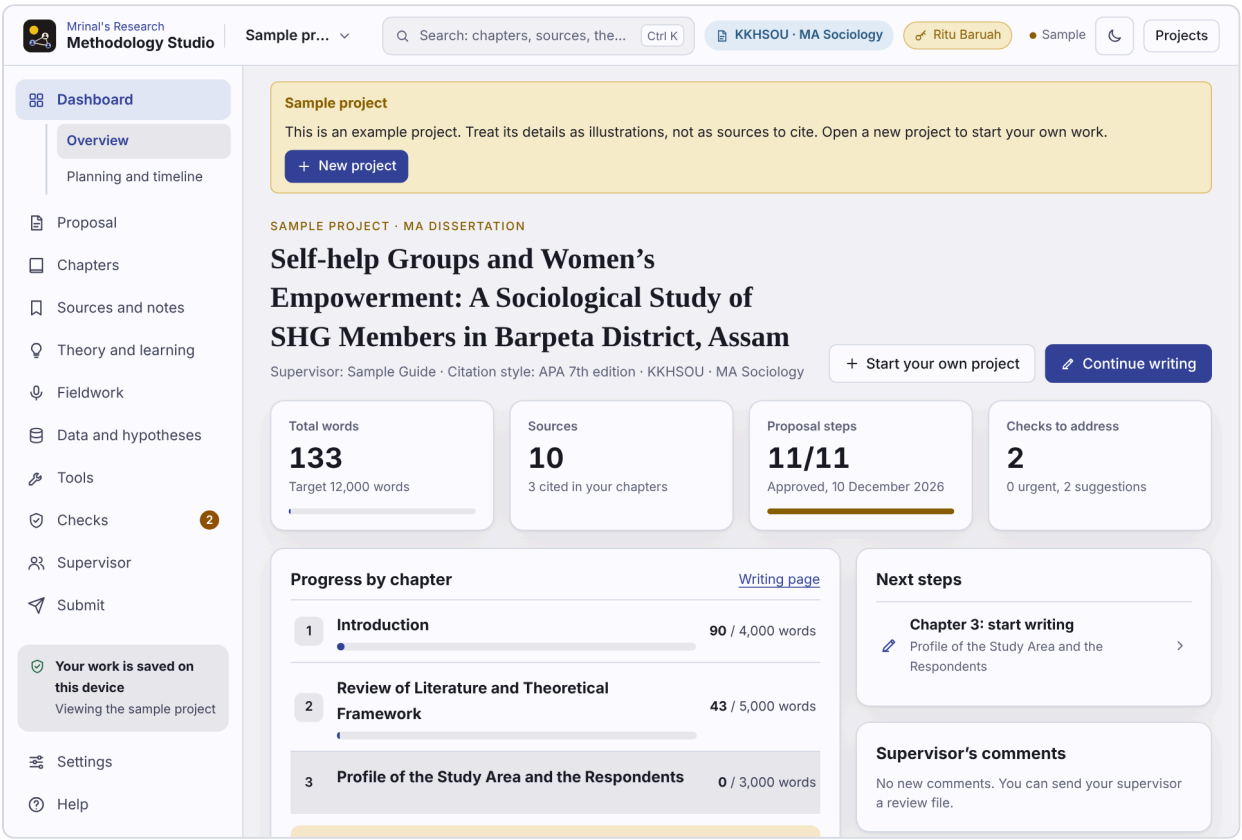


Figure 1.1: The dashboard of the sample MA Sociology project

Chapter 2

Opening the studio, the preview and your key

Opening and installing

Open **https://research.aank.org/social/** in Chrome, Edge or Safari. On an Android phone, tap the ⋮ menu and choose **Install app** or **Add to Home screen**; on an iPhone, tap **Share** and then **Add to Home Screen**. On a computer, click the install icon at the right end of the address bar. The studio then opens in its own window, like an app, and works without the internet.

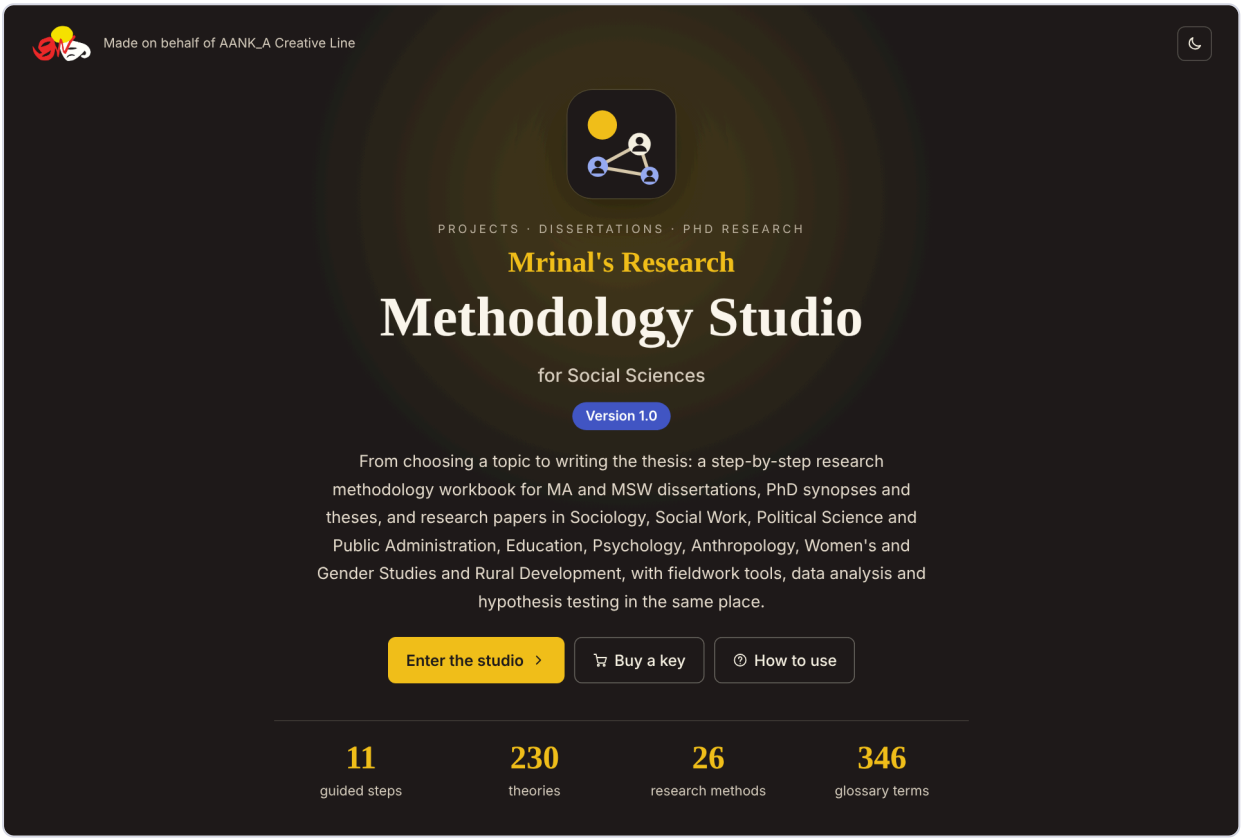


Figure 2.1: The opening page

The free preview

Without a key the studio opens as a preview. You can look at every screen of the two sample projects (an MA Sociology dissertation on self-help groups and women’s empowerment in Barpeta district, and a PhD synopsis in Education on academic stress, coping and well-being of higher secondary students in Assam), change the university format and the citation style, and see the results. You cannot type, save or export in the preview. Three demonstrations work on built-in material: citation styles, university formats and reading a sample scan.

Plans and prices

Student key	Price
3 months, one device	₹149
6 months, one device (fits an MA or MSW dissertation)	₹279
1 year, one device	₹499
Each extra device (up to 3 devices in all)	₹49

The 6-month key fits an MA or MSW dissertation, which at KKHSOU begins in the 3rd semester and is submitted within three months of the 4th.

Buying a key

1. Tap **Buy a key** and choose a plan and the number of devices.
2. Type your name (it appears on the key), your WhatsApp number and email.
3. Pay online by UPI, debit or credit card, or net banking. The secure window of the payment partner, Cashfree, opens inside the studio.
4. When the payment succeeds, the key is made and activated on this device at once. Copy the key and keep it in a safe place.

If online payment is not available, the studio shows a UPI address: pay, then send your name, WhatsApp number and the UTR number. The key then comes by WhatsApp or email, usually within 24 hours. Paste it under **Projects → Licence key** and tap **Activate**.

> **Take care**
>
> The key is yours alone. If you give it to others, the devices on it are used up. Keep a copy of the key in a safe place.

Activating, devices and renewal

- Each device is activated once, with the internet. After that the key works offline until its expiry date; there is no automatic sign-out. When you are online, the studio quietly checks the key now and then to bring in a renewal.
- To move to a new phone or computer, open **Projects → Licence key → My devices**, remove the old device and activate the key on the new one. You can remove devices up to 2 times in 30 days.
- Before the key runs out, tap **Renew** and pay. The same key is extended; you do not need a new one, and you can add devices when you renew.
- If the key runs out, nothing is deleted: you can still open your work and export Word files and backups. Renew to edit again.

Kinds of key

The kind of key is shown after the name on the key.

Kind	What it is
Student	The ordinary key, in the student's own name.
Supervisor	For a research supervisor or teacher, for one year on two devices.
Institution	Keys bought together by a college, a university or a department, for one year.
Review	A short key for a reviewer, valid for seven days.

For supervisor and institution keys, write to mrinal.goswami2026@gmail.com.

If the key does not work

Message	What to do
This key is not valid.	Copy the whole key again, from GS2. to the last character, and paste it again.
This key was issued for a different studio.	Keys for the other studios (Assamese, English, Bengali, Commerce, History and Philosophy) do not work here, and keys for this studio do not work there.
Could not connect to the internet.	Activation needs the internet once. Connect and tap Activate again.
The key could not be saved in this browser.	You are probably in a private or incognito window. Open the studio in a normal window.
The date on this device seems to be wrong.	Correct the date and time on the device and open the studio again.

Chapter 3

The parts of the screen

On a computer, the list of sections is on the left and the work area on the right. Each section opens its pages below its name.

Section	What it holds
Dashboard	Overview of the project, and Planning and timeline
Proposal	The eleven steps with guidance, and the proposal document
Chapters	The writing page and the writing guide
Sources and notes	Bibliography and citations, reading notes, literature search and choosing a journal
Theory and learning	Glossary, theory library, research directions, methods, objects of study, flashcards, quizzes, practice, viva and integrity
Fieldwork	Field notes and codes, data collection tools and interview transcripts
Data and hypotheses	Data and variables, Analyse, Test the hypotheses, and Output and export
Tools	Helpers, charts and models; text analysis; text from a scan; field tools
Checks	Automatic checks, the logic map and checklists
Supervisor	Review files and your supervisor’s comments
Submit	The Word and PDF files of the whole work

The top bar

- **Project name**: tap it to switch to another project.
- **Search (Ctrl K)**: finds chapters, sources, theories, glossary terms and tools. Use the arrow keys and Enter, or tap a result.
- **Format chip**: the university format of the project; tap it to open Settings.
- **Save status**: Saved, Saving, Not saved, or Sample when a sample project is open.
- **Lock button**: appears when the project is locked with a password; it closes the project at once (chapter 23).
- **Moon or sun**: the dark or the light theme.
- **Projects**: licence key, your projects, the sample projects, backups, Help, feedback and the start page.

On a phone

On a phone, the main sections are buttons at the bottom of the screen; **More** opens the full list. Tables scroll sideways; turn the phone sideways for wide tables of results.

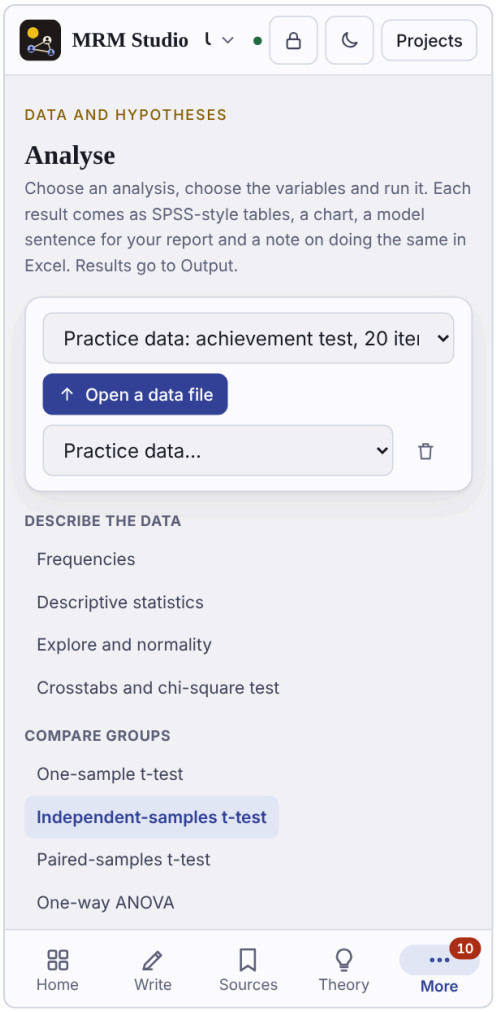


Figure 3.1: The studio on a phone

Chapter 4

The dashboard and planning

Dashboard → Overview shows the title, the type of work, the format and the style; the total words against the target; the number of sources and how many are cited; how many proposal steps are complete; the checks to address; progress chapter by chapter; the next steps; and your supervisor's latest comments. When the last backup is more than 7 days old, the dashboard reminds you.

Planning and timeline

Dashboard → Planning and timeline: type the date the work began and tap **Make a model timeline**. For an MA or MSW dissertation, the model follows the KKHSOU guidelines: topic and guide in the 3rd semester, the proposal, the tools and permissions with a pilot, fieldwork and data collection, analysis, findings and the abstract, the final report in the KKHSOU layout (Arial 11, double spacing, one side, spiral bound, 60 to 70 pages), its submission within three months of the 4th semester and before the final examination, and the viva. For a PhD, it follows the UGC Regulations, 2022, with a six-monthly progress report. Change any date, tick tasks when they are done, and download a **Calendar file (.ics)** for reminders on your phone or computer.

The other tabs make a six-monthly progress report as a Word file (the project's figures go in by themselves), keep a list of your publications, and outline the pre-submission seminar and how to turn a chapter into a paper.

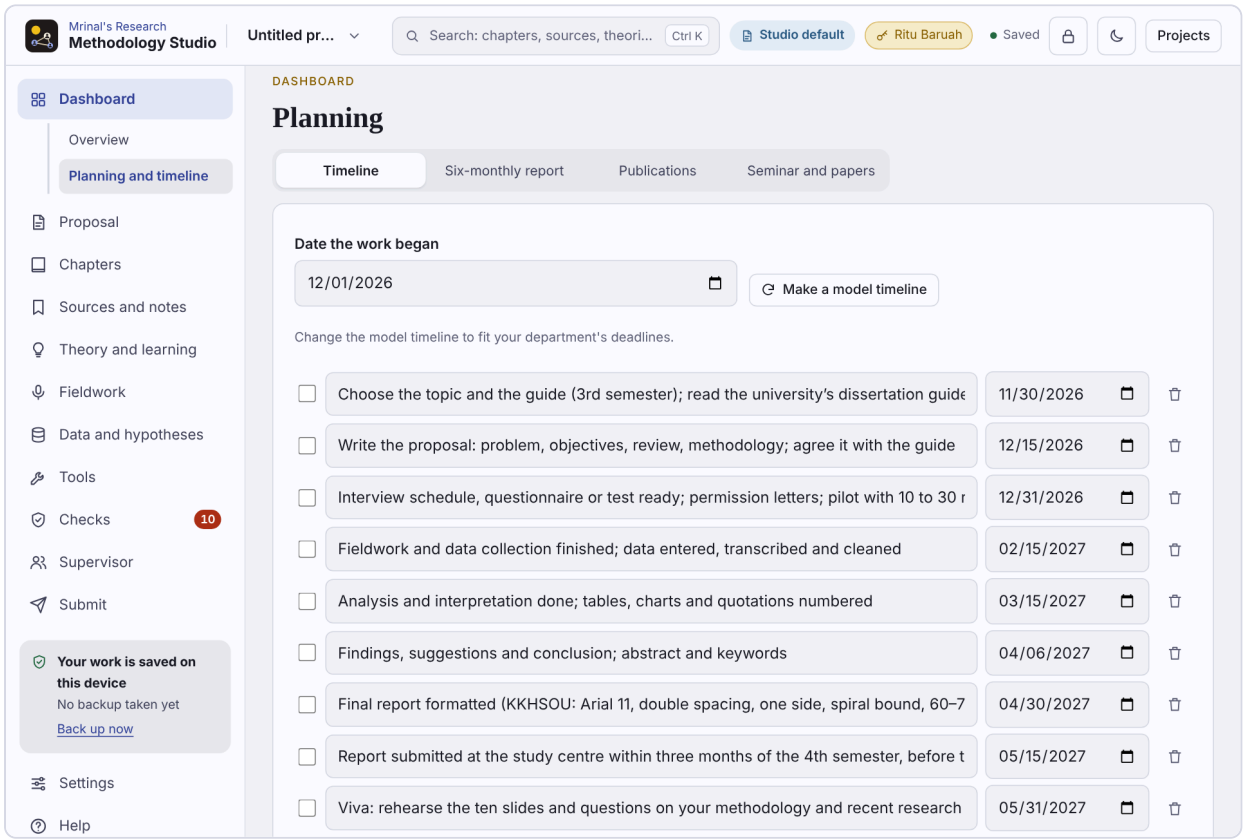


Figure 4.1: The model timeline of an MA dissertation

Remember

Your university’s own calendar and rules come first. Change the model timeline to match them and your study centre’s dates.

Chapter 5

Projects, university formats and settings

A new project

1. Open **Projects** → **New project**.
2. Choose the discipline: **Society, Politics and Development** or **Education and Psychology**. Lists, examples and theories then follow that discipline.
3. Choose the type of work: BA or BSW project, MSW research project, MA dissertation, PhD synopsis, PhD thesis or research paper.
4. In the basic details, type your name, the guide, the department or programme, the institution or study centre and the session.

Each project is saved separately in **My projects**: rename, copy or delete a project there. Opening one does not delete the others.

University format

In **Settings** (or the format chip in the top bar), choose the format of your university. The studio follows its page size, fonts, spacing, margins, chapter numbers, page numbers and preliminary pages in the Word and PDF files, and on the A4 pages of the writing page.

Format	Main rules
KKHSOU MA Sociology, 4th semester dissertation	Arial 11, major sections bold 14, sub-sections bold 12, double spacing, one side, spiral bound, 60 to 70 pages; supervisor's certificate and a certificate from the institution of the study; 80 marks for the report and 20 for the viva
KKHSOU MA Political Science, 4th semester (Paper 16)	Arial 11, major headings bold 12, double spacing, 60 to 70 pages; at most five learners per guide
KKHSOU MA Education, 4th semester	Arial 11, double spacing, not more than 50 to 60 pages; field based and action oriented; the synopsis (PGED S3 02) in Times New Roman 12, 1.5 spacing, APA
KKHSOU MSW, 4th semester	Arial 11, major sections bold 14, double spacing, 60 to 70 pages
PhD and other formats	PhD: KKHSOU, Gauhati, Dibrugarh, Tezpur, Assam University (Silchar), Bhattadev and Rabindranath Tagore University (Hojai); Dibrugarh University undergraduate dissertation
Set your own	Every setting can be changed and is saved with the project

> **Check with your study centre**
>
> The KKHSOU formats follow the dissertation guidelines published on the university's website (checked on 19 November 2026). The guidelines do not give margins, paper size or a citation style for every programme; the studio marks those as not specified. If your department gives a different rule, choose Set your own and change that setting.

Citation style

Both disciplines start on **APA 7th edition**, the usual style in Education and Psychology and common in Sociology and Political Science; the KKHSOU MA Education synopsis asks for APA. You can change to Harvard (Cite Them Right), Chicago 18 (notes and bibliography, or author–date) or MLA 9 at any time in Settings, in the bibliography or on the writing page; every citation and the reference list change with it.

Other settings

- **Research proposal**: mark the proposal as approved; its steps then become read-only. **Unlock to change** opens them again, and **Make the current proposal the new approved version** records a revised approval.
- **Project**: the discipline and the type of work.
- **Appearance**: same as the device, light or dark.
- **Lock and security** and **Saving and backup**: see chapter 23.

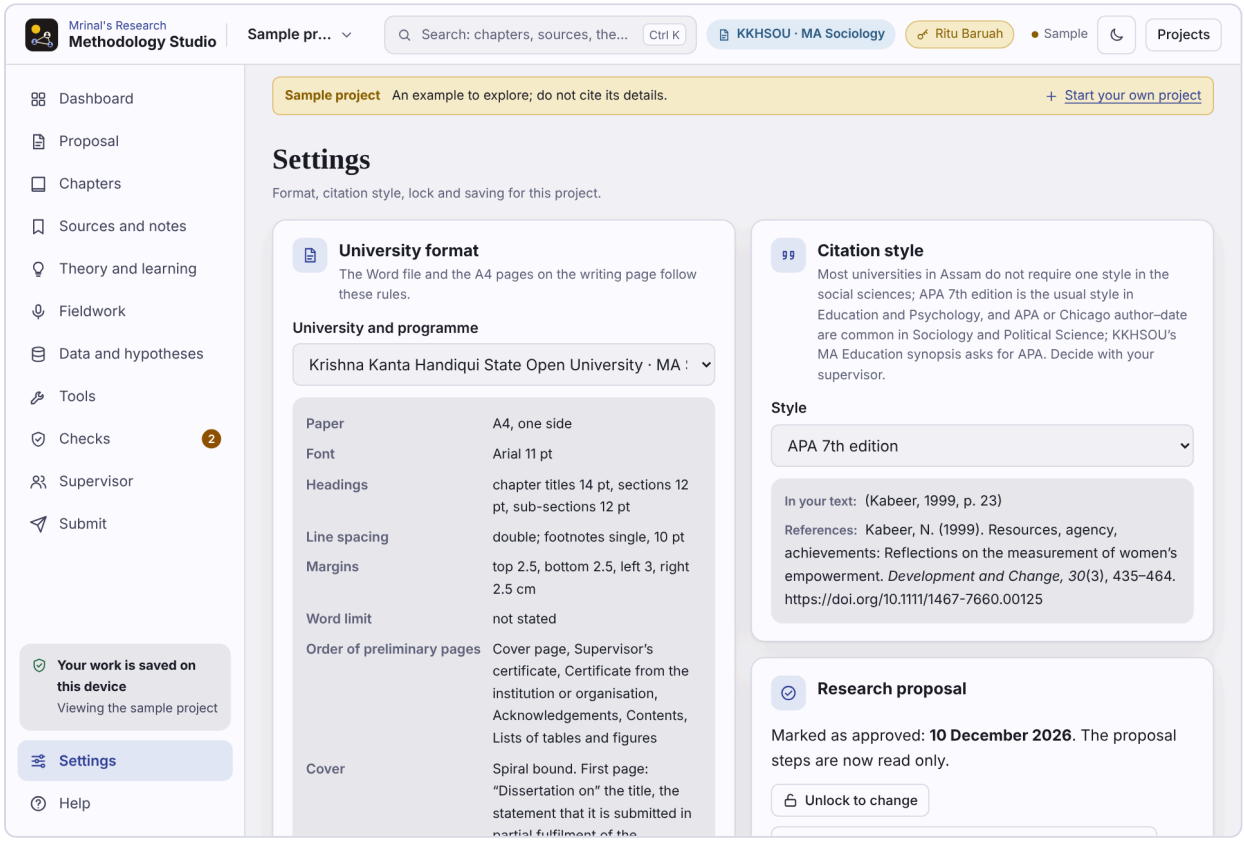


Figure 5.1: Settings: format, citation style and the approved proposal

Chapter 6

The research proposal

Open **Proposal → Steps and guidance** and work through the eleven steps. Each step explains what is needed, gives examples from the social sciences, education and psychology, and has fields to fill in. A tick appears when a step is complete.

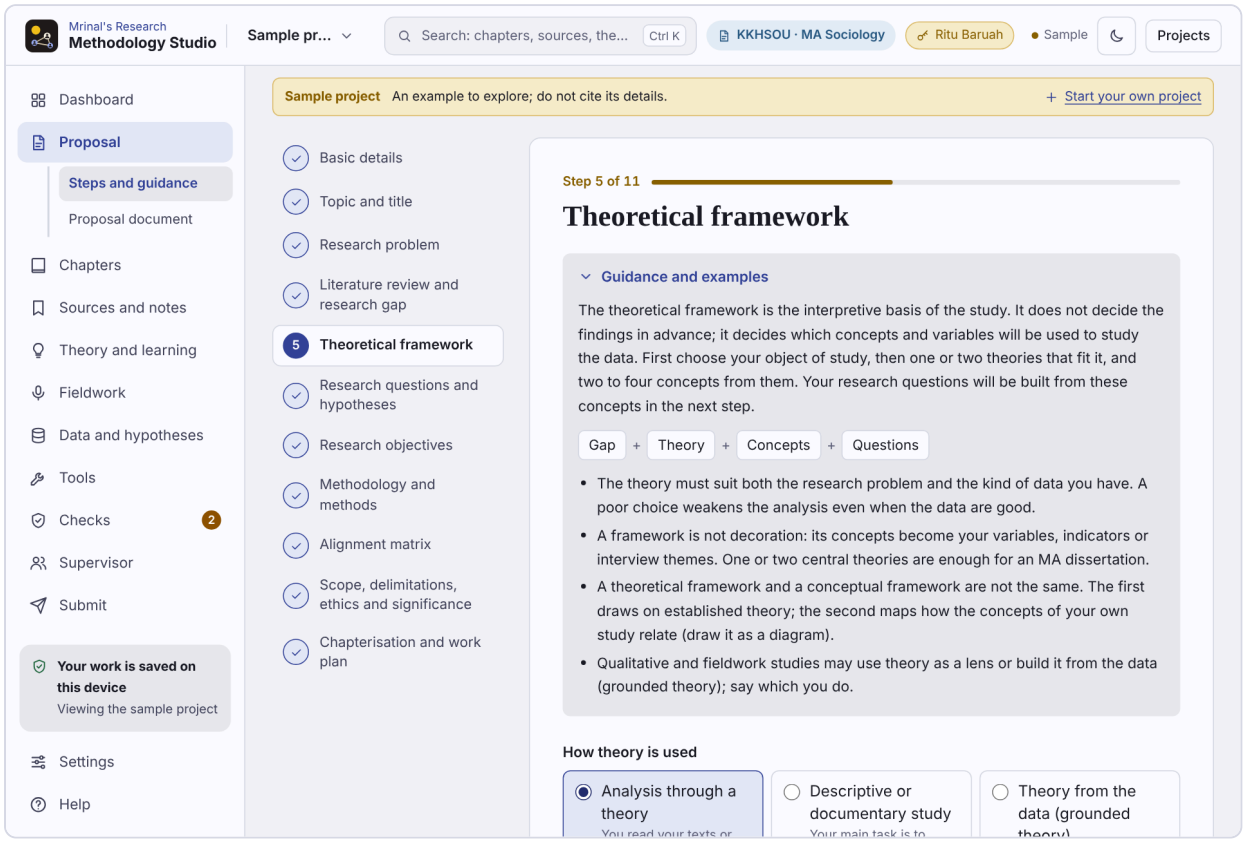


Figure 6.1: A step of the proposal, with guidance and examples

Some steps in more detail

- **Topic and title**: choose the object of study (for example a village, a tribe or community, women, a scheme, a panchayat, an election, learners, teachers or a psychological variable). The title builder joins what you study, which aspect, the place and the period, for example “Self-help Groups and Women’s Empowerment: A Sociological Study of SHG Members in Barpeta District, Assam”.
- **Research problem**: the background, the statement of the problem, and a check of seven features of a good problem (clarity, focus, researchability, feasibility, significance, originality and ethics).
- **Literature review and research gap**: each study with its objective, sample, method, theory, findings and limitations; how the review is organised (by theme, by period, by method, by theory, or studies abroad, in India and in the Northeast); the kind of gap and the gap in one sentence.
- **Theoretical framework**: one or two theories from the library; their concepts become your variables, indicators or interview themes.

- **Questions and hypotheses**: the question grid builds questions from your object of study and the concepts of your theory; each hypothesis is written as H_0 and H_1 with the test you plan to use. Descriptive, exploratory and fieldwork studies may need questions only.
- **Objectives**: one for each question, beginning with "To" and a verb that can be checked; the verb chips say what each verb commits you to.
- **Methodology**: nature, design, approach, methods, data sources, population, sample size and sampling, the tool of data collection and the tools of analysis.
- **Scope and ethics**: the ethics list covers consent and assent, sensitive topics and referral, duties to report under the POCSO Act, community permission, recording, indigenous knowledge, tests, data protection and the ethics committee.

The design advisor

Not sure which design to use? In **Tools → Helpers → Design advisor**, answer three questions: what lies at the centre of your question (for example numbers and relationships, a comparison of groups, meanings and experiences, a community studied through fieldwork, participation and empowerment, politics, livelihoods and schemes, clients of social work, learning, a psychological variable, building a test, an intervention, a case, change over time or a review), where your data come from, and whether anything is sensitive (children, vulnerable groups, violence, mental health, identity, money or online data). The advisor suggests the nature of research, design, approach, theories, methods, sampling, analysis and ethics, with the reasons and the safeguards, and can put them into your proposal. When your study applies or tests one theory (for example social capital or the theory of planned behaviour), choose that option and the theory: you get a plan in six phases.

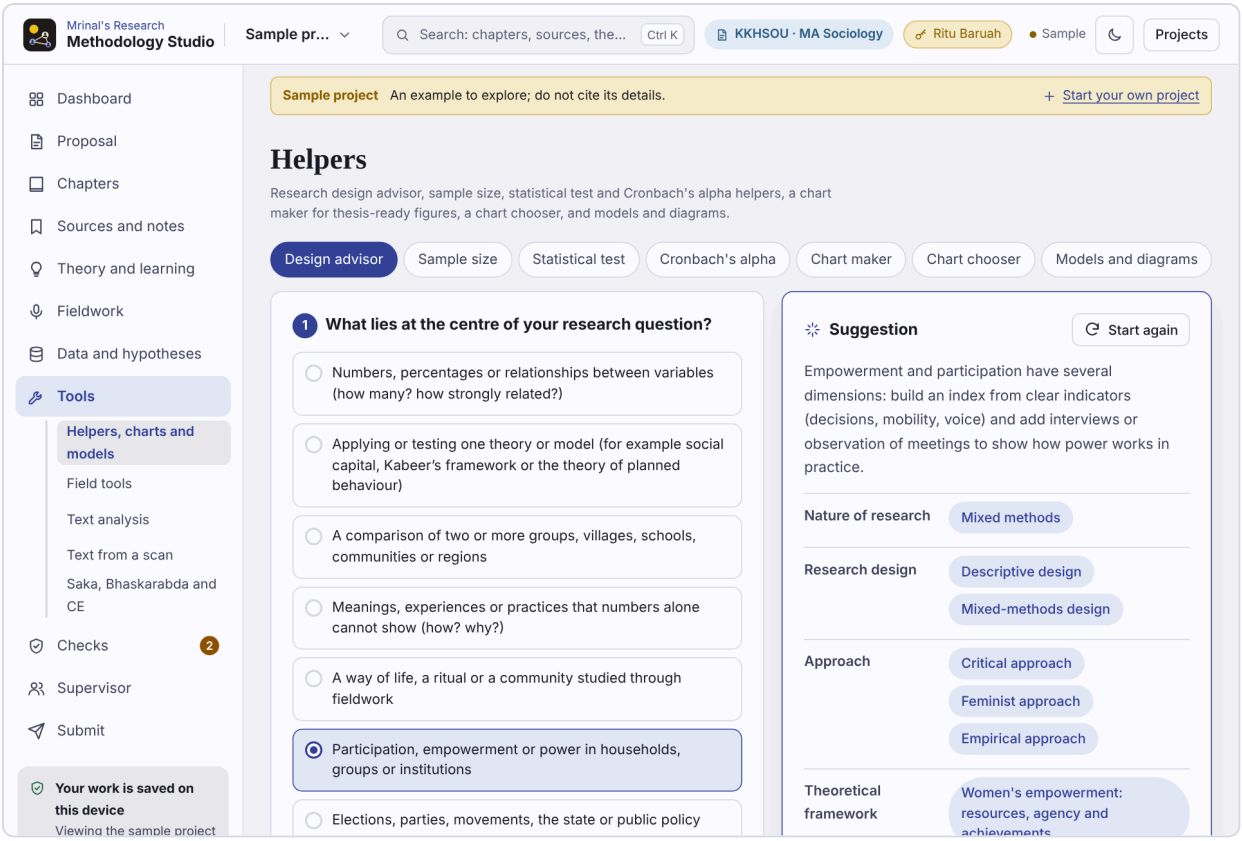


Figure 6.2: The design advisor for a study of SHG members

The proposal document

Proposal → Proposal document puts the steps together as a synopsis. **Copy** it, take it as a **Word (.docx)** file, or **Print or PDF**. The consistency matrix and the work plan can be included.

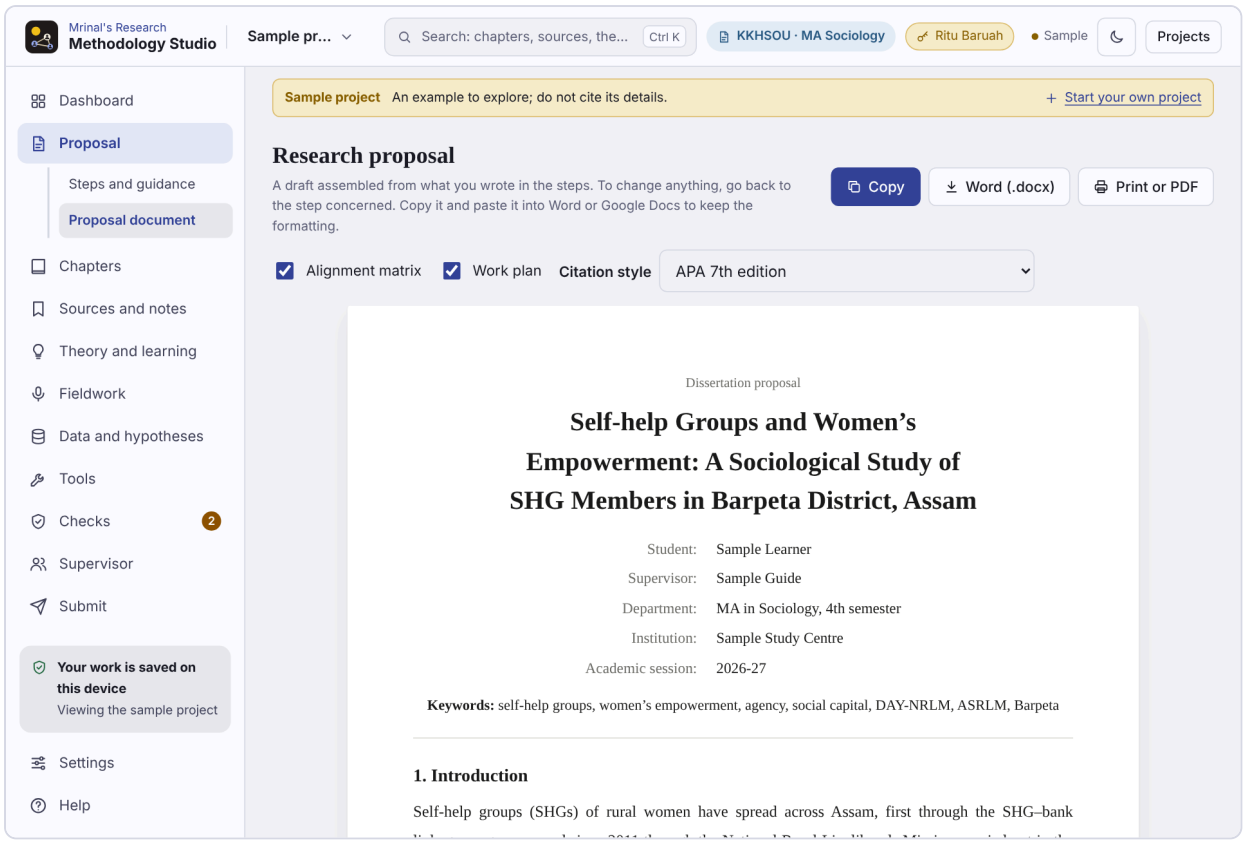


Figure 6.3: The synopsis of the sample project

Chapter 7

Writing chapters

Chapters → Writing page holds the whole report or thesis on A4-like pages in your university format: margins, fonts, spacing and chapter headings as they will appear in the Word file.

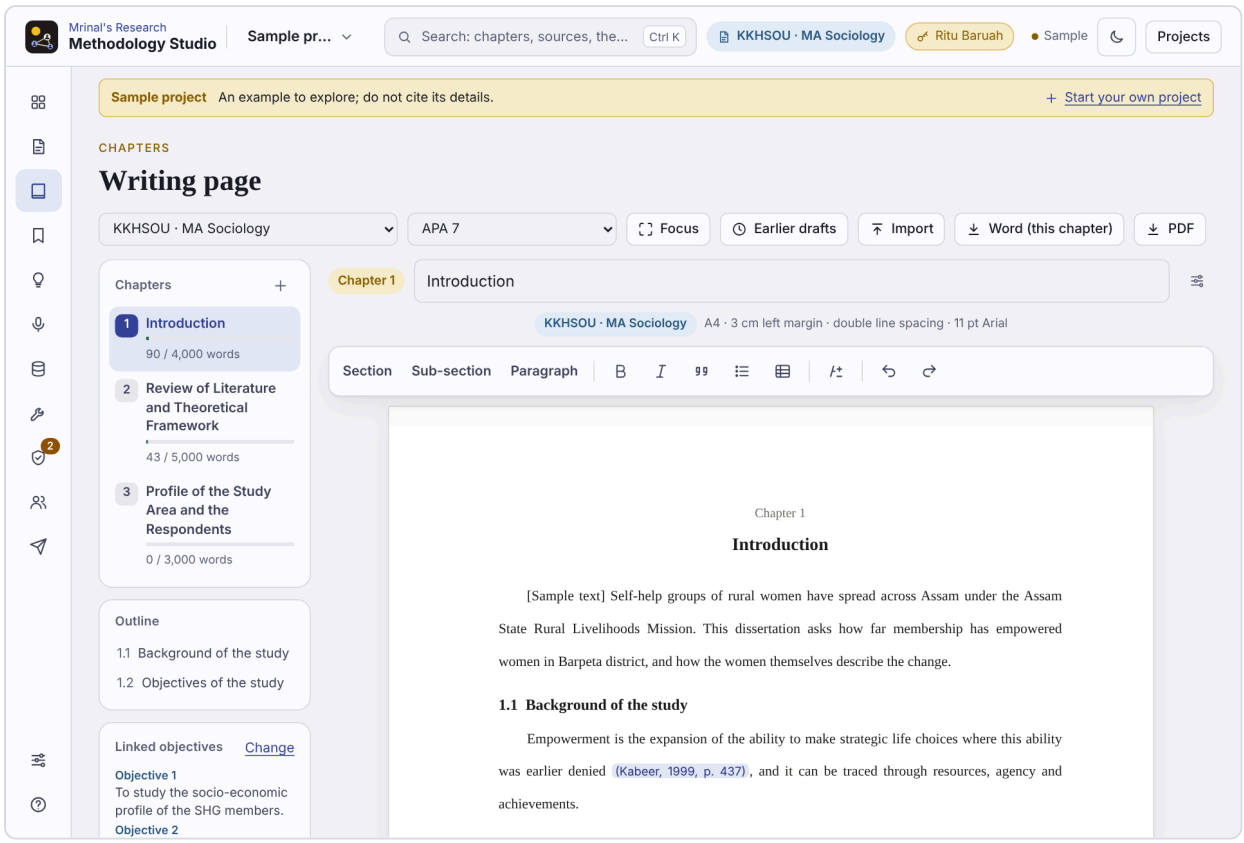


Figure 7.1: The writing page in the KKHSOU MA Sociology format

Setting up the chapters

- The plus sign above the chapter list adds a chapter.
- If your proposal has a chapter plan, tap **From the chapterisation in your proposal** the first time: the chapters are made with those titles. If the proposal is not marked as approved, the studio asks first.
- **Chapter settings** (the button beside the chapter title) holds the title, the word target, the chapter summary and the objectives the chapter answers. The summaries can later be put together for the abstract.

Writing

- **Section**, **Sub-section** and **Paragraph** set the level of a heading. Numbers such as 4.1 and 4.1.1 are added by themselves when numbering is on.
- The toolbar also has bold, italic, block quotation, list, table, footnote, undo and redo. Tables of results can be pasted from Output or from Excel.
- Your browser underlines spelling mistakes as you type.

> **Remember**
>
> Work on the writing page is saved as you type. When the top bar says Saved, your work is safe on this device.

Citations and footnotes

1. Put the cursor where the citation goes and tap **Add a citation**.
2. Search for the source, give the page, and tick **Author's name inside the sentence** if the author is named in your sentence. The window shows how the citation will read.
3. Tap **Insert**. The citation sits in the text as a marker and changes by itself when you change the style. Click it to change or remove it.

If the source is not in your bibliography yet, add it from the same window. The footnote button adds a footnote. In Chicago notes and bibliography style, citations become footnotes.

Help while writing

- **Focus**: shows the page alone.
- **Earlier drafts**: the chapter as it was on an earlier day; look at it or bring it back.
- **Import**: brings in an earlier Word or PDF file (chapter 8).
- **Word (this chapter)** and **PDF**: the open chapter as a file.
- **Checks**: problems in this chapter: a citation whose source is missing, an empty footnote, a long quotation, a repeated heading, a chapter not linked to an objective, words over the target, or a title changed from the proposal.
- **Notes**: your reading notes, ready to insert with their citation.
- **Comments**: your supervisor's comments on this chapter.

The writing guide

Chapters → Writing guide follows either the dissertation structure (introduction, profile of the study area, community or institution, review of literature, methodology, data analysis and interpretation, findings and suggestions, conclusion) or the thesis and paper structure (with theoretical framework and hypotheses, results and discussion). For each section it lists what must be included, a paragraph plan, sentence starters with [ ] blanks and the common mistakes, with a draft box and a word target.

The abstract checker

Under the abstract, the checker looks at the length (usually 150 to 300 words; follow your department), the keywords (3 to 6), and whether the abstract states the aim, the design and tools, the sample, the findings with figures and a suggestion, without citations. For a report to a scheme, an NGO or a school, write a summary with the same points in plain words, the findings and suggestions first.

Chapter 8

Bringing in Word and PDF files

If you have already written part of your work in Word, tap **Import** on the writing page and choose **Bring in from a file**.

- **Word (.docx)**: Heading 1 starts a new chapter; Heading 2 and Heading 3 become sections. Italics, bold, tables and footnotes come along.
- **PDF with text**: the whole file comes in as one chapter. Text from a PDF may have wrong line breaks; check it after it comes in. A PDF made of pictures has no text: use Text from a scan (chapter 18).
- Choose **Add as a new chapter** or **Add at the end of the current chapter**.
- Typed citations such as (Kabeer, 1999, p. 437) that match your bibliography can be turned into citation markers; you confirm each one. The others stay as typed.

> **Remember**
>
> Old .doc files cannot be opened. Open the file in Word, use Save As and save it as .docx.

Chapter 9

Sources, bibliography and reading notes

Adding a source

1. Open **Sources and notes → Bibliography and citations**.
2. Give a DOI or ISBN and tap **Fetch details**: the details come from Crossref or Open Library. Check them before you add the source.
3. Or choose the type of source and fill in the fields. Write each name as Surname, Given name and separate several names with a semicolon. Put an organisation whose name contains a comma inside braces, for example {Ministry of Rural Development, Government of India}.
4. Check the preview and tap **Add to bibliography**.

Besides books, chapters, journal articles, theses, conference papers, reports, web pages, press releases, videos and social media posts, there are four source types for Indian social science research:

Source type	In APA 7 (example)
Data set or statistical table	International Institute for Population Sciences. (2021). National Family Health Survey (NFHS-5), district fact sheet: Barpeta [Data set]. NFHS-5, 2019–21.
Act, rule or regulation	Government of India. (2009). The Right of Children to Free and Compulsory Education Act, 2009 [Act]. Act No. 35 of 2009, India.
Government order or scheme guideline	Ministry of Rural Development, Government of India. (year, month day). [Subject of the order or guideline] [Order]. [Order number].
Court judgment	Supreme Court of India. (1992, November 16). Indra Sawhney v. Union of India [Judgment]. AIR 1993 SC 477.

Census reports, NSS and PLFS reports, NCERT, NCPCR and NGO reports and policy documents such as NEP 2020 are entered as **Report**, with the organisation as the author. **Import (RIS, BibTeX)** brings in a list from Zotero, Mendeley or a database; **RIS** and **BibTeX** export it.

The reference list

The list follows the chosen style. **Copy** it, take it as a **Word (.docx)** file or **Print or PDF**. The **Informants and interviews** tab keeps the people you interviewed, with the right way to cite them in each style (in APA they are personal communications and do not go in the reference list). Use codes for informants who were promised anonymity.

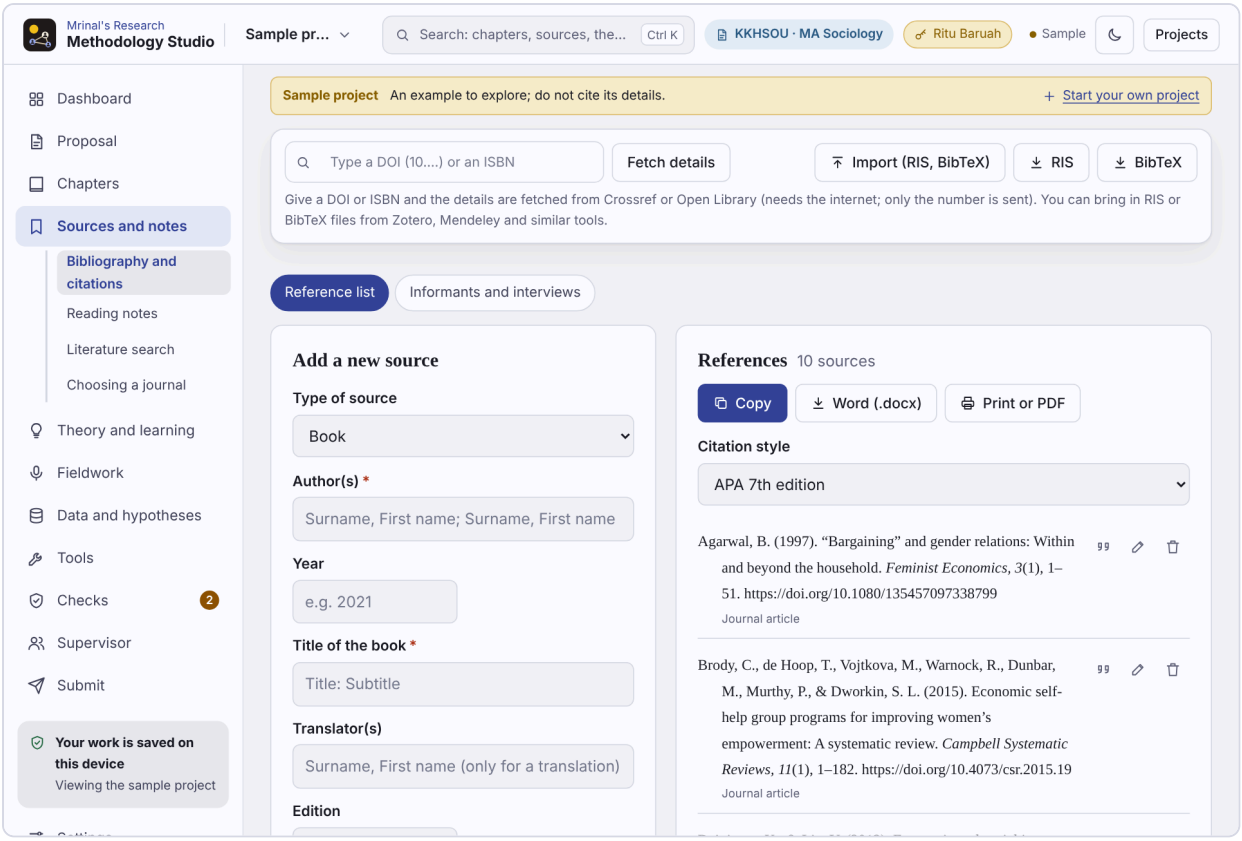


Figure 9.1: The reference list in APA 7th edition

> **Remember**
>
> The studio does not change capital letters for you: APA uses sentence case for titles of books and articles, MLA and Chicago use title case. Never invent a DOI, page range or date that the source does not show.

Reading notes

Sources and notes → **Reading notes** keeps what you take from your reading. Choose the source, the kind of note (**Quotation**, **In my own words** or **Idea**), write it, and add the page and tags. Search the notes or filter them by source and kind. **Insert in a chapter** puts a note into the open chapter with its citation; a quotation goes in quotation marks.

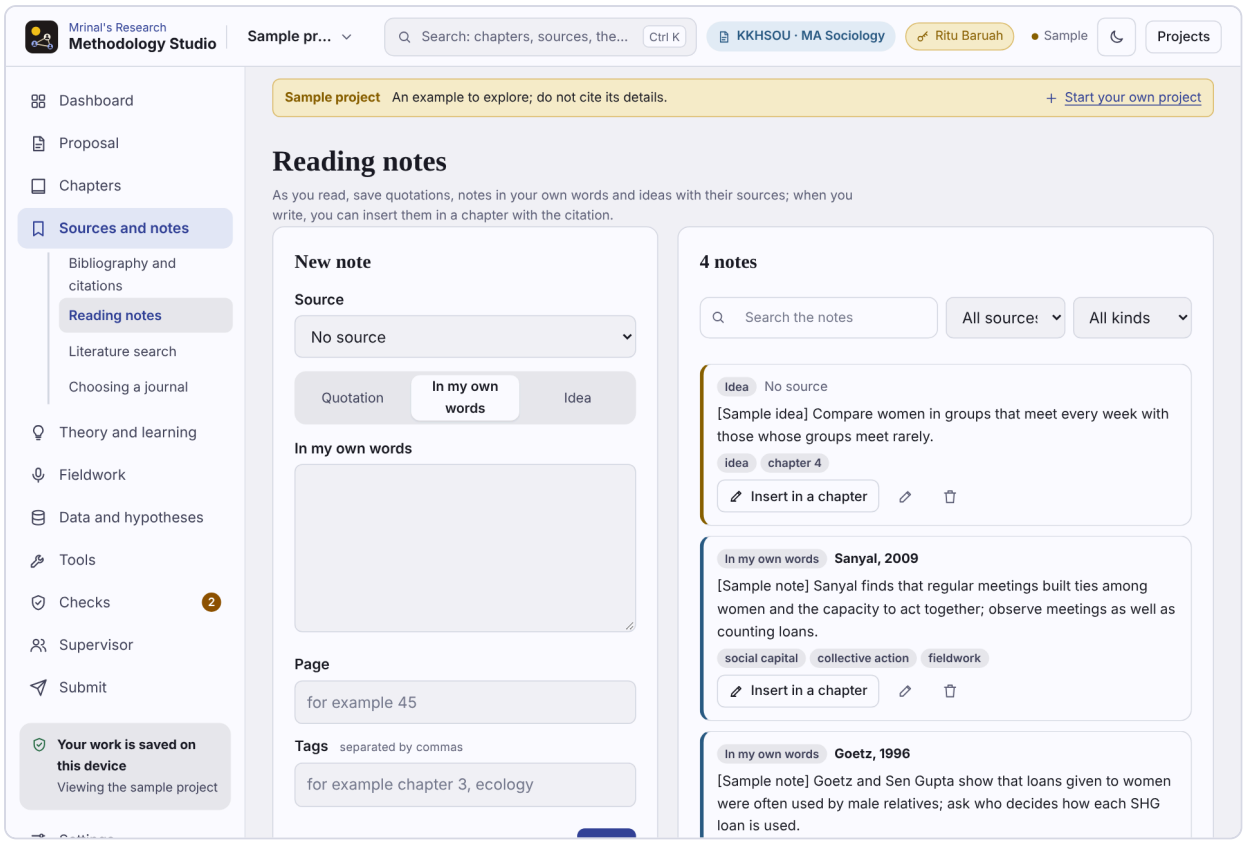


Figure 9.2: Reading notes of the sample project

Take care

Copy a quotation word for word and check it against the source. Keep notes in your own words clearly apart from quotations, so that nothing is copied into your dissertation by mistake.

Chapter 10

Literature search, research gaps and journals

Literature search

Sources and notes → Literature search works in six stages: break down the topic into concepts; build a Boolean search string with synonyms (the keyword mind map shows broader, narrower and related terms from the studio's word bank); open it in the databases; keep a search log; add the sources you find; then follow citation chains and evaluate the sources. The search opens in Shodhganga, Shodhgangotri, Google Scholar, ERIC, PubMed, SSRN, JSTOR, CORE, BASE and Semantic Scholar, and in Google Scholar searches of Economic and Political Weekly, Sociological Bulletin, Contributions to Indian Sociology, the Indian Journal of Public Administration, the Indian Journal of Gender Studies, the Indian Journal of Social Work, Psychological Studies, the Indian Journal of Educational Technology and the Journal of Indian Education. For DOAJ and Scopus, the search string is copied for you to paste.

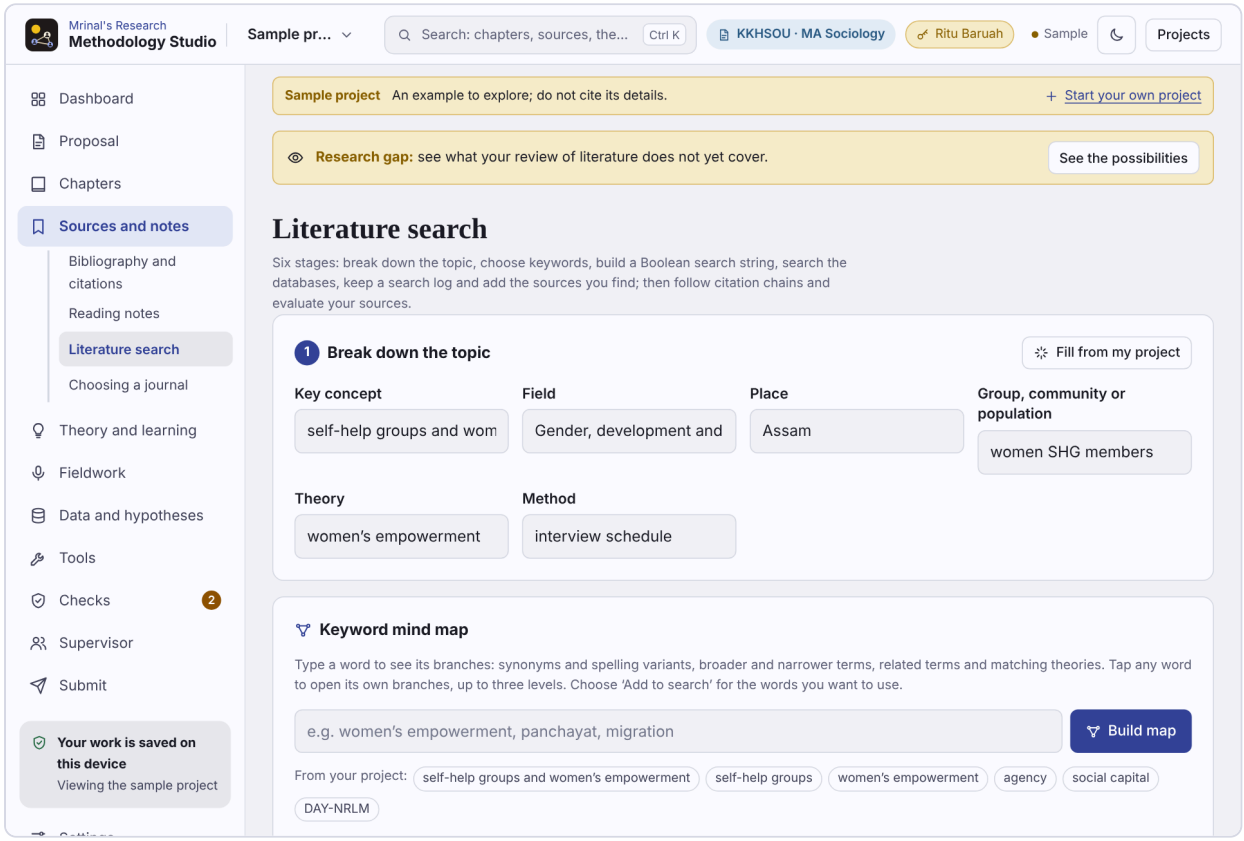


Figure 10.1: Literature search and the keyword mind map

Possible research gaps

When your review of literature (step 4) has at least three studies, a banner on this page offers **See the possibilities**. The studio compares the reviewed studies with your theory, method, place, period and keywords and lists possible gaps, for example a theory that no reviewed study uses, a region or group not yet studied, or a recent period that no study covers. Each one has a link to search Shodhganga.

> **Remember**
>
> These are possibilities, not findings. A gap exists only when a systematic search confirms it; read the studies and discuss them with your guide. Do not write that “no work has been done”: write that an aspect “has received comparatively little attention in the available literature”.

Choosing a journal

Sources and notes → Choosing a journal checks a journal against the UGC’s “Suggestive Parameters for Peer-Reviewed Journals” (16 July 2025). Add a journal with **New journal**, give its ISSN and website, and mark each parameter Yes, No or Not known. The count shows how many are met. Check the ISSN on the ISSN Portal, and watch for the signs of predatory journals listed on the same page.

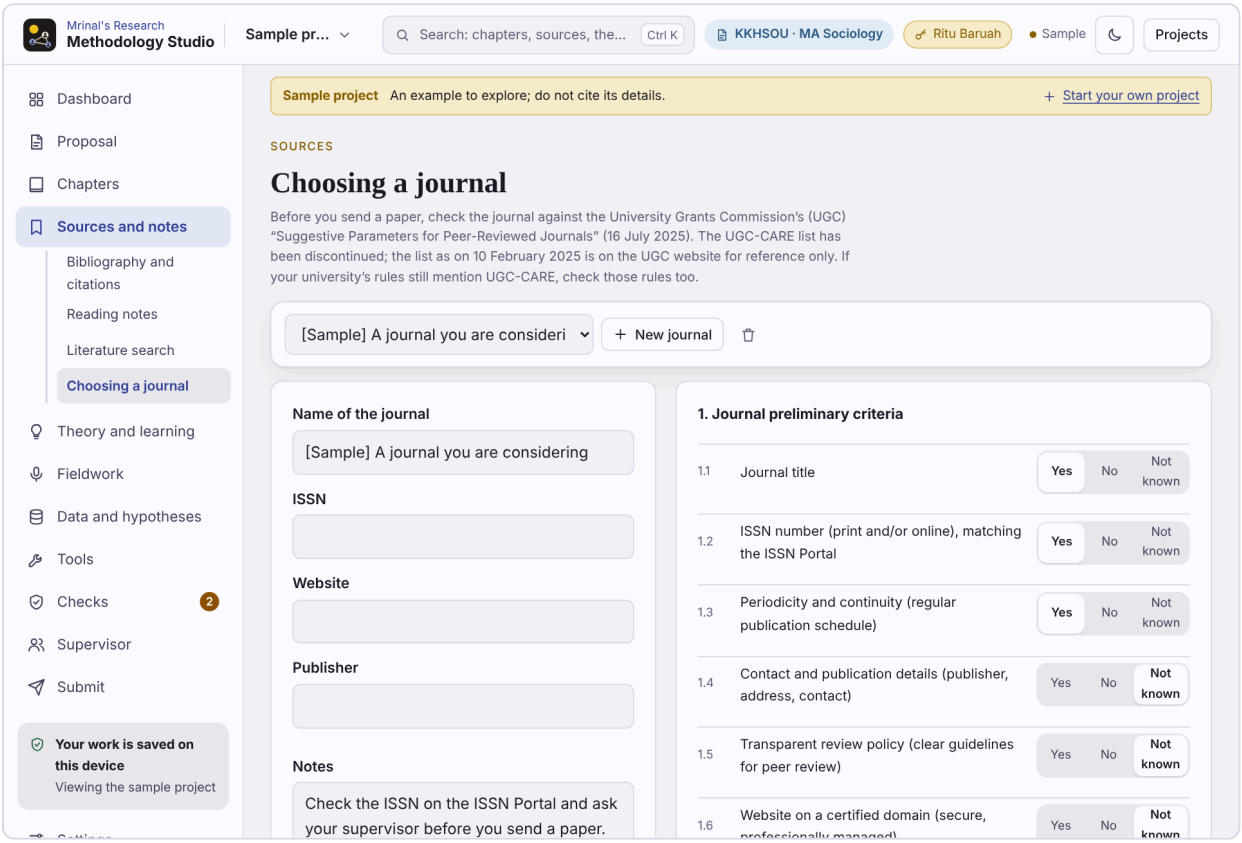


Figure 10.2: Checking a journal

Chapter 11

Theory and learning

The theory library

Theory and learning → **Theory library** holds 230 theories in 26 families. For Society, Politics and Development: classical sociology; structure, conflict and interaction; contemporary social theory; Indian society and sociology; development, change and social movements; social work theories and practice models; political theory and political thought; comparative and Indian politics; international relations, peace and conflict; public administration and public policy; anthropology; women's and gender studies; rural development and livelihoods; and digital, platform and emerging social research. For Education and Psychology: learning and instruction; philosophy and sociology of education; open, distance and online learning; curriculum, assessment and educational leadership; developmental psychology; personality; social psychology and health behaviour; motivation, emotion and positive psychology; stress, health and clinical psychology; cognition and intelligence; measurement and psychometrics; and emerging education and psychology.

Each card shows its era (**Classical**, **Modern**, **Contemporary** or **Emerging**, with the year), the question it asks, its key concepts, the original works, model questions and objectives, the evidence it needs, possible studies from India and the Northeast, its critiques and limits, and the theories that pair with it. **Choose** adds a theory to your framework; **Compare** sets up to three theories side by side; **View model** draws its diagram where there is one.

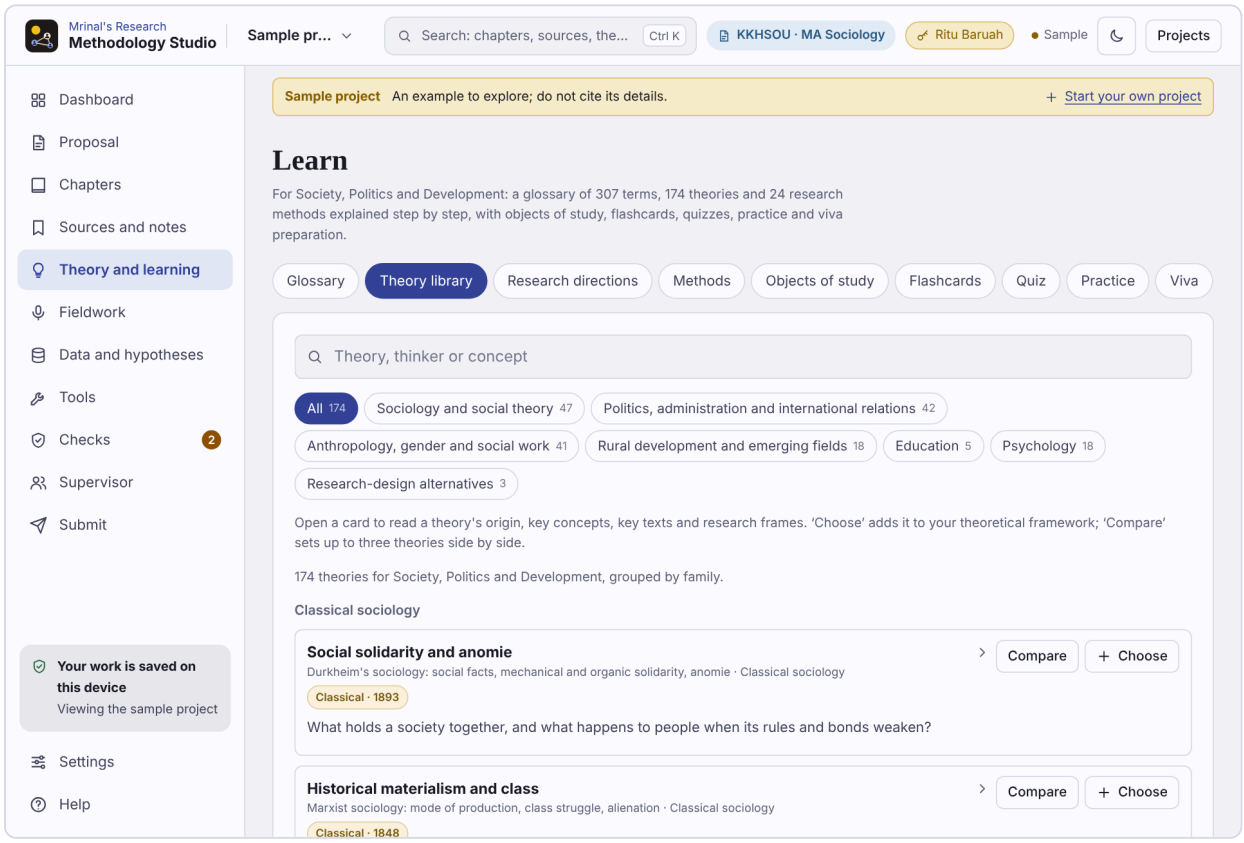


Figure 11.1: The theory library with era tags

Research directions

The tab **Research directions** helps when you have an interest but not yet a question. Choose an object of study (for example women and gender, a scheme, learners or well-being), type keywords of interest and choose an area (or tap **Use my project's object of study and keywords**), then **Find directions**. You get matching theories with question frames, possible ways of collecting and analysing data, theories to read alongside, and a possible study from India and the Northeast.

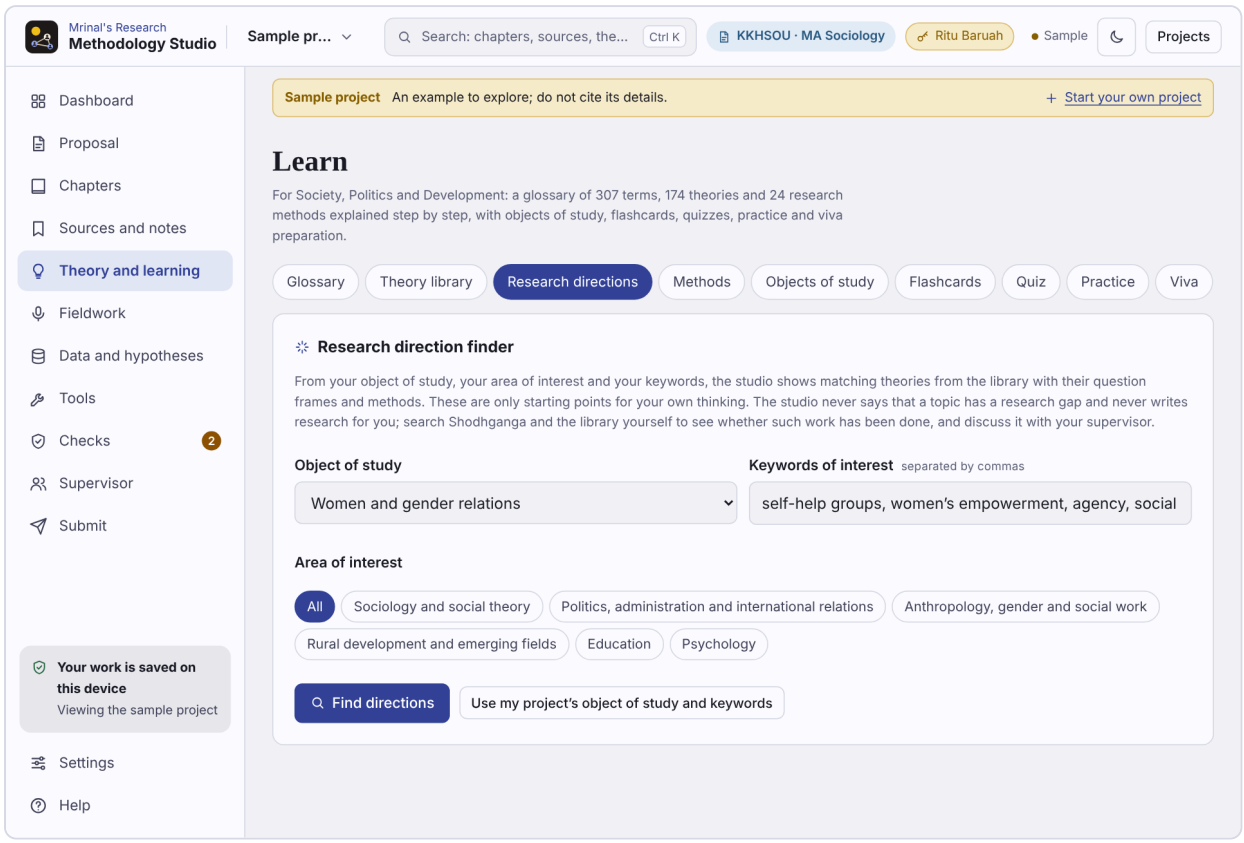


Figure 11.2: The research direction finder

> **Remember**
>
> The finder suggests directions; it does not say that a study has not been done. Replace the [ ] parts of the question frames with your own text and search the literature before you decide.

The other tabs

- **Glossary**: 346 terms of research methods, statistics, sociology, social work, political science, anthropology, gender studies, rural development, education and psychology, with definitions, related terms and sources.
- **Methods**: 26 methods step by step (survey, interview, focus group, participant observation, ethnography, life history, narrative inquiry, phenomenology, grounded theory, PRA, action research, experiment and quasi-experiment, psychological testing, secondary data, content and discourse analysis, social network analysis, Delphi, systematic review, mixed methods and others): when to use each, data, sampling, analysis, mistakes, writing it up and ethics.

- **Objects of study**: 31 objects such as a village, a tribe or community, the family, a social group, culture and religion, youth, migrants, workers, a scheme, a policy, a panchayat, an election, a movement, an NGO, clients of social work, women, health, the environment, conflict, the digital world, international affairs, a school, learners, teachers, the curriculum, ODL, the person, well-being, social behaviour, the child and work, each with its elements and research angles.
- **Flashcards**, **Quiz** and **Practice**: learn the terms and test yourself; practice sets cover topics and problems, research questions, faults in questionnaire items, research gaps, the choice of test and when a hypothesis is needed.
- **Viva** and **Integrity**: see chapters 22 and 20.

Classic models

Tools → Helpers → Models and diagrams → Classic models draws 25 classic models: Easton's political system, the policy cycle, Kabeer's resources–agency–achievements, Arnstein's ladder of participation, Galtung's triangle of violence, the pressure and release model of disasters, the sustainable livelihoods framework, the capability approach, the Lorenz curve, rites of passage, the four systems of social work practice and Tuckman's stages of group development; and Bronfenbrenner's ecological systems, the zone of proximal development, Kolb's learning cycle, the revised Bloom's taxonomy, constructive alignment, the community of inquiry, TPACK, Maslow, the transactional model of stress and coping, the theory of planned behaviour, the health belief model, job demands–resources and Erikson's eight stages. Each image carries the line "Source: Adapted from ..."; download it as PNG or SVG, and give it your own figure number and caption.

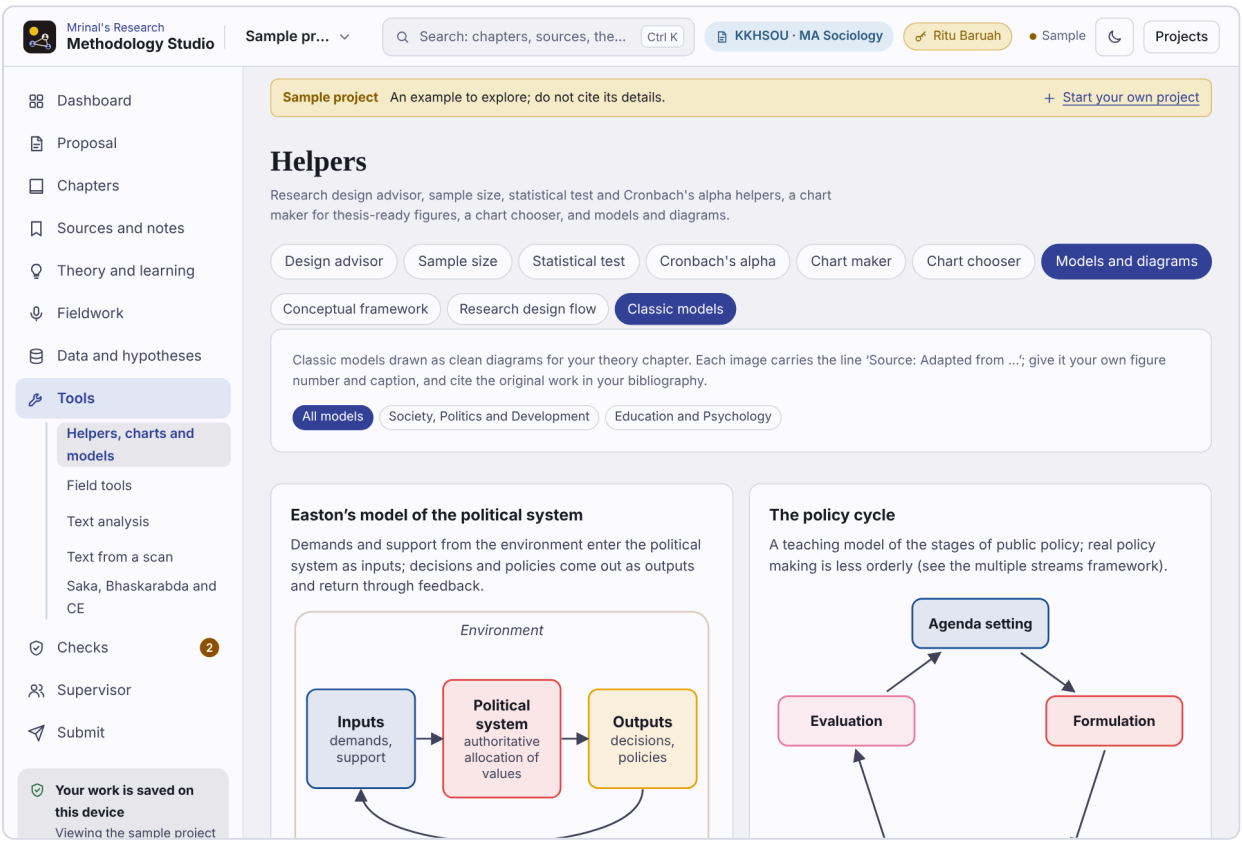


Figure 11.3: Classic models in the gallery

Chapter 12

Fieldwork

Fieldwork has three pages: **Field notes and codes**, **Data collection tools** and **Interview transcripts**.

Data collection tools

Six tools are filled in from your project and ready to print or take as Word files: an **interview schedule** (Society, Politics and Development) or **questionnaire or scale booklet** (Education and Psychology), with an introduction and consent statement, sections and questions of many kinds including Likert items; an **interview guide**; an **observation sheet**; a **data sheet** (a secondary data sheet for Census, NFHS, NSS, PLFS or Election Commission figures, or a school or institution data sheet for UDISE+, AISHE or school records); a **field-note format**; and an **informed consent form**. **Fill from project** writes the title and your details; the sample questions show an interview schedule for SHG members and a questionnaire on academic stress.

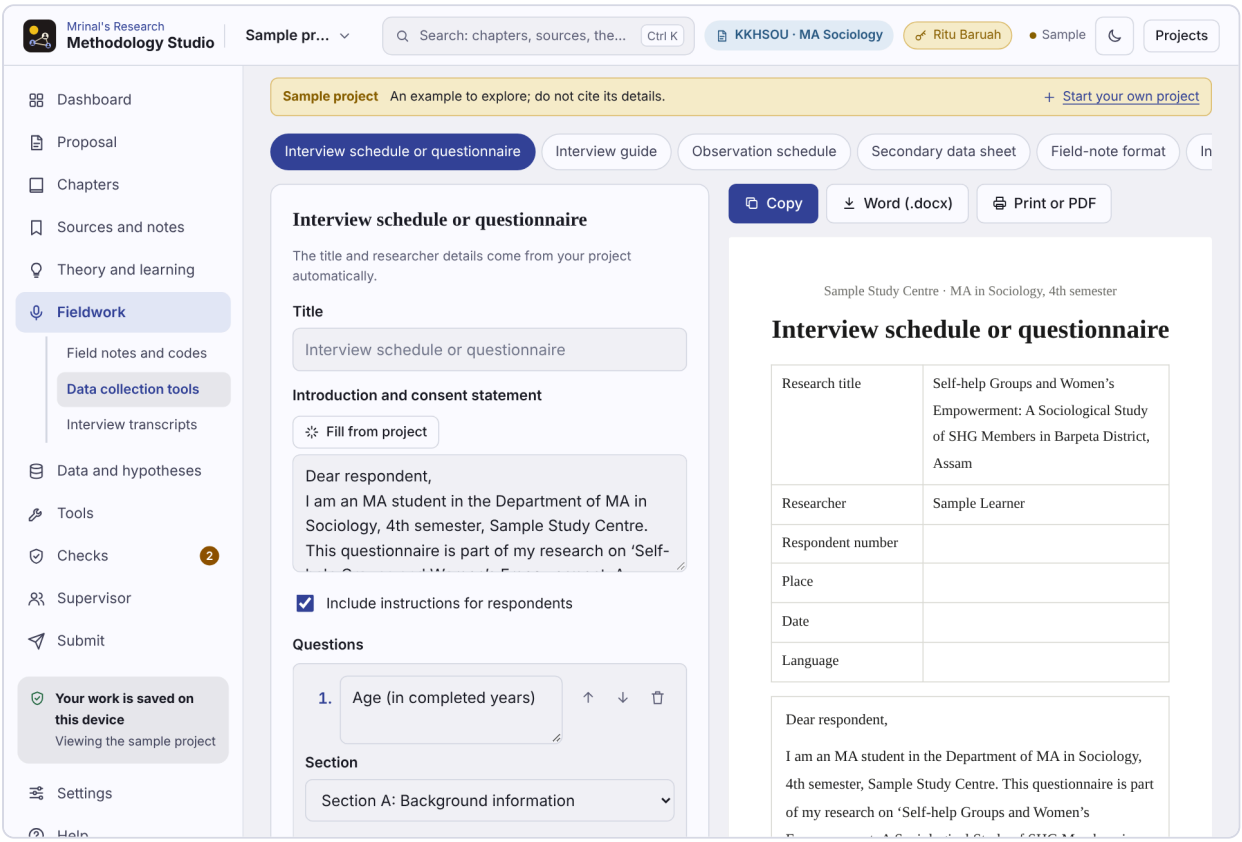


Figure 12.1: The interview schedule, filled in from the project

Field notes and codes

A field notebook (date, place, participant code and kind of note), coding of passages in the notes, and a codebook in which codes are defined and grouped into themes with example quotations. Use it for interviews, focus groups, observation of meetings or classrooms, participant observation and notes from a village visit.

Interview transcripts

1. Tap **New transcript** and fill in the name, the participant's code, the date and the place.
2. Use **Open a recording** to play an audio file on this device, or the **Stopwatch** while you listen elsewhere.
3. Type what you hear. **Time (Alt + T)** inserts a [minutes:seconds] mark; the speaker buttons insert "Interviewer" or the participant's code; **Alt + P** plays or pauses.
4. **Send to field notes** puts the transcript in the notebook for coding; **Word** saves it as a file.

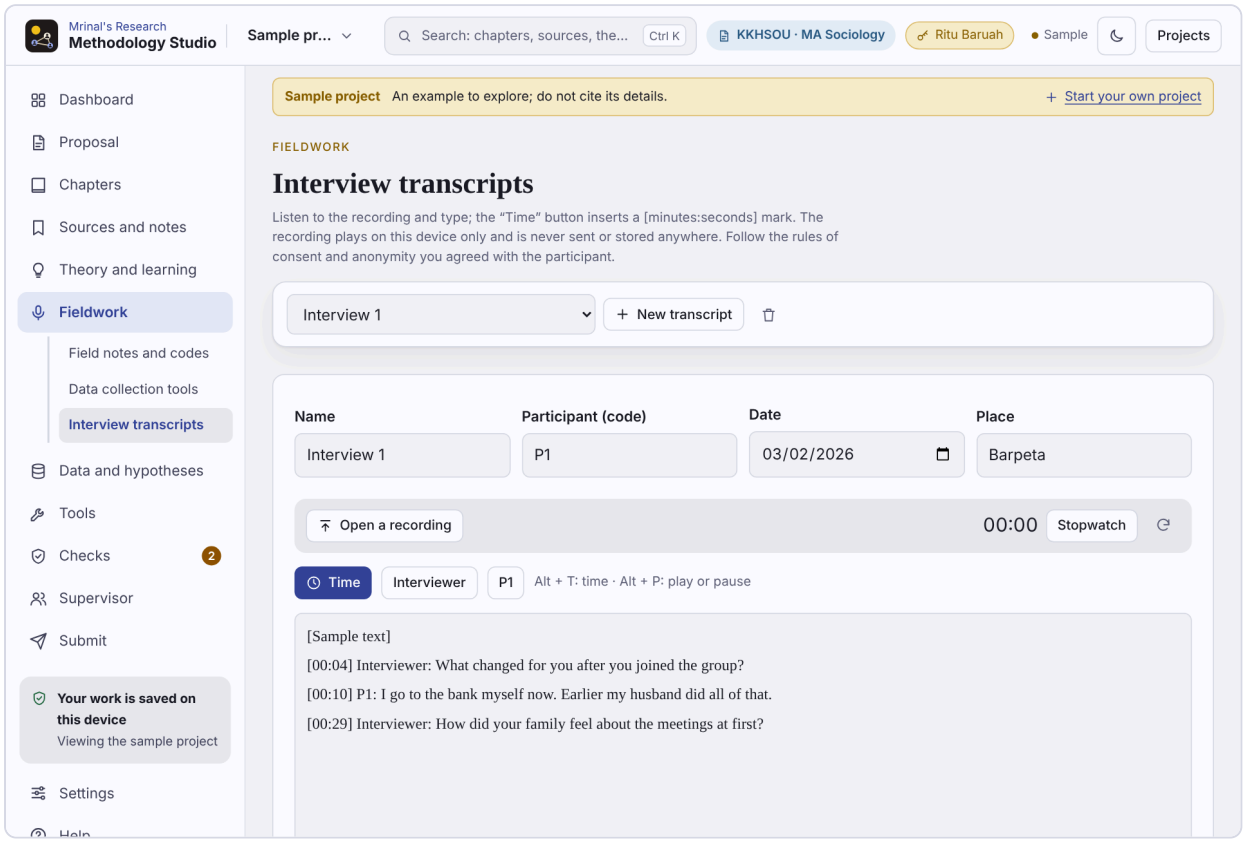


Figure 12.2: An interview transcript

> **Take care**
>
> The recording plays on this device only and is never sent or stored anywhere. Use codes instead of names, translate carefully and keep the original words for quotations, and follow the consent and anonymity you agreed with the participant.

Chapter 13

Data and variables

Data and hypotheses → Data and variables is where your data live. A data file never leaves the device: its values are kept in the browser's own database, and only its name and list of variables are kept in the project.

Opening data

- **Open a data file**: Excel (.xlsx), CSV (including Google Forms responses) or SPSS (.sav and .zsav). Answers written as words ("Strongly agree") are turned into numbers 1 to 5 with labels. In Google Forms, open the responses in Google Sheets, choose File, Download, Comma-separated values (.csv), and open that file here.
- **Practice data**: an SHG member survey (120 cases), a student stress survey (200), an achievement test of 20 items scored 0 or 1 (80 learners), the themes given by three coders to 60 interview passages, and indicators of 30 districts (made-up districts). They are made up and clearly marked; use them to learn, never in a dissertation.

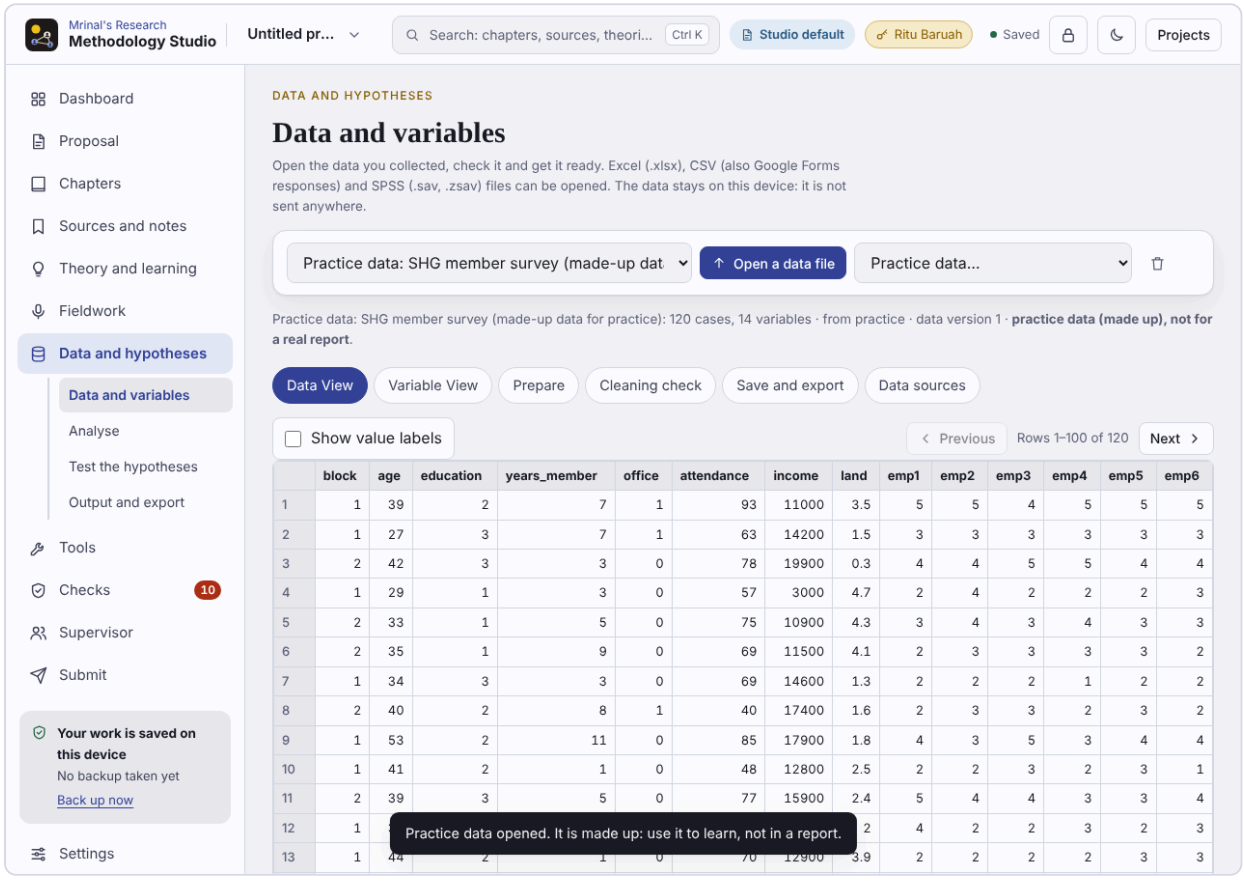


Figure 13.1: Data View with the practice SHG survey

Variable View, preparing and cleaning

In **Variable View**, give each variable a label, value labels (for example 1 = Strongly disagree), missing-value codes and the right measure: nominal, ordinal or scale. **Prepare** makes scale scores (the mean or sum of items), reverse-codes negative items and recodes values; each change makes a new data version, recorded in the output log. Run the **Cleaning check** before any test: empty rows, duplicates, missing answers, values outside the scale and outliers.

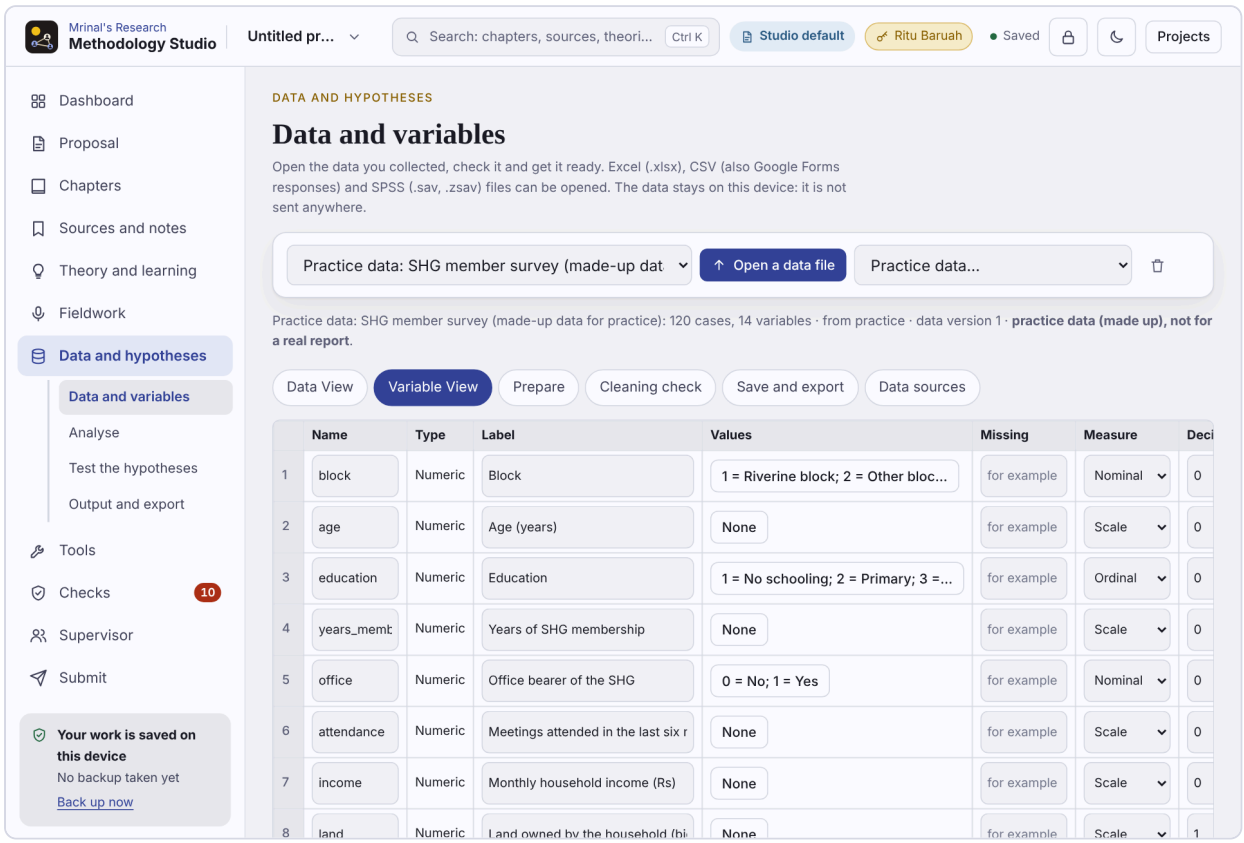


Figure 13.2: Variable View

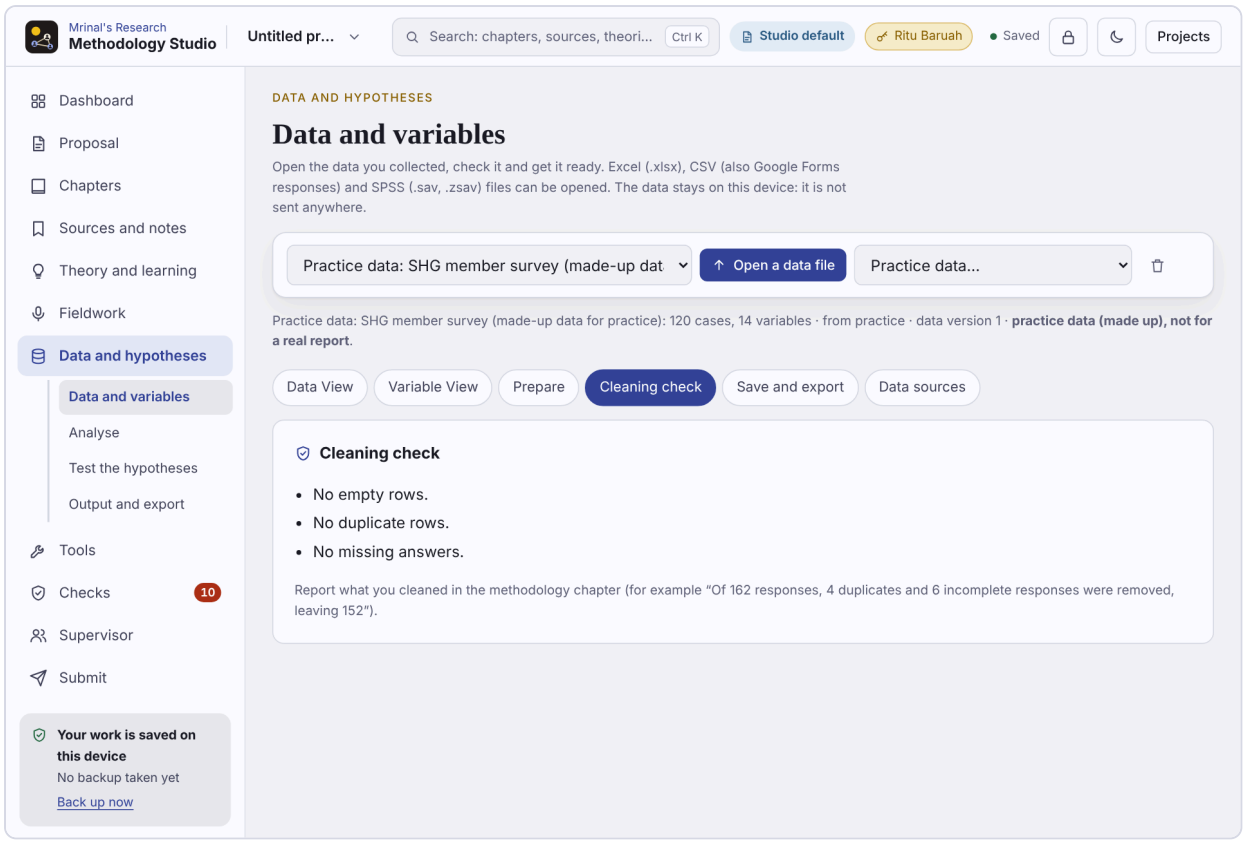


Figure 13.3: The cleaning check

Where to find secondary data

Data sources lists official sources for Assam and the Northeast (the Directorate of Economics and Statistics, the Assam State Disaster Management Authority, the State Rural Livelihoods Mission, Samagra Shiksha and SCERT, the Chief Electoral Officer and the NEDFi Databank), for India (the Census, NFHS, MoSPI with PLFS, NSS and the Time Use Survey and its microdata catalogue, the ICSSR Data Service, NCRB, the India Human Development Survey, data.gov.in, UDISE+, AISHE, PARAKH, ASER, the Election Commission, PRS Legislative Research, Lokniti–CSDS, eGramSwaraj, the Ministry of Rural Development and NITI Aayog) and for the world (World Bank, UNDP, the UNESCO Institute for Statistics, the WHO Global Health Observatory, ILOSTAT and V-Dem). Note the table, the round or year and the date of download, and cite the source.

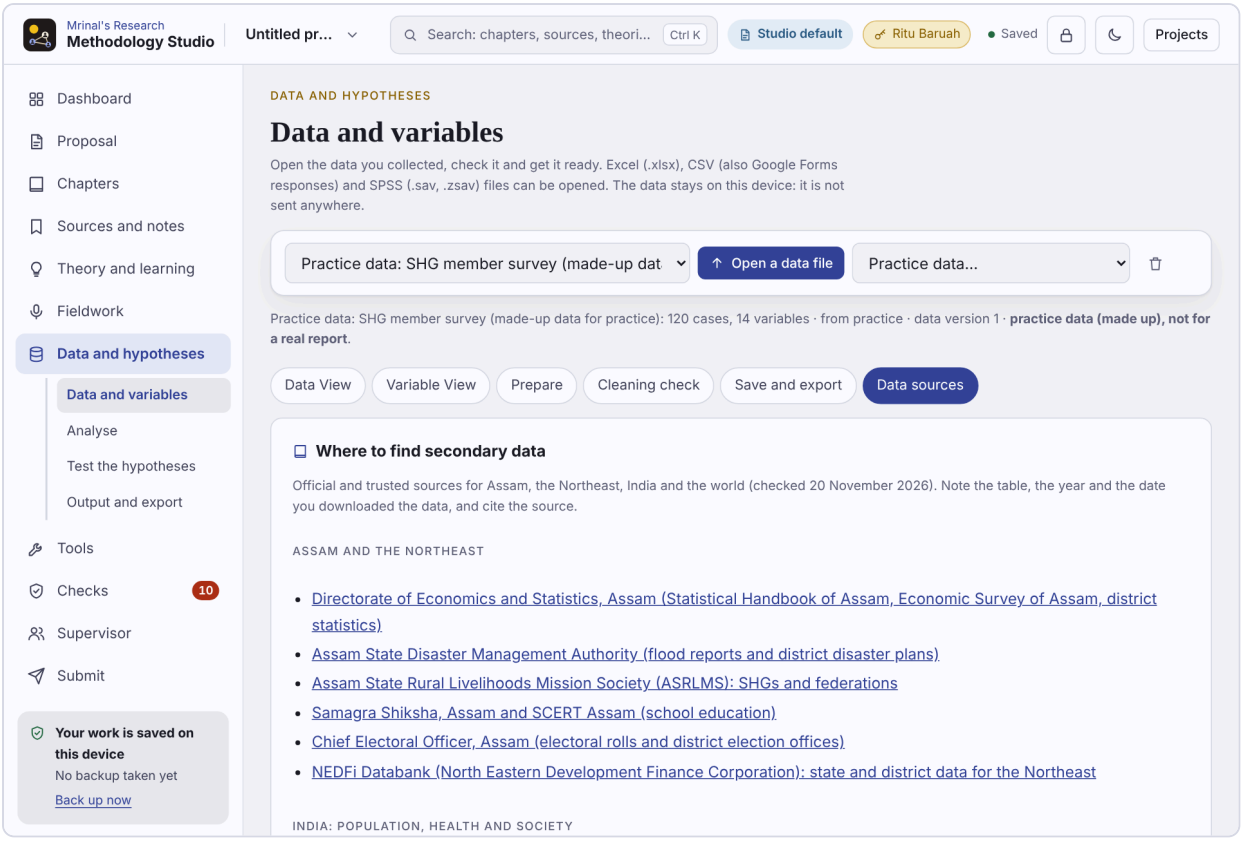


Figure 13.4: Data sources for Assam, the Northeast, India and the world

Saving the data

Save and export downloads the data as Excel or CSV and writes an SPSS syntax file (.sps) with the variable and value labels, so that the same data can be opened in SPSS. Project backups carry the data files too (chapter 23).

Chapter 14

Analyse: tests and tables

In **Analyse**, choose an analysis from the list, pick the variables and tap **Run**. Each result comes as SPSS-style tables, charts where they help, a model sentence in APA style, notes on assumptions (for example normality with the Shapiro–Wilk test, and the non-parametric test to use instead), and a "Do it in Excel" note.

Group	Analyses
Describe the data	Frequencies; descriptive statistics; explore and normality (Shapiro–Wilk, Q–Q plot); crosstabs and chi-square
Compare groups	One-sample, independent-samples and paired-samples t-tests; one-way ANOVA with post hoc tests; two-way ANOVA; repeated-measures ANOVA
Non-parametric tests	Mann–Whitney U, Wilcoxon, Kruskal–Wallis, Friedman, chi-square goodness of fit
Relationships	Pearson, Spearman and Kendall correlation; partial correlation
Prediction	Linear regression (with VIF and Durbin–Watson); binary logistic regression (with Hosmer–Lemeshow)
Scales and questionnaires	Cronbach's alpha; exploratory factor analysis with KMO and Bartlett
Planning	Sample size: Cochran, Yamane, two groups, correlation
Tests, agreement and social indicators	Item analysis; KR-20 and KR-21; split-half reliability; Cohen's and Fleiss' kappa; norms; composite index; demographic indicators; growth rates; inequality (chapter 15)

Not sure which test? Write your question in **Ask in plain words**, for example "Do boys and girls differ in academic stress?". The studio reads the value labels of your variables and suggests the test, choosing a non-parametric test for an ordinal outcome. The **test chooser** below it leads from the aim and the kind of data to a test.

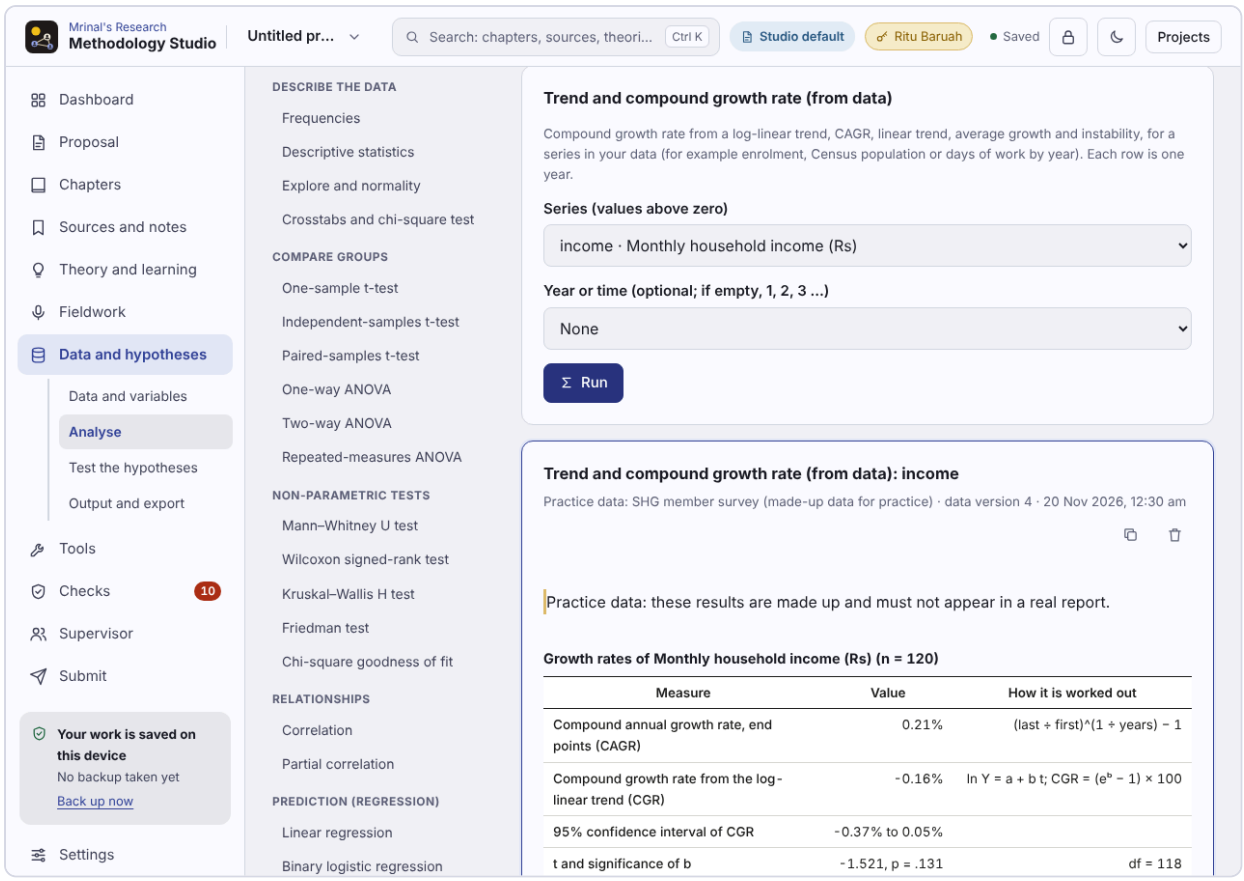


Figure 14.1: Analyse, with the list of analyses

Checked against standard software

The statistics were checked against SciPy, statsmodels, pingouin and factor_analyzer: 189 of 189 reference values agree; the tools of chapter 15 were checked against NumPy, SciPy, statsmodels and scikit-learn (141 of 141 values agree). Still, read every table and say what it means for your objective.

Chapter 15

Tests, agreement and social indicators

The group **Tests, agreement and social indicators** in Analyse holds tools for building tests and scales, for checking agreement between coders, and for the indicators that describe a study area. Choose the variables of your data, or type the figures in the boxes (separate values with spaces or semicolons; 1,00,000 is read as one number).

- **Item analysis**: for a test scored 1 (right) or 0 (wrong), the difficulty index of each item, the discrimination index from the upper and lower 27% of learners (with Ebel's guide: 0.40 and above very good, below 0.20 revise or drop) and the corrected item–total correlation. Practice data: the achievement test.
- **Reliability of a 0/1 test**: KR-20 (equal to Cronbach's alpha for such items), KR-21 and the standard error of measurement.
- **Split-half reliability**: odd and even halves, their correlation, the Spearman–Brown coefficient and Guttman's split-half coefficient.
- **Cohen's kappa** (two raters) and **Fleiss' kappa** (three or more raters): agreement on categories beyond chance, with z and the benchmarks of Landis and Koch (1977). Use them to show that your coding of interviews is consistent. Practice data: themes from three coders.
- **Norms**: for each raw score, the percentile rank, z, T score (mean 50, SD 10) and stanine, for the manual of a test or scale.
- **Composite index**: items scaled from 0 to 1 by the min–max method, averaged and multiplied by 100 (for example an empowerment index), with low, medium and high groups by the mean ± one SD.
- **Demographic and social indicators** (typed figures): sex ratio and child sex ratio (females per 1,000 males, as in the Census of India), literacy rate (literates among those aged 7 and above), gender parity index, total, child and old-age dependency ratios, decadal growth and the average yearly growth.
- **Growth rates** and **Inequality**: the compound growth rate from a trend, CAGR, the Gini coefficient and the Lorenz curve (for example of landholding or income).

Item analysis (difficulty and discrimination): q1, q2, q3, q4, q5, q6, q7, q8, q9, q10, q11, q12, q13, q14, q15, q16, q17, q18, q19, q20

Practice data: achievement test, 20 items scored 0/1 (made-up data for practice) · data version 1 · 20 Nov 2026, 12:43 am

> Practice data: these results are made up and must not appear in a real report.

Item analysis (n = 80 learners; upper and lower groups of 22 each)

Item	Difficulty (p)	Level	p (upper 27%)	p (lower 27%)	Discrimination (D)	Judgement	Corrected item–total r
q1	0.875	easy	0.955	0.727	0.227	fair, revise	.310
q2	0.875	easy	1.000	0.727	0.273	fair, revise	.255
q3	0.988	easy	1.000	0.955	0.045	poor, revise or drop	.224
q4	0.863	easy	1.000	0.636	0.364	good	.367
q5	0.762	average	1.000	0.455	0.545	very good	.380
q6	0.700	average	1.000	0.273	0.727	very good	.545
q7	0.550	average	0.545	0.409	0.136	poor, revise or drop	.057
q8	0.762	average	1.000	0.500	0.500	very good	.371
q9	0.688	average	0.909	0.364	0.545	very good	.360
q10	0.688	average	0.955	0.500	0.455	very good	.360
q11	0.537	average	0.955	0.136	0.818	very good	.478
q12	0.487	average	0.455	0.636	-0.182	poor, revise or drop	-.321
q13	0.400	average	0.818	0.000	0.818	very good	.498
q14	0.425	average	0.727	0.091	0.636	very good	.448
q15	0.463	average	0.773	0.091	0.682	very good	.469
q16	0.050	difficult	0.136	0.000	0.136	poor, revise or drop	.185
q17	0.325	average	0.773	0.045	0.727	very good	.526
q18	0.275	average	0.545	0.136	0.409	very good	.286
q19	0.175	difficult	0.409	0.045	0.364	good	.351
q20	0.275	average	0.636	0.045	0.591	very good	.482

Difficulty: share of learners who answered correctly (0.20 to 0.80 is the usual range for an achievement test). Discrimination (Ebel's guide): 0.40 and above very good; 0.30 to 0.39 good; 0.20 to 0.29 fair, revise; below 0.20 poor, revise or drop. Negative values mean the item may be wrong or miskeyed.

Model sentence (APA 7): Item analysis of the 20-item test (n = 80) showed 4 items with poor discrimination (D below .20: q3, q7, q12, q16). Copy

This only reports the numbers. Add your own interpretation: what the result means for your objective and how it compares with earlier studies.

Item analysis is done on a try-out sample before the final test. Keep items of average difficulty and good discrimination, check the key of any item with negative D, and recompute reliability on the final set.

▶ Do it in Excel

Figure 15.1: Item analysis of a 20-item achievement test

Remember

Sample size is in Analyse → Planning and in Helpers (Cochran, Yamane, Krejcie and Morgan). For a test you build yourself, do the item analysis on a try-out sample, keep the good items, then report reliability and validity for the final test.

Chapter 16

Testing the hypotheses

Test the hypotheses shows the hypotheses written in your proposal. For each one, choose the test (it follows the test you planned), the variables, the level of significance and whether the test is one-tailed or two-tailed, then tap **Test this hypothesis**. The studio reports the statistic, the p-value, the effect size and the decision: whether H_0 is rejected. For a one-tailed test it checks that the result goes in the direction you predicted. The same hypotheses appear in the consistency matrix, so the analysis chapter always matches the proposal.

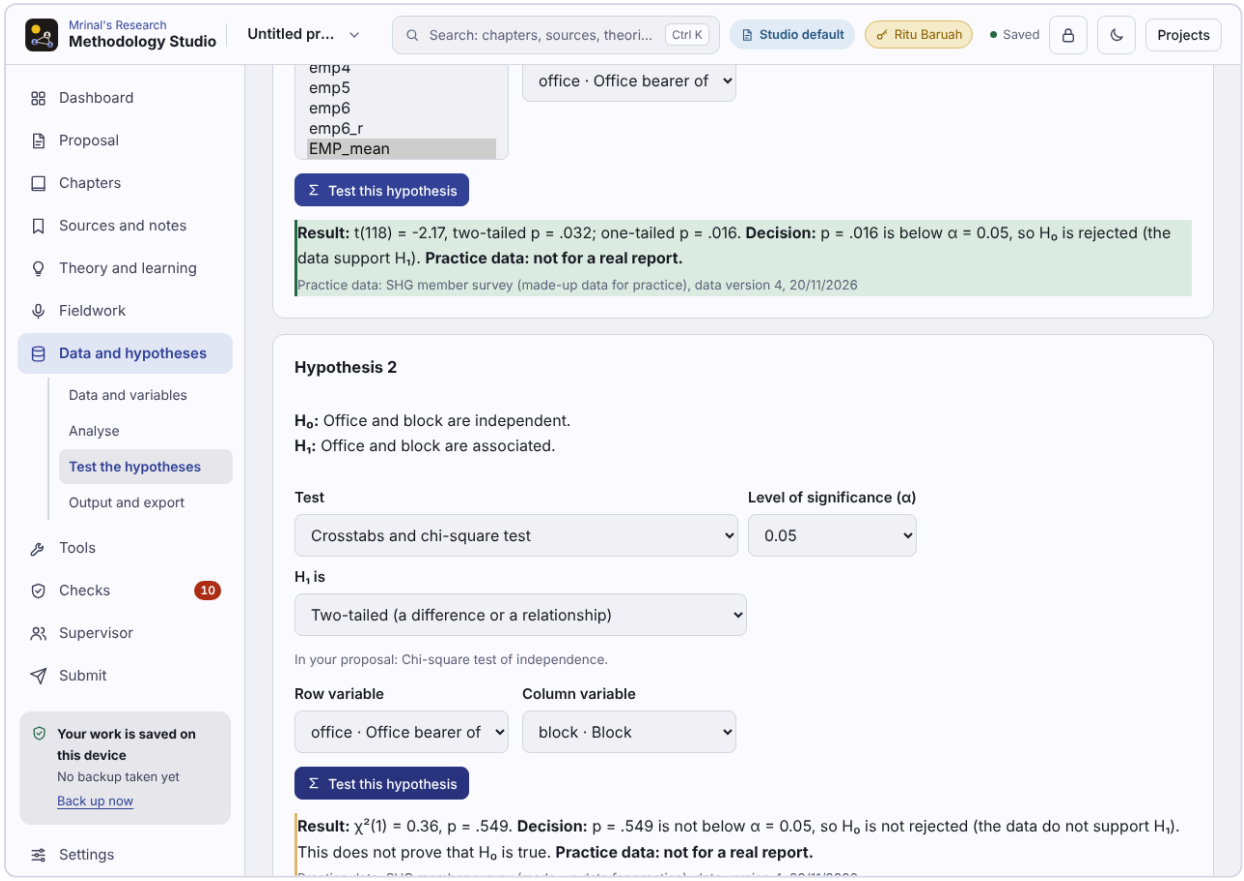


Figure 16.1: Two hypotheses tested on the data

Chapter 17

Output, findings and suggestions

Output and export keeps every result, newest first, with the name and version of the data. Download a Word file of all results for your analysis chapter, an Excel file of the tables, charts as PNG at 300 dpi, or the output log (every opening, change and analysis of the data, with the time).

The findings and suggestions map

Below the results, the **Findings and suggestions map** links each finding (with its figure, objective and table) to the suggestion that follows from it, and to who should act. **Bring in the tested hypotheses** adds a finding for each tested hypothesis. The map warns when a suggestion has no finding behind it. **Copy as a table** or take a **Word file** for the chapter on findings and suggestions.

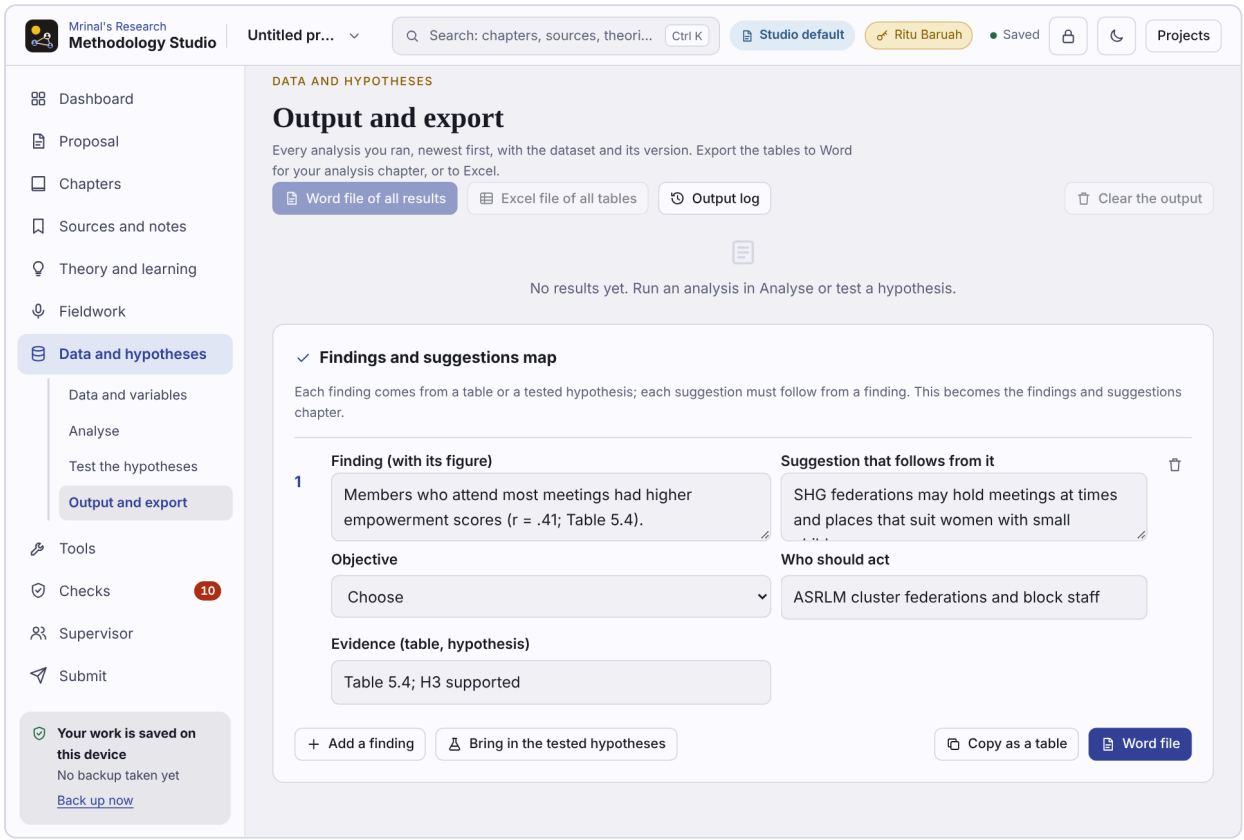


Figure 17.1: The findings and suggestions map

Chapter 18

Tools

Helpers, charts and models

- **Design advisor**: see chapter 6.
- **Sample size**, **Statistical test** and **Cronbach's alpha**: quick helpers for planning a survey and reading reliability.
- **Chart maker** and **Chart chooser**: thesis-ready figures as PNG (16 cm at 300 dpi) or SVG, with figure number, caption and source note (for example "Field survey, 2027"). Use data from my project can fill in counts from your questionnaire, bibliography or literature review. Turn on patterns if the report will be printed in black and white.
- **Models and diagrams**: a conceptual framework and a research design flow built from your project (relabel, add and reorder the boxes), and the classic models of chapter 11.

Text analysis

Tools → Text analysis works on the text of interviews, focus group discussions, open-ended answers, field notes or policy documents. Paste the text, open a file (.txt or .docx), or take it **From your chapters**. You get **Word counts** (common words can be hidden, and word forms grouped approximately), a **Concordance** showing every use of a word in its context (an asterisk matches any ending, as in empower*), and **Comparison by part**, which shows how chosen words rise and fall across the text. Everything happens on this device.

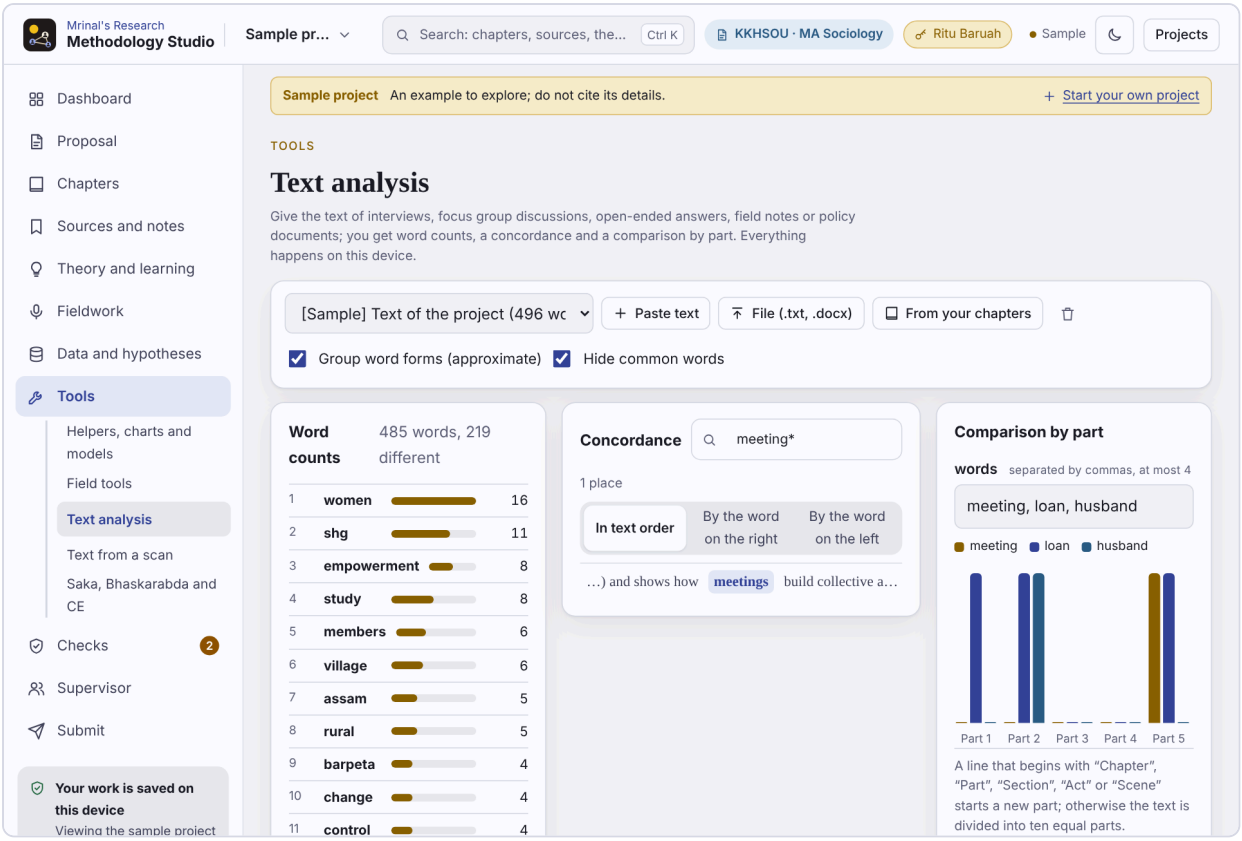


Figure 18.1: Text analysis

Text from a scan

Tools → Text from a scan turns phone photos, scanned pages (JPG, PNG; several at once) or the pages of a PDF into editable English text, on the device and without the internet: useful for old reports, gazette pages, village records and printed tables. For a PDF, choose which pages to read. The picture can be rotated and cleaned in several ways; **Automatic** tries two and keeps the better. Doubtful words are marked, and numbers are highlighted because they must always be checked. **Copy**, **All pages (.txt)** or **Save as a quotation** (with the source and page) take the text out.

> **Remember**
>
> Figures read from a scan must be checked one by one against the original page before you use them in a table.

Chapter 19

Field tools

Tools → Field tools holds twelve pages for the practical side of a dissertation. Everything is saved with the project and can be taken as a Word file.

Dissertation type and forms

Choose the kind of study: **field survey**, **qualitative or fieldwork study**, **case study**, **action research or intervention**, **study of a scheme or programme**, or **documentary or secondary data study**. The studio shows a common chapter plan for it (**Put these chapters in the proposal** copies it to your chapter plan) and the tools to use. Type the enrolment number, programme, study centre and its code, the guide's details and the institution of the field study, and take as Word files: the **synopsis**, the **supervisor's certificate** (with the study centre seal and centre code), the **certificate from the institution or organisation**, the **learner's declaration** and the **bio-data of the guide**, which the KKHSOU guidelines ask to be attached with a phone number.

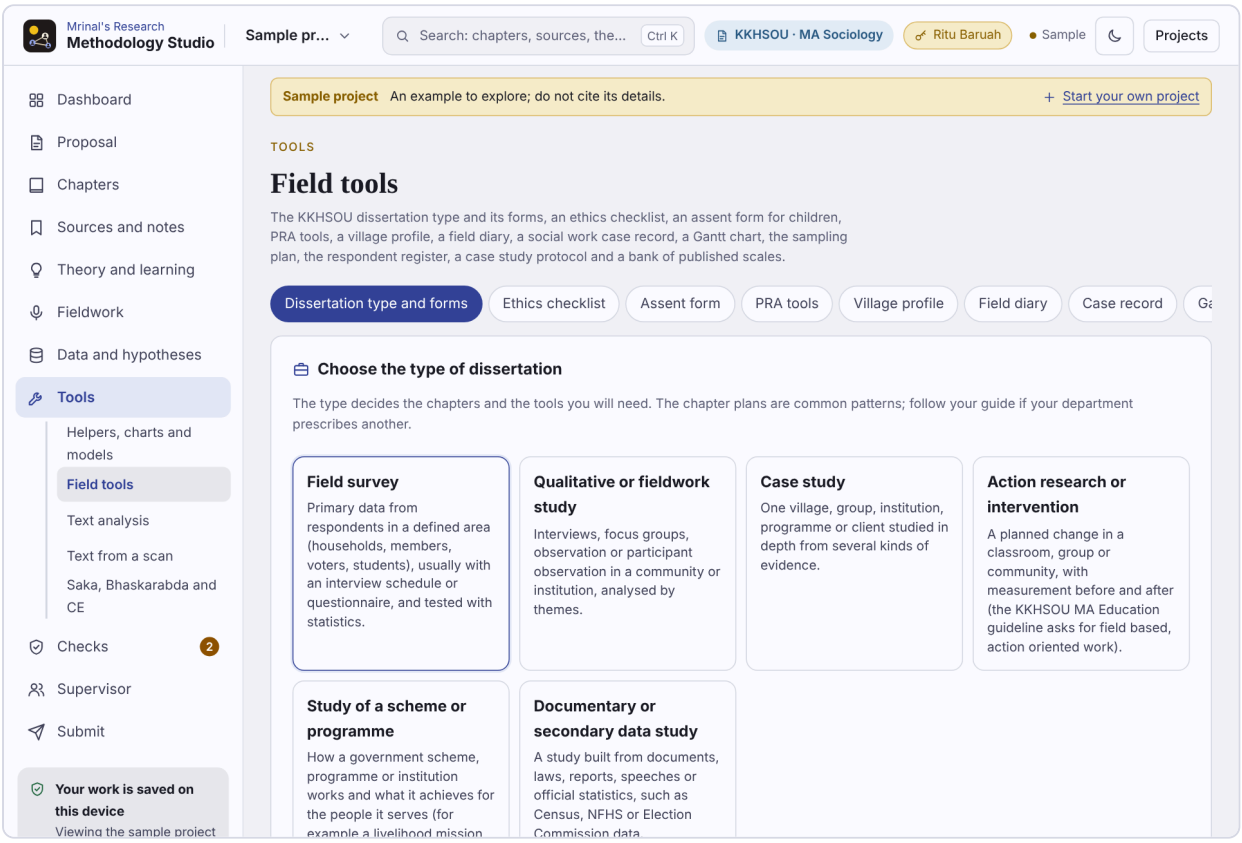


Figure 19.1: Choosing the type of dissertation

> **Remember**
>
> The forms use model wording based on the KKHSOU dissertation guidelines. If your study centre gives its own model certificate, use that form. The university logo must not be used.

Ethics checklist and assent form

The **ethics checklist** has eighteen points before, during and after fieldwork: plain-language information, consent and assent, permissions, the ethics committee, piloting, privacy for sensitive interviews, no pressure to take part, permission for recording, a referral list (Tele-MANAS 14416, Women Helpline 181, Childline 1098), duties to report under the POCSO Act, the researcher's own safety, codes, secure storage under the DPDP Act, no personal data in AI tools, quotations that cannot identify anyone, sharing the findings and acknowledging helpers. The **assent form** writes a child-friendly text from a few details; read it aloud in the child's language after a parent has given consent.

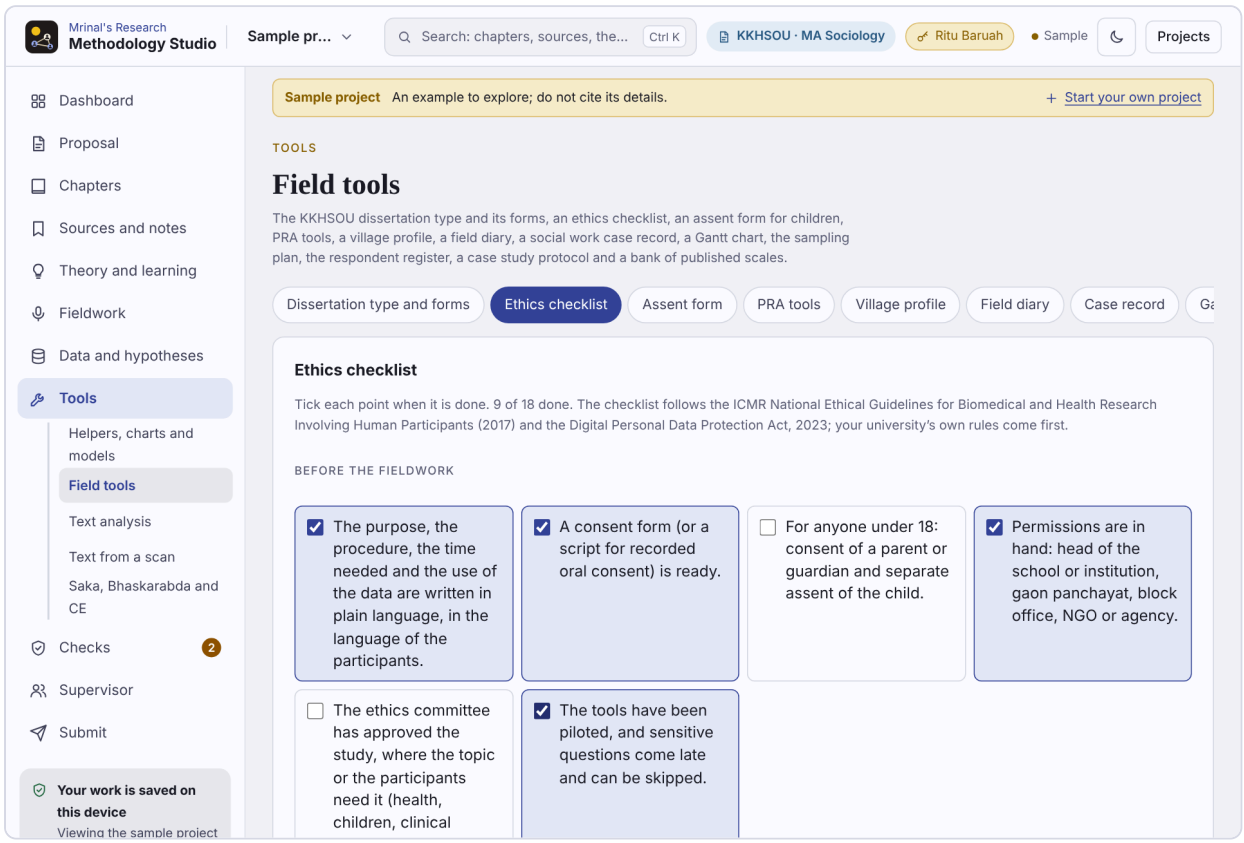


Figure 19.2: The ethics checklist

PRA tools and village profile

Eight **PRA tools** (after Chambers, 1994, and Kumar, 2002) each have a short description, what they show, and a record of the date, place, participants and what the group showed and said: social map, resource map, transect walk, seasonal calendar, timeline and trend lines, Venn (chapati) diagram, wealth or well-being ranking, and matrix ranking. The **village profile** collects the figures for the profile chapter (households, population, sex ratio, literacy, communities, livelihoods, land and water, institutions, distances, services and hazards), with their sources.

Field diary and case record

The **field diary** keeps one entry for each field visit: date, place, with whom (codes), what you did and observed, what people said, your reflections and what to follow up. The **social work case record** follows

a client case from referral and presenting problem through assessment, goals, the plan of intervention and the sessions to the outcome and closure.

Gantt chart, sampling plan and respondent register

The **Gantt chart** is drawn from the work plan in your proposal; download it as PNG (300 dpi) or SVG for the synopsis. The **sampling plan** asks for the population, place, sampling frame, unit, method, sample size and why, the stages of a multistage sample (for example blocks, villages, groups and members), the strata, the period and the response rate, and writes the paragraph for your methodology. The **respondent register** keeps one row for each person contacted, with a code, and counts completed responses against the targets.

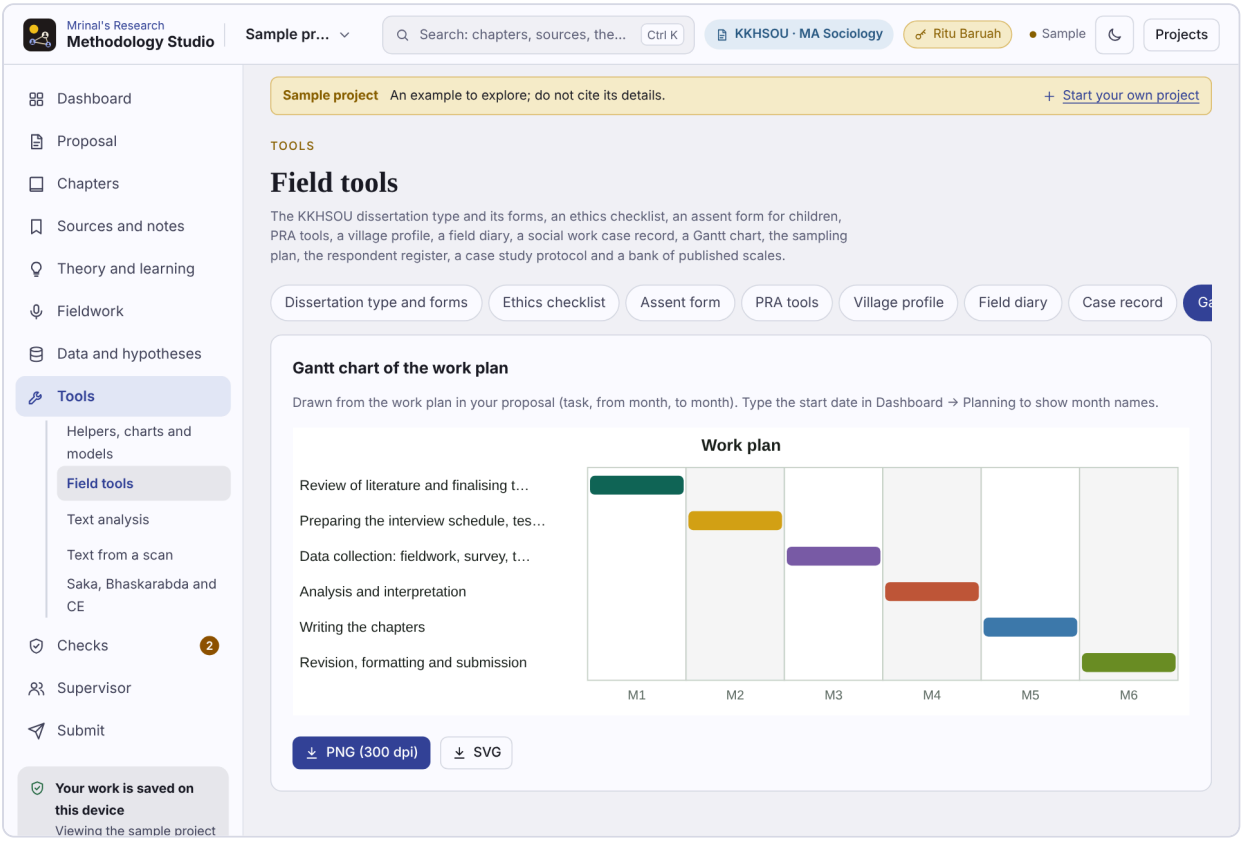


Figure 19.3: The Gantt chart of the work plan

Case study protocol

For case studies, the **case study protocol** follows Yin (2018): an overview of the case, the questions and propositions, key readings, field procedures (sites, contacts and permissions), the schedule, the protocol questions for each visit, the case study database and the outline of the report, with six sources of evidence and the quality checks.

Scale bank

The **scale bank** lists 19 published scales with their sources and terms of use: PHQ-9, GAD-7, the Kessler K10 and the Perceived Stress Scale; the Satisfaction With Life Scale, the WHO-5, Ryff's scales, the Rosenberg Self-Esteem Scale, the General Self-Efficacy Scale and the UCLA Loneliness Scale; the BFI-2,

the Brief COPE and the MSPSS; the Educational Stress Scale for Adolescents, the MSLQ and the Teachers' Sense of Efficacy Scale; and the Women's Empowerment in Agriculture Index, the World Bank's social capital questionnaire and Kuppuswamy's socio-economic status scale. Screening tools carry no example items, because their original wording must be used.

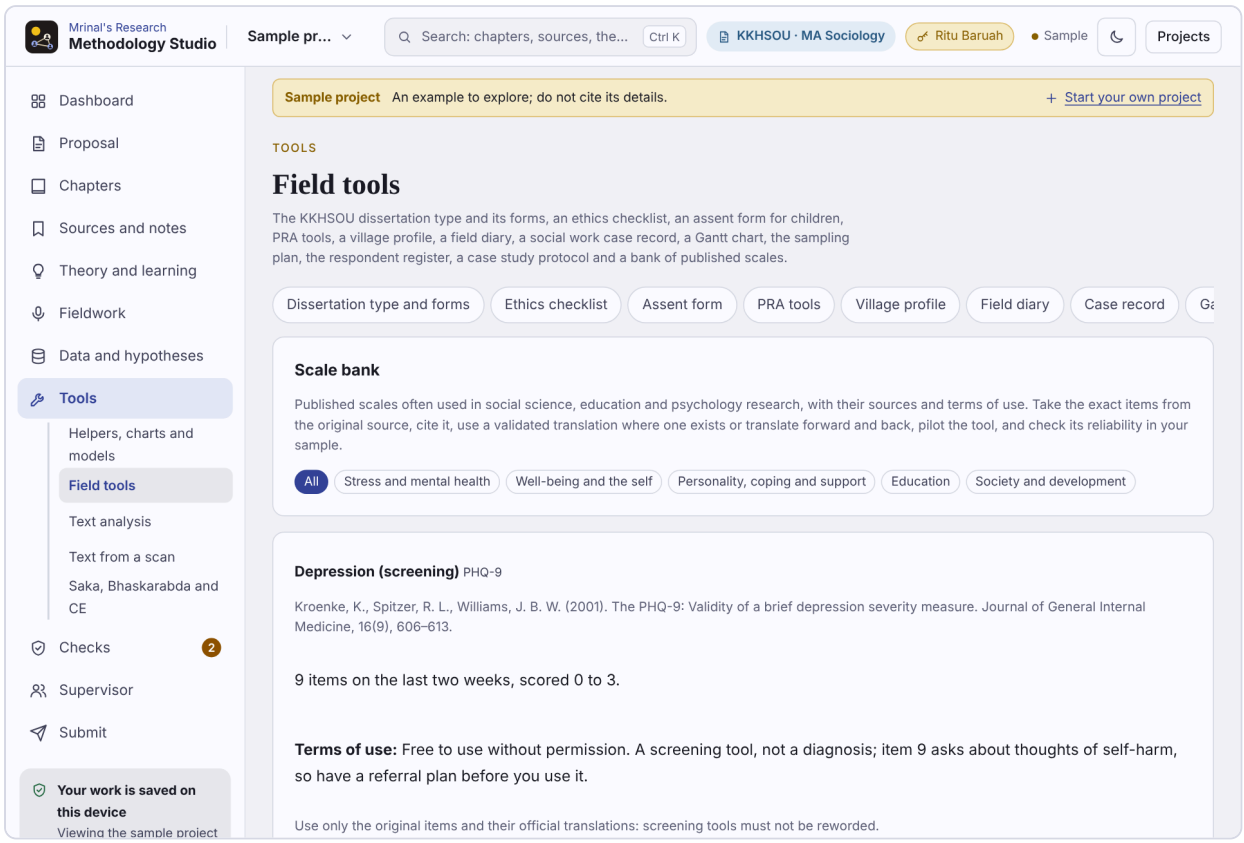


Figure 19.4: The scale bank

Take care

A screening score is not a diagnosis. Some scales (for example the CD-RISC and the Maslach Burnout Inventory) are licensed and must be obtained before use. Use validated translations where they exist, pilot the tool and check its reliability in your sample.

Chapter 20

Checks, integrity and supervisor review

Checks

Checks lists what must be fixed, warnings and suggestions: missing parts of the proposal, objectives without a hypothesis or chapter, theories whose concepts are not used, sources cited but not in the bibliography, and more. Each item has a **Fix it** button that opens the right place. The logic map shows how problem, questions, objectives, hypotheses, methods and chapters connect, and the checklists cover the problem statement, alignment, sources, the questionnaire, ethics and the presentation.

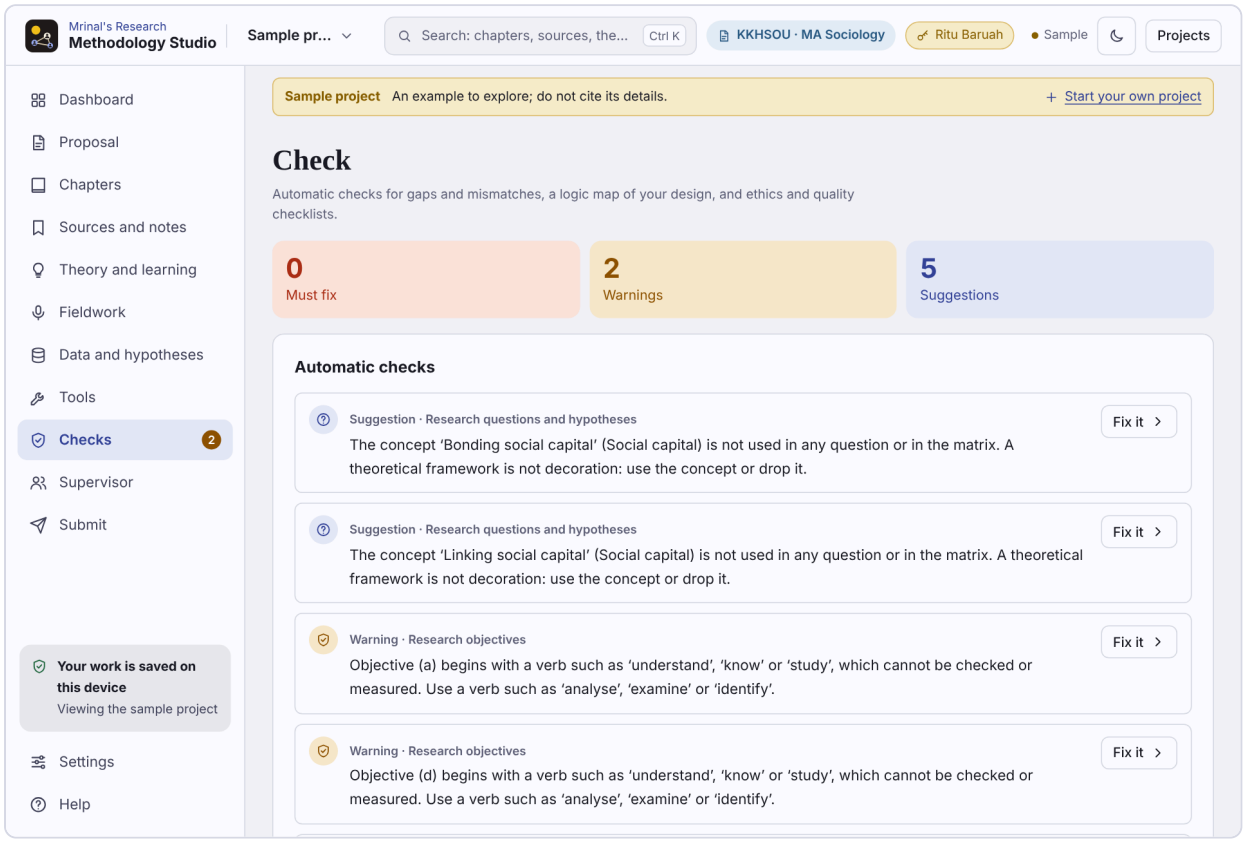


Figure 20.1: Automatic checks

Integrity

Theory and learning → **Integrity** explains the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 in plain words: up to 10% similarity carries no penalty; above 10% to 40%, a revised script within six months; above 40% to 60%, no revised script for one year; above 60%, the registration is cancelled. It also covers quoting and paraphrasing, the protection of respondents' data under the Digital Personal Data Protection Act, 2023, and a model declaration on the use of AI tools.

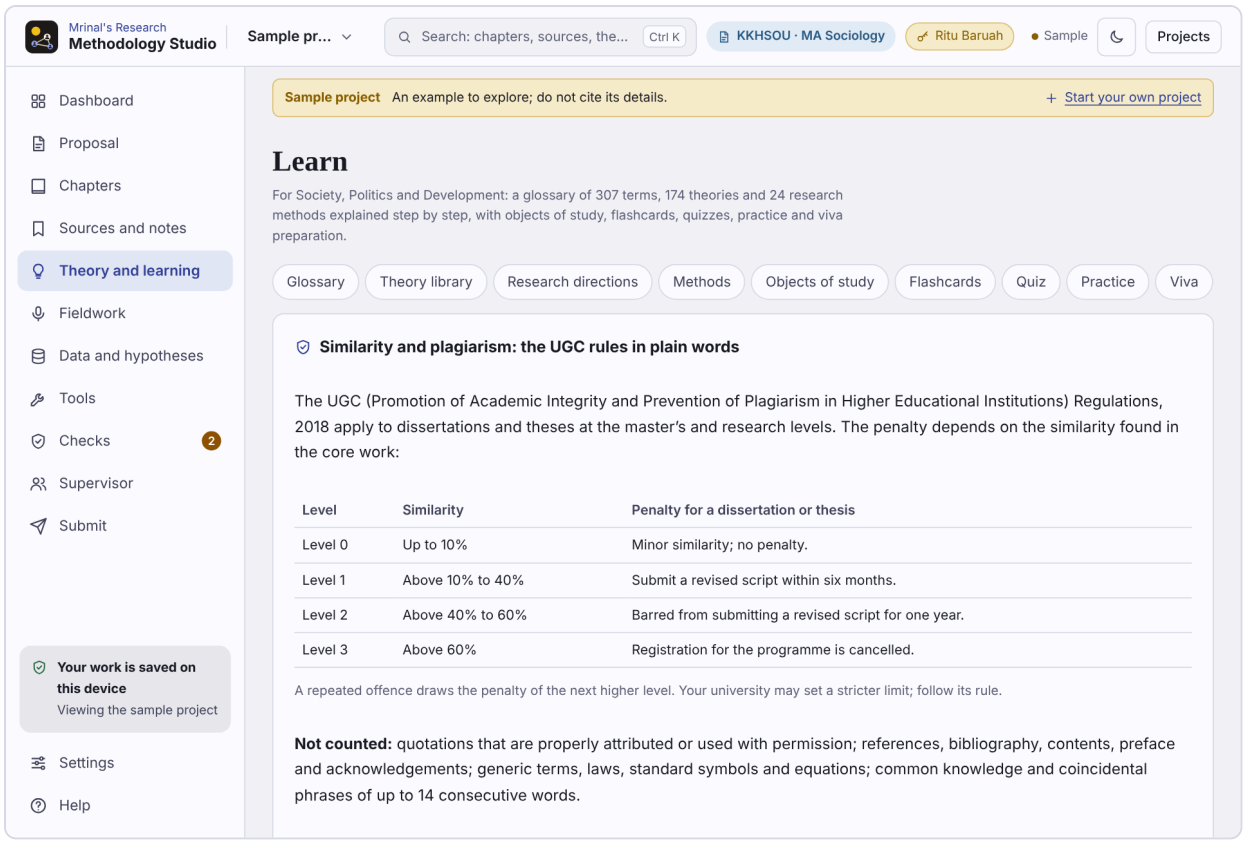


Figure 20.2: The integrity page

Working with your supervisor

1. Open **Supervisor**. Under **Send to your supervisor**, tick **Research proposal** and, if you have drafts in the writing guide, **Written draft**. Every chapter with text on the writing page is included as well.
2. Tap **Save review file**. The studio saves an .html file and keeps the current draft as a version. Send the file by email or WhatsApp.
3. Your supervisor opens it in any browser, with no key, no account and no internet, writes comments under each section and sends back a comments file or the copied text.
4. Tap **Open comments file** or **Paste comments**. Each comment appears under its section; comments on a chapter also appear in the Comments tab of the writing page. Write your response and tick **Resolved**.

Save version keeps the draft before major changes; **Compare** shows what has changed and **Restore** goes back to it.

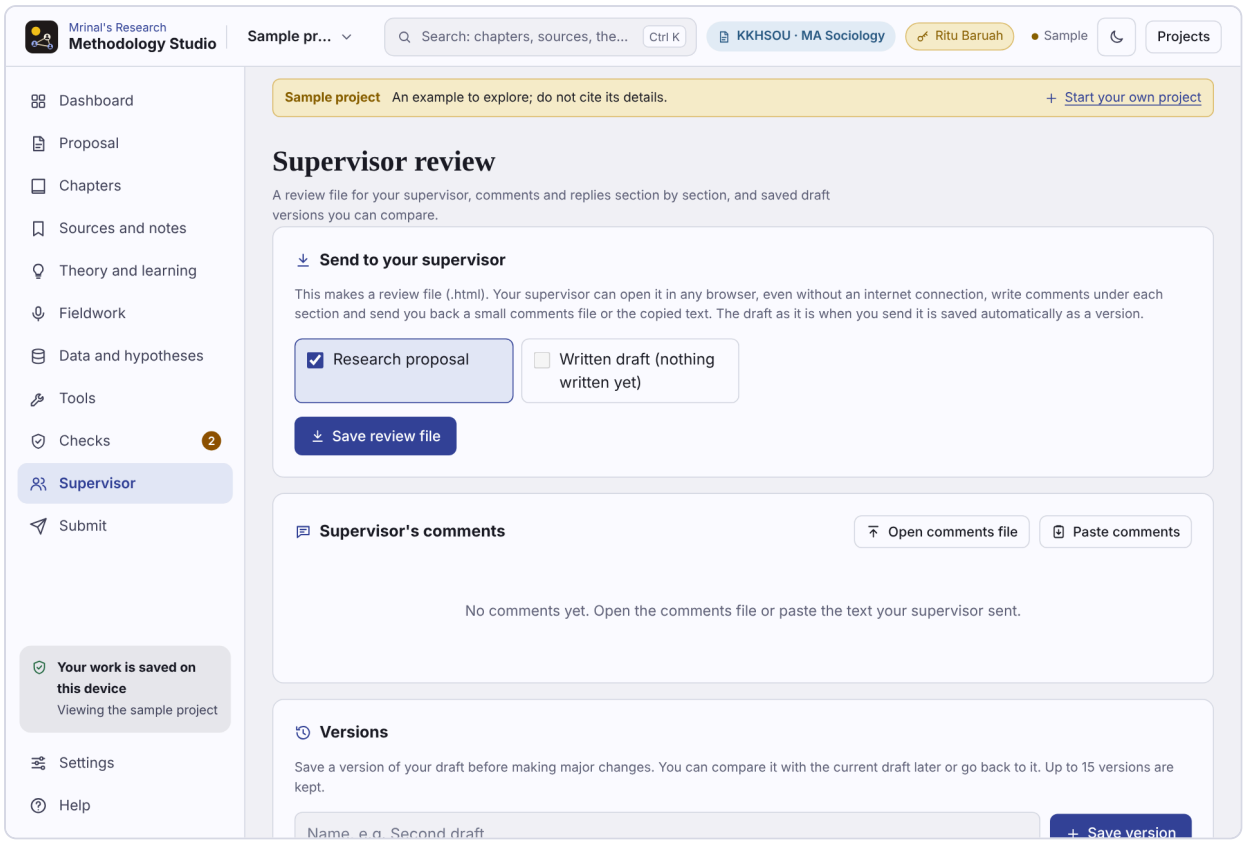


Figure 20.3: Supervisor review

> **Remember**
>
> When your supervisor approves the proposal, mark it as approved in Settings. The studio then shows any later change against the approved version.

Chapter 21

Submitting

Submit prepares the Word file of the whole report or thesis in your university format: the cover and title page, the declaration, the guide's certificate and the other preliminary pages your format asks for (for KKHSOU MA and MSW dissertations: the cover page, the supervisor's certificate, the certificate from the institution of the study, then the acknowledgement and contents), the declaration on the use of AI tools, the chapters with their footnotes, and the references. The title page names the degree from the format you chose (for example Master of Arts in Sociology or Master of Social Work).

- **Word file (sources cited)**: the reference list holds only the sources cited in the chapters.
- **Word file (all sources)**: every source in the bibliography.
- **PDF (print or save)**: the whole work in your format; choose Save as PDF in the print window. For footnotes at the foot of the page and page numbers in the contents, make the PDF from the Word file.
- **Chapter-wise files for Shodhganga**: the preliminary pages, each chapter and the bibliography as separate Word files in one zip file, for PhD theses.
- **Abstract**: **Put together from the chapter summaries** gives a starting draft; then write the abstract yourself.
- **Declaration on the use of AI tools**: tick only what you actually did, or that you used none.

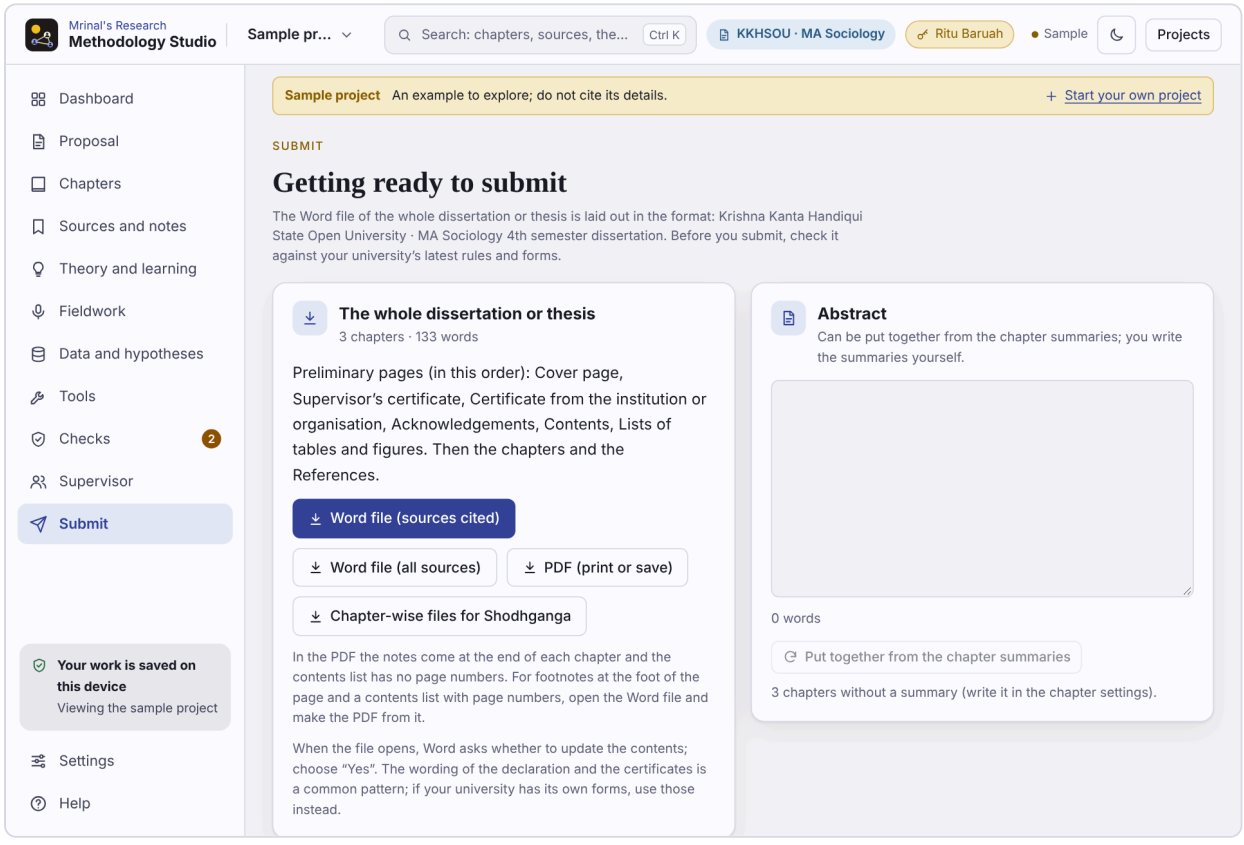


Figure 21.1: Getting ready to submit

Remember

When the Word file first opens, Word may ask whether to update the contents; choose Yes. In LibreOffice, choose Tools, then Update, then Update All. If your university has its own forms for the declaration and certificates, use those.

Chapter 22

Preparing for the viva

Theory and learning → **Viva** gives practice questions for projects and theses (the problem, the gap, the theory, sample size and sampling, the interview schedule or questionnaire, fieldwork and ethics, the choice of test, p-values and effect sizes, findings and suggestions, causality, implications for policy and practice, and the PhD contribution), with hints and your own key points.

Below them, **Ten slides for the viva** plans a 10 to 12 minute presentation filled from your project: title, problem, objectives and hypotheses, review and gap, methodology, profile of the study area or institution, key results, findings, suggestions, and limitations. **Copy the outline** into PowerPoint or Google Slides, one heading per slide. The checklist **Before your presentation or viva** reminds you to rehearse with a timer, label every table and chart, and be ready to explain every test you used.

Chapter 23

Saving, backups and the lock

Where your work is kept

Your work and your data files are saved in your browser's database on this device. They do not go to the studio's server. Only the key and device details when you buy and activate a key, and feedback when you send it, go to the server.

Earlier drafts

The studio keeps the last state of each day for 30 days, and after that one a week. Open **Settings → Saving and backup → Earlier drafts**, or **Earlier drafts** on the writing page, choose a date, and bring back one chapter or the whole project.

Backups

- At least once a week, take a backup: **Projects → Back up this project** (.json). A backup carries the project and its data files.
- If the file does not download, tap **Copy backup** and paste it into a WhatsApp chat with yourself or an email to yourself. On a phone, **Share** sends the backup to WhatsApp, Drive or another app.
- On a new device, use **Open a backup file** or **Paste a backup**. A backup always opens as a new project with its data; nothing is overwritten.
- Work is not kept in private or incognito windows, and clearing the browser's data (cache and site data) can delete it. iPhones and iPads may clear a website's data if it is not used for some time: open the studio from the Home Screen and take backups regularly.

> **Take care**
>
> If you clear the browser's data, or change or lose your phone without a backup, the work cannot be recovered. Take a backup at least once a week and keep it off the device.

Locking a project

If others also use your computer (in a lab, at a cyber cafe or at home), lock the project. In **Settings → Lock and security**, tap **Lock the project** and set a password of at least 6 characters. The text of a locked project is kept in encrypted form; nobody can read it without the password.

- When you lock, the studio gives a recovery code. Copy it or save it as a file, and keep it in a safe place.
- **Lock automatically when idle** closes the project after the time you choose. The lock button in the top bar closes it at once.
- Forgot the password? Tap **Forgot the password**: enter the recovery code, then set a new password.

- The backup of a locked project is locked too and opens with the same password.
- **Change the password** and **Remove the lock** are in the same place.

> **Take care**
>
> If both the password and the recovery code are lost, nobody can open the project, not even the makers of the studio.

Chapter 24

Feedback, help and contact

Sending feedback

Found a mistake, something that does not work, or have an idea? Choose **Send feedback** in the Projects menu, on the Help page or at the foot of the start page. Choose the type (bug, suggestion, content error, question or other), write the message and, if you would like a reply, your name and email or WhatsApp number. The form shows exactly what is attached: the app and version, your discipline, type of work and style, the section, your device and browser, the name and serial number on your licence, and the date. Your project, your data and your key are never attached. Nothing is sent until you tap **Send** or **Send by email**.

Help

The **Help** page is always available, also in the preview: keys and devices, using the studio on Android, iPhone, Windows and Mac, keeping your work safe, data, tests and hypotheses, charts and models, supervisors and departments, questions and answers, the privacy note and the open-source licences.

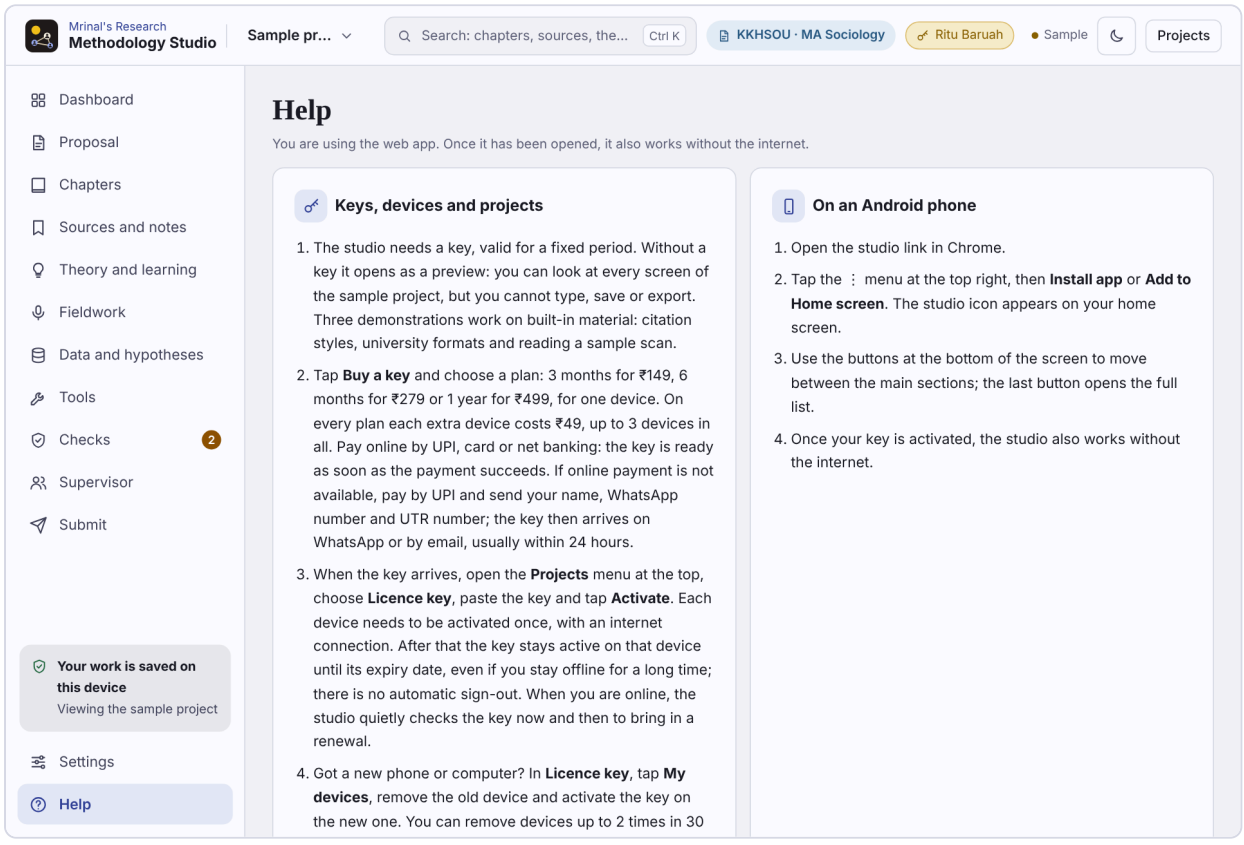


Figure 24.1: The Help page

Contact

When you write about a key or an order, give the name on the key and the order number or the key's serial number. Never send your whole key to anyone except the studio.

Studio	Mrinal’s Research Methodology Studio for Social Sciences, Version 1.0
Address	https://research.aank.org/social/
Made on behalf of	AANK_A Creative Line · aank.org
Planning and content	Dr Mrinal Jyoti Goswami
Email (keys, orders and help)	mrinal.goswami2026@gmail.com
WhatsApp	+91 94350 16840

Chapter 25

Frequently asked questions

Will the studio write my dissertation? No. It guides each stage, checks what is missing and does the calculations, but the research and the writing are yours. Sentence starters have [ ] blanks for your own words.

Do I need SPSS? No. The common tests run in the studio with SPSS-style tables. If your guide wants SPSS, the studio opens .sav files and writes an SPSS syntax file so that you can repeat the analysis there.

Are the statistics correct? They were checked against standard scientific software (189 of 189 reference values for the tests, and 141 of 141 for the tools of chapter 15). Report the test, the statistic, the p-value and the effect size, and explain what they mean.

Can I use the practice data in my dissertation? No. Practice data are made up for learning. Every result from practice data is marked so.

Which format should I choose for a KKHSOU dissertation? The format of your programme: MA Sociology, MA Political Science, MA Education or MSW, 4th semester. Check with your study centre.

Does it work without the internet? Yes, after it is installed and the key is activated. Literature search links, DOI look-ups and payments need the internet.

Can my guide see my work? Only what you send in a review file. Your work stays on your device.

My key does not work. See “If the key does not work” in chapter 2. Write to the contact in chapter 24 if it still fails.

Can I study children or sensitive topics? Yes, with care: parental consent and the child’s assent, privacy, a referral plan, and the approval of your institution or an ethics committee. The design advisor and the ethics checklist show what to do.