

IGNOU MCOM (MCOP-001) Project Report Format Checklist

Use this before printing or uploading your final project report.

◇ A. GENERAL STRUCTURE

Section	Status (✓/X)
Title Page (Cover) with proper details	
Declaration by the Student	
Certificate of Originality (Annexure II – signed)	
Acknowledgement	
Table of Contents with page numbers	
List of Tables & Figures (if applicable)	
Abstract (150–300 words)	

◇ B. CHAPTER-WISE FORMAT

Each chapter should begin on a new page.

Chapter Title	Key Inclusions
Chapter 1: Introduction	Problem statement, objectives, scope, rationale
Chapter 2: Review of Literature	Summary of existing studies, research gap
Chapter 3: Research Methodology	Research design, sample size, data sources, tools used
Chapter 4: Data Analysis and Interpretation	Tables/graphs, interpretation based on objectives
Chapter 5: Findings, Conclusions & Recommendations	Key insights, limitations, and suggestions for further research

◇ C. TECHNICAL FORMATTING

Formatting Element	Requirement
Font	Times New Roman, 12 pt
Line Spacing	1.5 spacing

Formatting Element	Requirement
Margins	1 inch on all sides
Alignment	Justified
Page Numbers	Bottom-center or bottom-right
Report Length	60–80 pages (approx. 15,000–20,000 words)
Binding	Spiral or soft/hard bound for offline; PDF for online
File Format (Online)	Single, clear PDF upload (≤100 MB)

◇ D. FINAL PAGES

Section	Status (✓/X)
Bibliography / References (APA format)	
Appendices (if used)	
Approved Synopsis (Annexure I – inside final report)	
Copy of Supervisor's Bio-data (optional, but good practice)	
Evaluation Fee Payment Receipt (₹500)	

APA Referencing Guide (Simplified)

IGNOU prefers APA (American Psychological Association) style. Use the **7th edition format**.

In-text Citations

- **Format:** (Author's Last Name, Year)
- **Example:** (Kumar, 2022)
- For direct quotes: (Kumar, 2022, p. 45)

References Page (at end of report)

Alphabetically listed, double-spaced, hanging indent format.

Source Type	Format	Example
Book	Author, A. A. (Year). <i>Title</i> . Publisher.	Sharma, R. (2020). <i>Digital Commerce in India</i> . Sage.
Journal Article	Author, A. A. (Year). Title. <i>Journal Name</i> , Volume(Issue), pages.	Gupta, P. (2021). E-wallet adoption. <i>FinTech Review</i> , 14(3), 45–60.
Website	Author/Org. (Year, Month Date). Title. Site Name. URL	Reserve Bank of India. (2022, June 30). <i>Payment report 2022</i> . RBI. https://www.rbi.org.in

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