



Social Sciences
BBA



LADY DOAK COLLEGE

Madurai - 625002, TAMIL NADU, INDIA

(An Autonomous Institution Affiliated to Madurai Kamaraj University)

Re-accredited by NAAC with Grade 'A+' (4th Cycle)

Workshop on Effective Manuscript Writing

Date: 2.3.2023

Time : 10.00 a.m -12.00 Noon

Venue: BCMMT

Jointly Organised by

**Department of Social Sciences
Department of Business Administration
Internal Quality Assurance Cell
&
Research and Development Cell**

Agenda

- Prayer** : **Ms. G. Koperundevi**
Assistant Professor
Department of Social Sciences
Lady Doak College
- Welcome Address** : **Ms. V. Dhanalakshmi**
Assistant Professor & Head
Department of Social Sciences
Lady Doak College
- Introducing the Resource person**
: **Ms. M.Karthiga**
Assistant Professor
Department of Social Sciences
Lady Doak College
- Key-note Address**
: **Dr. N.UmaMaheswari**
Assistant Professor & Coordinator MSW
Programme
- Discussion and Feedback**
: **Participants**
- Vote of Thanks** : **Dr. R. Jeyakodeeswari**
Coordinator - IQAC,
Associate Professor and Head,
Coordinator - PGDHRD,
Department of Business Administration

Lady Doak College

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Internal Quality Assurance Cell, Research and Development and Department of Social Sciences

Date: 02.03.2023

Venue: BCMMT, Time :10am - 12pm

Department of BBA

S.No	Name	Designation	Signature
1.	KAJAL MENYA	ASSOCIATE PROFESSOR	
2.	S. ANBU SELVI	ASSISTANT PROFESSOR	
3.	Dr. R. Jeyakodeeswarar	Head & Associate Professor	
4.	S. NITA POPLI	Associate Professor	
5.	C. REENA CHARLET CYNTHIA	ASSISTANT PROFESSOR PARTTIME	
6.	S. ISHWRYA LAKSHMI	Assistant professor	
7.	DR. K. VIJAYALAKSHMI	Associate Prof	
8.	Dr. S. Benab Mehal	Assistant Professors	
9.			
10.			
11.			

N. K. Prasad
14/8/22

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Department of Social Sciences

S.No	Name	Name Designation	Signature
1.	DHARANAKSHINI V	Asst-Prof.	
2.	KOPERUNDEVI G	Asst. Prof	G.K.P
3.	JOYCE GEORGINA JOHN	"	Joyce
4.	VEESALI T.S.	"	Veesali
5.	C. ALICE ELIZA SHERINA	ASSOCIATE PROFESSOR	C. Alice Eliza Sherina
6.	VIDHYA LAKSHMI R	Asst. Professor	V.L.R
7.	S. Samiritha S. SAMIRITHA	Asst. Professor	S. Samiritha
8.	M. KARTHIGA	Asst. Professor	M. Karthiga
9.	S IDA JENEFA	Assistant Professor	S. Ida Jenefa
10.	MS. PREETHI PANDIAN R	Assistant Professor	R. Preethi
11.	SHARON LILLIAN THANGAM	ASSISTANT PROFESSOR	Sharon
12.	NIVASHINI R	ASSISTANT PROFESSOR	Nivashini R.
13.	ALMAZ SAHANA. I	ASSISTANT PROFESSOR	Almaz Sahana I
14.	Dr. N. UMA MAHESWARI	ASSISTANT PROFESSOR	N. Umma
15.		& COORDINATOR MSW Prog.	

V. Chandrasekhar
14/3/23

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Students

S.No	Register No.	Name	Signature
1.	21PGSE03	ATHIRA A K	Athira
2.	21PGSE18	SHOBIKA S	Shobika
3.	21PGSE27	Y. R. ILAKKIYA VANI	Y. R. Ilakkiya Vani
4.	21PGSE19	R. SOWMYA	R. Sowmya
5.	21PGSE17	J. SHERIL DHEEPTHI	J. Sheril Dheepthi
6.	21PGSE25	G. SNEGHA	G. Sneha
7.	21PGSE13	A. SAKTHIVARSHINI	A. Sakthivarshini
8.	22PDHE24 (BBA)	J. Tanuja	J. Tanuja
9.	22PDHE07	H. Fatwima	H. Fatwima
10.	21PGSE04	ELA BRINNY MACHADO.A	Brinny
11.	21PGSE05	ELAMPIRAI. M	M. Elampirai
12.	21PGSE02	ANUSHA B	B. Anusha
13.	BBA 22PDHE22	VINISHA J	J. Vinisha
14.	BBA 22PDHE09	JEYA KEERTHANA B	B. Jeya Keerthana
15.	BBA 22PDHE20	R. Reshma	R. Reshma
16.	21PGSE14	SANGEETHA .S	Sangeetha
17.	BBA 22PDHE13	Misbah. S	S. Misbah
18.	BBA 22 PDHE 04	M DHARSHINI PRIYA	Priya
19.	BBA 22PDHE15	R. Nivetha	R. Nivetha

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14/3/23

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S.No	Register No.	Name	Signature
20.	22PDHE01	M. Atiya	M. Atiya
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14/3/23

Department of Social Sciences
Department of Business Administration
Internal Quality Assurance Cell & Research Development Cell

Workshop on Effective Manuscript Writing

Resource Person:

Dr.M.Hilaria Soundari
Associate Professor
Centre for Applied Research
Gandhigram Rural Institute

Date - 02.03.2023

Time - 10.30AM to 01.00PM

Workshop Objectives:

The objectives of the workshop were

- To identify UGC- CARE list journals in social sciences
- To orient on the different styles of manuscript writing
- To write effective manuscript for publication in the fields of social sciences
- To encourage participants to draft and publish their research work in journals with high impact factor.

Manuscript:

The workshop on Effective manuscript writing was jointly organised by the Department of Social Sciences, Department of Business Administration, Internal Quality Assurance Cell & Research Development Cell. The session started with a prayer by Ms. G. Koperundevi, Assistant Professor Department of Social Sciences. A warm welcome note was given by the Head of the Department of Social Sciences, Ms. Dhanalakshmi. Introducing the resource person was given by Ms. Karthiga, Assistant Professor, Department of Social Sciences. The purpose of the workshop was elaborated by Dr. N. Uma Maheswari. The objectives, purpose and the content about the workshop was briefed by her. After the Inauguration, the resource person, Dr. M. Hilaria Soundari, Associate Professor, Centre for Applied Research, Gandhigram Rural Institute, shared her thoughtful session till 2 p.m. There were 50 participants including Faculty and Post Graduate students (MSW, M.Sc. Psychology and PGDHRD) from the Department of Social Sciences and from the Department of Business Administration.

Workshop Session

The resource expert started her session with the meaning of Manuscript and its importance in higher education. Then she elaborated on how to write Manuscript, types of Manuscript, contents to be covered in the Manuscript and also the Abstract models in writing a Manuscript.

Manuscript and its Importance

Manuscript writing refers to the process of preparing a written document that presents research findings, scholarly work, or creative works in a format suitable for publication or dissemination. It involves organizing and presenting information in a structured manner, adhering to specific guidelines and conventions of the target audience or publication venue. Manuscript writing plays a crucial role in the present higher education institutions as it allows students, researchers and scholars to communicate their findings and contribute to the knowledge base in their respective fields. Manuscript writing is an essential skill in higher education, as it not only develops effective communication abilities but also prepares students for academic and professional careers

Writing Manuscript

The initial level to start a manuscript writing can begin from the following

- Book reviews
- Minor studies
- Case studies from field work
- Research papers
- Theoretical papers
- Evaluation of the project

Types of Manuscript Writing:

- Descriptive - It is much easier form of manuscript writing where it describes about people, place etc.,
- Analytical - These type of manuscript are involved in academics.
- Persuasive - It adopts a writer's perspective such as academic essays.
- Critical - This manuscript exhibits the writer's understanding of the topic. Example- Review of Literature

Contents of the Manuscript:

The manuscript must contain title, author name, abstract and keywords starting from

- Introduction
- Review of literature
- Methodology
- Major Findings
- Social work interactions
- Conclusion

It should also contain acknowledgements, facts ,figures and references.

Abstract of the manuscript:

The abstract of the manuscript must contain the following

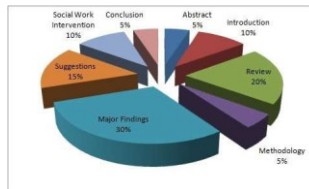
Summary of Manuscript (200-300 Words)

- Problem investigated

- Purpose of Research
- Methods
- Results
- Conclusion

Contents of the report:

The picture depicts the level of each aspect in the article.



Other writing models of manuscript writing are:

- Case Studies
- Literature Reviews and Book Reviews
- Writing Longer Essays
- Reports
- Surveys

Writing effective Manuscript:

The following aspects cover how a manuscript can be presented effectively

Writing styles and audience

While writing the manuscript the following should be checked.

- Checklist:

Void of anecdotes or stories

Reports facts not outlandish conclusions

No misspellings

Grammatical accuracy

Meets formatting guidelines

Avoids using the first person

- Who's the audience?

Write for your target audience

Making note of the word choice of analysing and examining the word.

After training the participants on the manuscript writing, the resource person highlighted the importance of publishing the same. She gave a list of UGC care list, Scopus indexed journals and online publications for publishing the written manuscript. She was explaining even the seminar contents and sessions can be published in such publications and she was showing the models which their department has done recently. It was a motivating factor for the participants to the same in our department.

Publication of research in journals:

It is important that our work has been published in a journal. It has certain ways and regulations to publish.

Once deciding to publish and submit the paper, think of

- What to publish?
abstract vs. full report
- Choosing your forum
Which type of journal is best for you?
- What audience are you targeting?
- Research the journal
- Publication guidelines
- Article style

After submission of the research,

Publication Procedure takes about 6-12 months.

- Author submits
- Editor is assigned to manuscript
- Editor assigns reviewers (associate editors) to inspect
- Reviewers decide on whether to review paper
- Several reviewers inspect and edit
- Editor decides on accuracy of revisions and whether to accept paper
- If accepted, editor sends paper back to author with revisions
- Author revises paper and sends it back
- Possibility of second review process
- Publication!

The session ended up with suggestions of websites like Taylor and Francis and Scopus to publish the papers.

The publication of scientific journal includes lot of hurdles and pain which bears fruit of the paper publication which not only helps in our career (as CAS) but also adding expertise profile to our Resume.

Discussions

There were questions related to the presentation of a research article, students' project, seminar content publications and co-author publication etc. all the queries were well explained and the participants were excited to start, complete and to publish research papers.

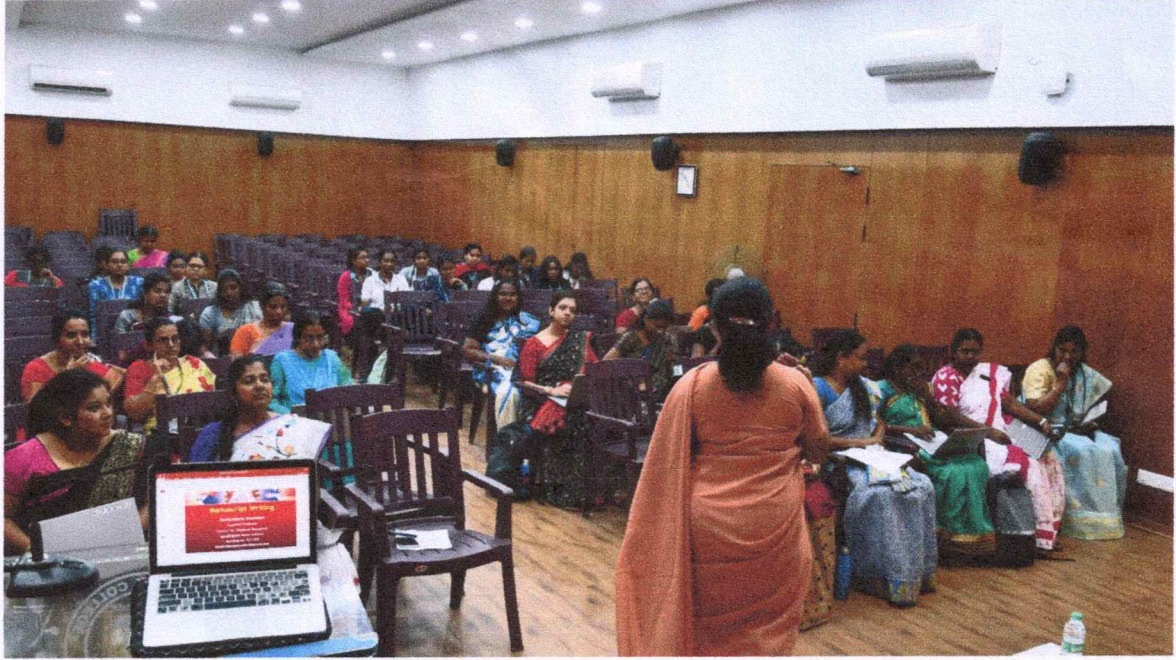
Feedback

Google form was circulated among the participants – faculty and students of both Social sciences and BBA department. They gave very good back about the session and expressed that they really look forward to such sessions.

The session ended with a Vote of thanks by Dr. R. Jeyakodeeswari, Associate Professor & Head, Department of Business Administration. She thanked the maagemnt, Rand D Cell, the resource person and for the Department of Social Sciences for organising this wonderful and useful workshop.







V. Shanmugam
Head-Department of Social Sciences
Lady Doak College
Madurai - 625 002.