Project Report Format Template

IGNOU MAJDM Project: MNMP 12 (MNMP012 Internet Research Project), Tracks A and B

Page order, chapter shells, format rules and empty table frames, built from the MNMP012 Project Manual (applicable from July 2026 onwards) and IGNOU's OPMS guidelines for the December 2026 Term-End Examination

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Read this page first

This is a format template, not a sample report. It shows the order of pages, what each chapter carries and how a finding is worded, with every table left empty. Findings can only come from your own data; a report built on invented numbers is fabrication, which the Manual treats as malpractice.

Prepared by the ignouproject.com editorial desk (Shri Chakradhar Publication Pvt. Ltd., New Delhi) with AI assistance and checked line by line against the Manual and the OPMS guidelines in November 2026. Not an IGNOU document; ignouproject.com is independent of IGNOU. Annexures B, C and D must be copied from your own Manual, not from this file.

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1. Order of the report (Manual, section 3.0)

	Page	What goes on it
a	Front cover and title page	Annexure B format: title, "Submitted in partial fulfilment of the requirements for the degree of MA Journalism and Digital Media (MAJDM)", your name, enrolment number, supervisor, School, IGNOU address, year
b	Declaration by the student	Annexure C, signed by you; item (v) is where any AI tool use is declared
c	Certificate from the Supervisor	Annexure D, signed by your supervisor
d	Approval copy	The approval of your proposal issued by the Regional Centre
e	Abstract	Not more than 100 words
f	Acknowledgements	
g	Index page	All chapters with page numbers
h	List of tables, maps and figures	
i	List of abbreviations	Alphabetical
j	Chapters	From the Introduction to the Summary and Conclusions
k	References and Appendices	APA style; appendices numbered in Roman capitals

The Manual is not consistent on the last item: section 1.6 says references follow the appendices, while the order list names the last item "References & Appendices" without fixing their sequence. Ask your supervisor which one to follow and use it throughout.

For the December 2026 OPMS upload, IGNOU also asks the first page to show the title, your name, programme code (MAJDM or MAJDMOL), enrolment number as on your ID card, Regional Centre code and course code (MNMP012). Add the lines Annexure B lacks:

First-page line	Fill in
Title of the report	[ ]
Name of the learner	[ ]
Programme code	[MAJDM / MAJDMOL]
Enrolment number (as on ID card)	[ ]
Regional Centre code	[ ]
Course code	MNMP012

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2. Track A: chapters built from the stages

Stage 12 of the Manual tells you how the earlier stages become chapters. The Manual lets your supervisor decide the sequence of chapters; everything else in the format is uniform.

Chapter	Built from	Word guide from the stage table	Must contain
1. Introduction	Stages 1 and 2	800 + 1,600	Topic, context, rationale, significance
2. Review of Literature	Stages 5 and 6	2,000 + 800	Critical appraisal, trends, the gap
3. Research Design and Methodology	Stages 7, 8 and 9	800 + 800 + 500	Aims, objectives, tools, sample, how data was actually collected
4. Findings and Discussion	Stage 10	1,500 to 2,500 (tables and figures excluded)	Findings objective-wise; each table placed right after its first mention
5. Summary and Conclusions	Stage 11	800	Brief report of the work, conclusions point by point, limitations, scope for future work

Total for Track A: 10,000 to 12,000 words, excluding the front matter, references and appendices (about 60 to 70 pages at 1.5 spacing, the Manual says). The Manual also asks for a short "Summing Up" paragraph at the end of each chapter.

3. Track B: the seven-chapter report

Chapter	Words (Manual table)
1. Identification of the research area	1,000
2. Concept note	1,600
3. Mind mapping	350
4. PRISMA chart	350
5. Review of literature (40 documents)	4,000
6. Research trends	2,000
7. Interpretation and conclusion	700

The Manual's General Information page puts Track B at about 8,000 words, while this table adds to about 10,000. For Track B the Manual also asks that the final report carry your ID card, the exam fee receipt and the approval form, and says it will not be evaluated without the fee and the approval form.

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4. Format rules (Manual, Project Format)

Item	Rule in the Manual
Paper	A4 white sheets; one side may be used
Font	APA options: 11-pt Calibri, 11-pt Arial or 10-pt Lucida Sans Unicode; 12-pt Times New Roman, 11-pt Georgia or 10-pt Computer Modern; a 12-pt Hindi font for Hindi reports. One font throughout; figures may use a sans serif font of 8 to 14 pt
Line spacing	1.5 for running text; single within tables and figures
Margins	1.5 inches on every side
Page numbers	Top right corner, on every page; the title page is page 1
Running head	Capital letters, not more than 50 characters with spaces, same on every page, left aligned
Headings	APA levels 1 to 5 (level 1 centred, bold, title case; level 2 flush left, bold; level 3 flush left, bold italic; levels 4 and 5 indented, ending with a full stop)
Alignment	Left aligned, ragged right; no full justification; no manual hyphens
Citations	APA, for example (Grady et al., 2019) or Grady et al. (2019)
Appendices	Roman capitals: Appendix I, II, III; a blank copy of the questionnaire, interview sheet or focus group structure goes here
Language	English or Hindi

Online submission: the Manual asks for a single PDF named EnrolmentNumber_MNMP012. For the December 2026 TEE, IGNOU's OPMS guidelines set 30 November 2026, 11:59 PM, upload after the fee is paid on Samarth, and no hard copy afterwards. The Manual asks for no supervisor bio-data; OPMS point 9 says to mark non-applicable fields as NA, and if the portal will not accept that, ask your Regional Centre before the last date.

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5. Empty table shells and sentence frames

Table 4.1 Profile of respondents (n = [ ])

Characteristic	Category	Number	Per cent
[ ]	[ ]		
[ ]	[ ]		
[ ]	[ ]		
Total		[ ]	100

Frame: "Of the [ ] respondents, [ ] per cent [finding in your own words], as Table 4.1 shows."

Table 4.2 [Your main variable] by [group]

Group	n	Mean	SD
[ ]			
[ ]			

Frame: "The t-value of [ ] is [significant / not significant] at the [ ] level; hence $H_0$1 is [rejected / retained]."

Table 4.3 Themes from open answers (objective [ ])

Theme	Number of responses	A short quote from your own data
[ ]		
[ ]		

Frame for a conclusion: "Objective [ ]: [what your data showed, stated separately, without a claim your tables do not support]."

Keep every filled questionnaire, recording, transcript or dataset until your result is declared; the Manual says the evaluator may ask for them.

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6. Last check before upload

Check	Done
Title identical on Annexure A, Annexure E, the approval copy, Annexure B and the first page	
Annexure C signed by you, with item (v) completed truthfully	
Annexure D signed by your supervisor	
Approval copy from the Regional Centre included	
Abstract of 100 words or fewer	
Every source in the text is in the reference list, and every reference is one you consulted	
Questionnaire or tool in an appendix; raw data kept with you	
Track B only: ID card, exam fee receipt and approval form included	
Project fee paid on Samarth before the OPMS upload (Rs 500 for projects above 4 credits, Common Prospectus July 2026, p. 27)	
One PDF named EnrolmentNumber_MNMP012; a copy kept with you, because reports are not returned	

A report with less than 40 per cent is returned with the evaluator's comments. The Manual asks you to redo it, attach Annexures B, C and D (not A) and a demand draft of Rs 800 in favour of IGNOU payable at New Delhi, and send it to the Project Section, SED. Check the current fee and route with your Regional Centre before you pay.

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