

## APPENDIX 1. THE STRUCTURE OF THE RESEARCH PROPOSAL

The written research proposal (1500-3000 words, excluding the title, abstract, keywords, notes and bibliography, and appendices) should be organised according to the following scheme:

1. Cover page (with title and affiliation)
2. Abstract and keywords
3. Introduction
4. Literature review
5. Research design and methods
6. Anticipated and/or achieved results
7. Conclusion (optional)
8. References
9. Appendices (optional)
10. Word count

### 1. Cover page

The cover page requires the following elements (see Appendix 2): 1) the name of the university, faculty and the department /school; 2) the title of the research proposal (typed in bold); 3) the student's name and surname; 4) the supervisor's academic title, name and surname; 5) place and year of submission. Please note: there is no page number on the cover page.

### 2. Abstract and keywords

The **abstract** is a summary of your research. It should contain the aim and significance of the study and cover its design, methods, and (anticipated) results. The abstract should not exceed 150-200 words and, as a rule, should not exceed 10% of the overall length of your project proposal. The abstract should be followed by a list of **key words**.

### 3. Introduction

The introduction should begin with the description of the **background** of the research, i.e., the presentation of the context of the research problem and explanation of the potential significance of the study. Then the **problem statement** follows, in which you need to define the problem of your research. After that, need to state your **aim and objectives**. The aim usually corresponds with the title of the study. Objectives are the steps towards reaching the aim; they often define the structure of the study. At this point you need to demonstrate the **delimitations** of your research, i.e., to set the chronological, geographical or subject limits of the study.

### 4. Literature review

The literature review section is meant to show the range of approaches to this problem (or its various aspects) that exist in your field of study. If the problem has not been addressed yet, or is a subject of the ongoing debates, it means that there is an opportunity for you to fill this gap or contribute to the discussion.

## **5. Research design and methods**

This section should lay out the instruments you are going to use to handle your research problem. Begin by describing the **theoretical framework** of your study – that is, the main theoretical principles of your approach and the concepts you will apply to your material. To avoid ambiguities in your arguments, you might find it helpful to provide here the **definitions of the key terms**.

Next describe the **methods** of your study. These can be the methods of gathering material (e.g., if you are going to conduct interviews), showing the algorithm of your work, or/and the methods of analysing material. The choice of methods should be explained.

Then, you need to describe the **sources of your study**. These are the materials you analyse to solve your research problem. The sources should be organised into manageable groups according to their type. You also need to provide an explanation for your choice of sources, to show how the analysis of these particular materials can help you answer your research questions.

This part of your research proposal ends with the **outline of the structure** of your study. Here you need to show how your study is organised and describe the parts that it contains.

## **6. Anticipated and/or achieved results**

In this section you need to show the results of your study, or, if the research is not yet finished, the preliminary or anticipated results. Your results should correlate with your methods and objectives.

## **7. Conclusion (optional)**

In this optional section, you may choose to provide an overview of your research process, relate your results to your aim and objectives, outline the broader significance of your results and/or suggest directions for further research.

## **8. References**

This section contains the list of sources and literature used in the study. Only the sources mentioned in the text of the project proposal should be included in this section.

## **9. Appendices (optional)**

This optional section contains supplementary materials (e.g. graphs, tables, formulas etc.) that may help readers gain a fuller understanding of your work.

## **10. Word count**

At the end of your text, you should state the word count (e. g. Word Count 1640). Do not count the title, abstract, key words, notes and bibliography, and appendices.

## APPENDIX 2. AN EXAMPLE OF A COVER PAGE

HSE University  
Faculty of Humanities

School of Philosophy and Cultural Studies

Project Proposal

**Title** (in bold)

Student's Name and Surname

Supervisor's Academic Title, Name and Surname

Moscow  
2023

(there is no number on this page)