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Dear Participants,

Greetings from WWF-India!

WWF-India likes to extend you a warm welcome and glad to announce that you are part of XVII batch of Diploma in Environmental Law. You are one among sixty participants who have been selected for the programme this year.

This manual will serve as a reference point from the beginning of the programme to conclusion. Please follow the instructions/guidelines of the distance module carefully, and feel free to contact us for any clarification.

How to go about it:

- a) You would require a PC/Laptop with net connectivity for undergoing this programme. The communication between the Course Coordinator (CC) and the participant have to be regular and on time. You would be receiving regular mail updates from the CC for which you are expected to respond as per requirement.
- b) Please copy and paste http://wwfindia.org/about_wwf/what_we_do/cel/diploma2009.cfm Web-link in the address bar in explorer or any other service browser you use. The link will lead you to a web-page which you will use through out the course. Please note that WWF-India is providing the above web-link only to the enrolled participants, as we are not restricting the usage of this webpage by username and password, **we would request you not to share this web-link with any outsider.**

Session Manual & Lecture Notes:

- a) On the webpage towards your right you would see 'Downloads' box under which the PDF/Word/PPT documents would be uploaded with Session numbers, **right click on the downloadable document** and save on to your system instead of opening it from source. In the Sessions folder you will find the notes for each topic mentioned in the syllabus.
- b) The documents are classified and contain the following:
 - i) The syllabus is divided into three parts: Part-I, II & III. Each module syllabus would be posted separately and Sessions will be uploaded as per the dates enclosed (See Annexure 1).



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- ii) Each Session would have notes for the topics specified in the module syllabus, please note that the uploaded soft copies are only a part of reference material, the hard copies of reference material would reach you on:- for Part-I: April first week; for Part-II: May first week and for Part-III: June first week.
- iii) Under the 'Downloads' box you will also see a folder '**Lecture Notes**' the lecture notes for each session would be posted here. Lecture Notes is provided by our 'Resource Person' and it would either be a word file or Power Point Presentation file. The Lecture Notes is a '**must read**' document as this is the document exclusively prepared keeping your backgrounds and context of learning in mind.

Assignments:

On completion of each Part you will receive assignments to be submitted in certain time span (see Annexure 1 for submission dates). You can submit these assignments either in soft or hard copies. The assignments would be based on the lecture notes and the reference material we provide.

Discussion Forum:

It is ***mandatory*** to participate in the discussion forum. Participation in the forum would be reviewed for grading.

For the purposes of discussion, the participants will be provided with a separate link leading to the discussion forum web-log. The web-log for the discussion forum is password protected. All participants would be required to log in to the web-log using their individual usernames and password (which would be created by the participant).

Once in **every three weeks**, a topic pertaining to environmental law issues would be posted for discussion on the web-log. Each participant is expected to contribute his/her views for each topic that is posted.

Discussions will commence from the 16th of March and will continue upto the end of July. Such discussions would enable exchange of knowledge and skills with wider audience. Undoubtedly you will also get to know your batch mates better!



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Synopsis and Term End Paper:

One of the most important components of the Diploma is the **Term End Paper**. You are required to choose a topic related to environmental law and get it approved. Once the topic has been approved, you are expected to submit a **Synopsis** of your paper on the specified date. You will be awarded the diploma only if you submit a Term End Paper at the end of the course. (See Annexure 2 – Research Manual)

Note: The assignments, discussion forum and the term end paper along with the synopsis, are the primary criteria for evaluation of your grades. They play crucial role for you to attain the Diploma Certificate. We do not conduct any written examination or Viva-voce in the Diploma programme.

Field Trip:

If a significant number of diploma participants opt for the field trip, CEL shall conduct the same to one of the conservation sites. Interaction with area officials, local community, local institutions or organizations, wildlife safari/trekking will be part of field visit. Field trip provides an excellent opportunity to understand environmental issues and policies from practical perspective. (See Annexure 3 – Snaps of Field Trip 2008, 2nd online batch: Wild Encounters in the Land of Corbett).



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Annexure- 1

TIME-LINE FOR 2008 BATCH-3 rd ONLINE BATCH	
Activity	Date
Launching of 17th Batch	9-Mar
Module Syllabus Posting	9-Mar
Resource Material (RM) & Lecture Notes for Session 1	12-Mar
RM & Lecture Notes for Session 2	19-Mar
RM & Lecture Notes for Session 3	26-Mar
RM & Lecture Notes for Session 4	02-Apr
RM & Lecture Notes for Session 5	13-Apr
RM & Lecture Notes for Session 6	17-Apr
Assignment Posting Part - I	17-Apr
Dead Line for Receiving Part -I Assignment	11 May
RM & Lecture Notes for Session 7	11-May
RM & Lecture Notes for Session 8	18-May
RM & Lecture Notes for Session 9	25-May
RM & Lecture Notes for Session 10	01-Jun
RM & Lecture Notes for Session 11	08-Jun
RM & Lecture Notes for Session 12	15-Jun
Assignment Posting Part - II	15-Jun
Field Trip to One of the Conservation Sites	23-27 June
Dead Line for Receiving Part -II Assignment	06-July
NOTE: Only for students who are part of the field trip, dead line for receiving Part- II Assignment is 13 July	
Dead Line for receiving Term End Paper Synopsis	13 July
NOTE: Only for students who are part of the field trip, dead line for receiving Synopsis is 20 July	
RM & Lecture Notes for Session 13	13-July
RM & Lecture Notes for Session 14	20-July
RM & Lecture Notes for Session 15	27-July
Assignment Posting Part - III	27-July
Dead Line for Receiving Part - III Assignment	17-Aug
Dead Line for receiving Term End Paper	31- Aug
Issuing of Diploma Certificates	22 Sep



RESEARCH MANUAL

Please read the guidelines presented in this manual thoroughly.

PURPOSE OF THE MANUAL

The purpose of this manual is to furnish information that is needed to successfully write a detailed Term End Paper (paper) as well as a synopsis. It covers the entire research process including identifying a research topic; formulating research questions; collection of data; data analysis; formulating a synopsis and, writing the paper.

GENERAL GUIDELINES

A. CHOOSING A RESEARCH TOPIC

Decide on a general area of interest and choose a topic from within that area which interests and challenges you. Focus on a limited component within the topic and narrow it down to a specific aspect. While finalizing a research topic for your term end paper, you must keep in mind the following considerations:

- What is the objective of your research?
- What is the problem/question that your research aims to address?
- What is the hypothesis of your research?
- What would be the scope of your research?

B. OBJECTIVE

The objective defines the purpose of your research. While listing the objective of the research, you must clearly state the problem that the paper aims to address. The research problem has to be formulated in the form of a question and serves as the basis or origin from which the hypothesis is derived. A hypothesis is a suggested solution to a problem.

C. SCOPE

You should clearly define the rationale and scope of your paper. You must mention in specific terms as to what is within the preview of your paper and what is its extent/limit.



D. HYPOTHESIS

After identifying the purpose of the research, you must focus on a specific question that needs to be answered. You should draft a hypothesis based on this specific question. A hypothesis is a tentative assumption made in order to draw out and test its logical or empirical consequences.

So, your hypothesis should be a statement providing your assumption/interpretation of a practical situation or condition that will be tested through your research. The hypothesis statement usually appears at the end of the first or second paragraph of a paper. Your topic itself may change as you write, so you may need keep revising your hypothesis to reflect exactly what you have discussed in the paper.

D. METHODOLOGY

Methodology refers to the actual process research. The two generally defined types of research methodology are the quantitative or qualitative techniques to collect and analyze data. Qualitative method relates to the quality or character of something, often as opposed to its size or quantity. Quantitative method, on the other hand, is related to or expressed in terms of measured numeric values, quantity or statistical comparison derived from systematic survey, observation or analysis of a subject. The data used for research may be primary or secondary.

E. REFERENCES

There are two parts of citing a reference in your paper. First is the way you cite the item within the body of the paper when you are discussing it. Second is the way you list the complete reference at the end of the paper. Citations are a way of giving credit to the source of the information or quote you have used in your paper. The purpose of citation is to indicate clearly the sources from which:

- You rely on factual information or data.
- You need to quote verbatim.
- You use others' ideas, interpretations, analyses or conclusions even if you summarize or paraphrase in your own language.
- You organize or structure your argument using somebody else's distinctive structure, style or method.
- You state in passing another person's work.



When in doubt, over-citation is better than under-citation.

1. References within the text

For quoting a reference within a text, you must make use of footnotes. You can also use footnotes when you wish to express something that neither directly advances your argument nor acknowledges or documents a source. You must use a discursive footnote.

Example:

It has often been argued that economic reforms in India have been carried out within the framework of long drawn democratic processes.¹

1 There is, however, a minority view that Indian economic reforms have scuttled democratic processes by adopting tactical and clandestine, though legitimate, strategies. (Jenkins 1999)

You may also use a footnote to elaborate the nuances of an argument without disrupting the flow in the main text.

Example:

The tightening of monetary policy and reduction of the fiscal deficit through strict control of expenditures required under the IMF structural adjustment programme are deflationary.¹

1 While the programmes of the IMF are only applicable to countries borrowing from it, developing and transitional economies, there has been a broad move towards restricting fiscal deficits, e.g., the Maastricht Treaty requirements, and increasingly independence of the Central Banks, with very often the sole specified goal of reducing inflation.

While citing your references, the format that you are required to follow is as follows:

Surname, First Names/Initials (year), *Title in italics*, Place: Publisher, p.no.

For instance-

Abraham, I. (1999), *The Making of the Indian Atomic Bomb: Science, Secrecy and the Postcolonial State*, New Delhi: Orient Longman, p.456.



If a source has more than two authors, use the first surname with *et al.* in your citation.

For instance –

Wasserstein, Zappulla, Rosen, Gerstman and Rock (1994)..... [first time you cite in text] AND Wasserstein et al. (1994)..... [subsequent times you cite in text]

2. References at the end of the paper

You must mention all references in text citations at the end of the paper in an alphabetical manner under a heading known as ‘References’. Note that it is a list of all the sources used by you (also known as Bibliography); hence, it should include every single source that you have depended upon for your research. You must start your references on a new page, after the last page of your text.

Books

- Surname, First Names/Initials (year), *Title in italics*, Place: Publisher.
- Abraham, I. (1999), *The Making of the Indian Atomic Bomb: Science, Secrecy and the Postcolonial State*, New Delhi: Orient Longman.

Some other examples:

- **Books with two authors**

Bhagwati, J and P. Desai (1970), *India: Planning for Industrialisation*, London: Oxford University press.

- **Three or more authors**

Judge, G.G. et al. (1985), *The Theory and Practice of Econometrics*, New York: John Wiley & Sons.

- **Reprinted book**

Schumpeter, J.A. (1954), *History of Economic Analysis*, New York: Oxford University Press, reprinted 1976.

- **Book with several volumes**

Chenery, H. and T.N. Srinivasan (ed.) (1988), *Handbook of Development Economics*, Vol. I, Amsterdam: North Holland.

Articles or other work in a journal



- Surname, First Names/Initials (year), “Title of the article in inverted commas”, *Name of Journal in italics*, vol (no): page numbers.
- Arrow, K.J. (1962), “The Economic Implications of Learning by Doing”, *Review of Economic Studies*, 29 (3): 155-173.

Article, chapter, or work in an edited volume

- Surname, Firstnames/Initials (year), “Title of the article in inverted commas”, in Names of Editors (ed.) *Title of the edited volume*, Place: Publisher.
- Cox, Robert (1992), “Towards a Post-Hegemonic Conceptualisation of World Order: Reflections on the Relevancy of Ibn Khaldun”, in James N. Rosenau and Ernst-Otto Czempiel (eds.) *Governance without Government: Order and Change in World Politics*, Cambridge: Cambridge University Press.

Article in a newspaper or magazine

- Surname, Firstnames/Initials (year), “Title of the article”, *Newspaper*, Place, Exact date [dd Month yyyy].
- Chatterjee, Partha (1999), “Fragile Distinctions: Between Good and Bad Nationalism”, *The Times of India*, New Delhi, 20 August 1999.

Unpublished dissertation or paper

- Surname, First Names/Initials (year), *Title of thesis*, Ph.D Thesis, Place: University.
- Bhattacharya, Abanti (2004), *Chinese Nationalism: The Impact on Policy*, Ph.D. Thesis, New Delhi: Jawaharlal Nehru University.

Translated book

- Surname, Firstnames/Initials (year), *Title of the Translated work*, Name of Editor (ed.) if any, Translated by Names of the Translators, Place:Publisher.
- Borges, Jorge Luis (1999), *Selected Non-Fictions*, Elliot Weinberger (ed), Translated by E. Allen, S.J. Levine and E. Weinberger, New York: Penguin.

Government, International Organisations and NGO publications

- Name of the Government/ International Organisation (year), *Title*, Publication Details (number etc) if any, Place.
- Government of India (2005), *Economic Survey 2004-2005*, Ministry of Finance, New Delhi.



Legal case

- List cases by title; volume number and abbreviated name of reporting service, starting page-number in the volume, court that decided the case, and year.
- *Lallubhai Chakubhai Jariwalala vs. Samaldas Sankalchand Shah*, AIR, 1934 Bom. 407.

Internet Sources

- Brin, D. (1993), “The good and the bad: Outlines of tomorrow”, [Online: web] Accessed 5 Sept. 1995 URL: <http://kspace.com/KM/spot.sys/Brin/pages/piece1.html>.
- Harvey, G. (1995), *Writing with Sources: A Guide for Harvard Students*, Gordon Expository Writing Program, Harvard University, [Online: web] Accessed 15 May 2005, URL: <http://www.fas.harvard.edu/~expos/sources/>.

3. Use of Tables and Figures

A Table should have a heading with 'Table ___' (where ___ is the table number); followed by the title for the heading that describes concisely what is contained in the table. Similarly if you wish to insert figures, you should a heading with 'Figure ___' followed by the title of the figure. Tables and figures can either be a part of the body of your text or can be typed on separate sheets at the end of the paper after the References and before the Appendices.

4. Use of Appendices

Appendices should be used only when absolutely necessary. If you include appendices in your paper, you should briefly describe the relevant material in the body and give an accurate citation to the appropriate appendix

WRITING A SYNOPSIS

You are expected to have a good comprehension of the topic that you have chosen before writing a synopsis. The length of the synopsis should ideally be around 12 pages (excluding bibliography). The synopsis must follow the following structure:

1. Title:



The title of your paper must be informative and as precise as possible. You must convey the main idea of the paper in not more than one sentence while formulating a title. Your paper title may be tentative at this stage.

2. Background

You must briefly present a broad framework of the research problem.

3. Definition, Rationale and Scope of the Study:

You should clearly define the issue that your research pertains to and also explain the rationale of your study. You must clearly define the limits of your research. In this section, you must clearly list out the objectives of your study.

4. Review of the Literature:

One of the most important steps while writing a summary is conducting the literature review. Based on the scope and objective of study you must conduct a review of the literature that you will investigate in the course of your research. The literature should be organised in a thematic structure and not as a listing of summaries of important references. You must structure the literature review in a manner which highlights the issues relevant to your thesis and identify the gaps within. Try to move from more general concerns to concerns more specific to your problem. The end of your literature review should lead to the hypothesis (or hypotheses) for your study.

5. Research Problem and Hypothesis:

You must present a clear statement of your research problem followed by a crisp and cogent statement forming the hypothesis. You can have more than one hypothesis.

6. Research Methods:

You must mention the process of your research in this section. Whatever measures and procedures that you wish to employ in your research must be clearly mentioned along with the samples used, if any. You must also mention the sources of data and information required for the study.

7. Tentative Chapters:

You must give a list of tentative chapter headings with a brief description, not exceeding one paragraph, of the content of each chapter. The first and the last chapter must be called Introduction and Expected Conclusion respectively. The last chapter must briefly explain the conclusion that you expect to derive from



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your study and also mention why you anticipate coming to this particular conclusion.

8. Bibliography:

All sources that may be relevant to your research should be listed in the same style as that of citing the references.

WRITING THE TERM END PAPER

The ideal length of your paper must be approximately fifty pages. Your paper must be in the following format:

1. Title page

The title page must have the following format:

TITLE OF THE THESIS

*Term End Paper submitted to WWF-India
for the partial fulfillment for the award of the certificate of*

DIPLOMA IN ENVIRONMENTAL LAW

NAME OF THE CANDIDATE

XVII Batch

Centre for Environmental Law

WWF-INDIA

172-B, LODI ESTATE

NEW DELHI – 110 003

August 2009



2. Declaration page

The declaration page must have the following format:

Date	
DECLARATION	
I declare that the paper entitled “.....” submitted by me for partial fulfillment for the award of the certificate of Diploma in Environmental Law , WWF-India is my own work. This project has not been submitted for any other degree/certificate in any Institute/University, whatsoever.	
NAME OF THE CANDIDATE	SIGNATURE OF THE CANDIDATE

3. Acknowledgement

4. Contents Page

5. List of tables, figures, abbreviations (if applicable)

6. Chapters of the paper

Chapter 1 should be called ‘Introduction’ and must state the purpose of your paper clearly. You must explain briefly the major issues you plan to cover in your paper and why readers should be interested in your topic. You must also state your research problem and hypothesis while introducing your paper.

Chapter 2 should ideally consist of a detailed review of relevant theoretical and empirical literature. Thereafter, you can continue with the rest of the chapters which would form the body of your paper. This is where you should present all your arguments to support your hypothesis.

The final chapter should be called ‘Conclusion’. The conclusion of the paper is the most valuable part as it is the only original contribution you offer in your paper. It manifests the value of your research as well as your understanding of the material that you have presented. Hence, it must briefly restate the research



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problem and summarize the main findings and implications of the study. You must explain why you have come to this particular conclusion.

7. References

As explained earlier

8. Tables and Figures (if not a part of your text itself)

As explained earlier

9. Appendices

As explained earlier



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Annexure – 3

Field trip 2008, 2nd online batch: Jim Corbett National Park





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