

**GUIDELINE FOR PROPOSAL  
WQB7002  
RESEARCH PROJECT FOR LIBRARY AND INFORMATION SCIENCE**

The proposal should include the following structure:

**Proposal**

1. Abstract (include title and 5 keywords)
2. Introduction
  - What is the information service proposed? Who it is for?
  - What is the problem/issue to warrant the service
  - What is the project aim?
  - Why is the information service project is important
  - Who are the target users/community it serves
3. Research Background
  - What other people did on this topic (or related topics) (cite references, and quote as appropriate)
  - Discuss the journal articles, books and reports that included in the references; what are the problems and shortcomings of previous work
  - How the work is different and better
4. Details of the Project/Information Service
  - needs analysis to justify the necessary of the project/service
  - the approach employs to gather the needs analysis e.g. survey, interview, observations, measurements, and statistics analysis that will be conducted
  - relevant and specific information on the project (e.g. special setting for the service e.g. information booth or help desk; application developed/used e.g. IR, statistics analysis)
  - discuss the method employs to gather feedback or to evaluate the information service
  - planning of the information service delivery (Gantt Chart)
5. Significance and Contributions
6. Limitations of the study
7. References