



Department of Economics
Faculty of Humanities and Social Sciences
University of Sri Jayewardenepura

Theses and Dissertations Guide



University of Sri Jayewardenepura

Guidelines on Documentation and Submission of Theses and Dissertations

1. INTRODUCTION

The purpose of this dissertation guideline is to acquaint the students, who are reading the Special Degree, with the basic guidelines and instructions that they have to follow at the preparation of dissertations. A dissertation should be presented in a scholarly, well-integrated and accurately documented manner which presents the original contribution of the student under the guidance and the supervision of the relevant department. The manual provides certain uniform standards regarding style and format and permits substantial flexibility to comply with the acceptable practices in each academic discipline in Social Sciences.

What is an Undergraduate Dissertation?

The main objective of this full year module is to give a basic knowledge on research to the students who read for the Special Degree. Further, it increases their writing and analytical skills as well as the application knowledge. This is an effort of the student to solve one of the problems that they identify within the special area of his/her subject.

2. COMMON INSTRUCTIONS

1. No of Copies

Student must submit one (01) printed copy and the soft copy of the theses to the Department.

2. Formatting and technical pointers

2.1. Typeface and spacing

Typeface	:	Times New Roman
Font Size (Dissertation Topic)	:	24 – 28 Bold
Font Size (Name in the Page)	:	18 Bold
Font Size (Main titles in the Text)	:	14 Bold, Spacing 12.0 pt (Before) 6.0 pt (After)
Font Size (Sub-title in the Text)	:	12 Bold, Spacing 6.0 pt (Before) 6.0 pt (After)
Font Size (Text)	:	12
Spacing	:	1.5

2.2. Paper and Printing

Paper Size	:	A4
Printing	:	Printing in black ink, Single-sided
Paper Quality	:	80 gsm

2.3. Margin Settings (Text)

Right Side	:	2cm
Top and Bottom	:	3cm
Left Side	:	4cm (Including room for binding)

2.4. Cover Format

Full Title	:	Top centred
Candidate's Index	:	Middle
Year of Submission	:	Bottom centred

2.5. Title Page Format

Full Title	:	Top centred
Candidate's Index	:	Middle
Year of Submission	:	Bottom centred
Bottom Statement	:	Dissertation submitted to the Department of Economics of the University of Sri Jayewardenepura as a partial fulfilment of the Special Degree in Economics (Bottom centred), (Font Size 16)

3. Pagination

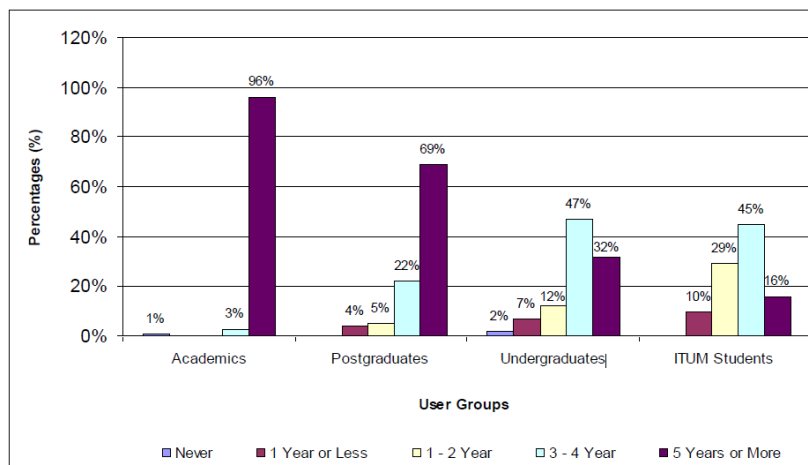
Each page should have page numbers except the "Title" page. Lower case Roman numerals should be assigned centered at the bottom of the page to all "preliminary pages". Pagination of the body text and appendices is to be in Arabic numerals centered at the bottom of the page. The pagination begins with the first page of the first chapter and continues throughout the rest of the text.

4. Tables and Illustrations

Tables are grids consisting of columns and rows that present numerical or verbal facts by categories. Figures include charts, graphs, diagrams, photographs, maps, drawings and other images. All these types of nontextual material are collectively referred to as illustrations. All tables and figures must be referred to in the text by number (not by a phrase such as "the following table"). Charts, graphs, maps, and tables that are larger than the standard page should be attached as Appendices. Tables and illustrations should be centered.

Example:

Figure 1: The internet experience of the participants



Source:

Table 1: Kruskal-Wallis Test results for the Internet experience vs. user category

User Category	N	Median	Ave Rank	Z
Academics	73	5.000	233.5	6.90
Postgraduates	87	5.000	189.9	2.78
Undergraduates	139	4.000	130.1	-5.75
ITUM Students	31	4.000	95.5	-4.29
Overall	330		165.5	

Source:

5. Photographs

High-quality coloured or black-and-white photographs or reprints with sufficient clarity may be incorporated. Photographs with glossy finish and dark backgrounds should be avoided where possible. State 'Original in Colour' in the title where colour is used.

6. Additional Materials

Additional materials if any (Eg: audio, video etc.), could be enclosed in a CD/DVD as an Appendix. These CDs/DVDS must be submitted in a pocket pasted inside back cover. Both CD label and the pocket should carry the following information: Name, Title of submission with Appendix number, Date of submission (example: March 2020), Degree and Department (example: BA. in Economics, Department of Economics).

7. Binding

7.1. Cover Page

See Appendix - I for the format of the cover page. Lettering on Cover should be in GOLD.

7.2. Draft

The draft to be submitted to the examiners should be soft bound and the number of copies should be as specified by the department

7.3. Final Submission

The final corrected copy of the thesis/dissertation must be free from typographical, grammatical and other errors when submitted. After making the alterations mentioned by the examiners, one (01) copy of the thesis/dissertation should be hard bind with the follows instructions.

Colour of the hard cover	:	Black
Font and font size	:	Dissertation topic – 24 bold, Name, degree and the year – 18 bold
Style	:	Times New Roman
Word Length	:	Word length 12000 excluding reference, tables and figures

Short name of the degree and the year submitted should be indicated at 80mm and 40 mm from the bottom of the spine respectively. The name of the candidate with initials should be mentioned at 20mm from the top of the spine (See figure 2). Lettering on cover should be in GOLD

N. A. C. Gunasinghe BA 2020

3. DISSERTATION ELEMENTS AND STYLE

- 3.1 Cover
- 3.2 Title page
- 3.3 Declaration page of the candidate & supervisor
- 3.4 Abstract
- 3.5 Dedication (if any)
- 3.6 Acknowledgements
- 3.7 Table of contents
- 3.8 List of figures (if any)
- 3.9 List of tables (if any)
- 3.10 List of abbreviations (if any)
- 3.11 The body of the thesis/dissertation
- 3.12 Reference list
- 3.13 Appendices (if any)

3.1 Cover

A sample cover page is available in Appendix I

3.2 Title Page

First page should be the title page (see Appendix II). It should contain;

- The title & sub title of the thesis/dissertation
- Candidate's full name
- University registration number
- Official name of the degree to which the thesis/dissertation is submitted
- Official name of the department of the university
- The month and year of submission

3.3 Declaration

The second page of the dissertation should be the signed declaration by the candidate stating that

'The work described in this dissertation was carried out by me under the supervision of and a report on this has not been submitted in whole or part to any institution for another Degree Heading must be centred.

3.4 Abstract

This is a brief, at-a-glance summary of your dissertation (Kornor. 2008. p. 36). It should contain no more than 250 words and should state clearly what the dissertation is about, summarizing the aim, methods, major findings and conclusions of your study. The abstract page should follow the title page and should not be paginated.

- Abstract Title : Sentence case/Times New Roman 12 point Bold (If use other fonts, change the size appropriately)
- Text : Times New Roman 11 point Light.
- Text : Single line

3.5 Dedication

The 'Dedication' is brief and appears immediately after the signature page and numbered using lower case Roman numerals. A heading (centred) on this page is optional. Text begins in double space below the heading and the page is 1.5 spaced. Margins are the same as in the main text

3.6 Acknowledgement

It is conventional, but not obligatory, to include an expression of gratitude to individuals and organizations of particular help in the production of the dissertation (Kornor, 2008, p. 36). The page is numbered using lower case Roman numerals while the heading, 'ACKNOWLEDGMENTS,' is centred and typed in capital letters, following the required top margin. Text begins in double space below the heading and the page is 1.5 spaced. Margins are same as in the main text.

3.7 Table of contents (see Appendix IV)

All the main chapters and subsections of each chapter must be included in the table of contents with their page numbers. The page numbers of abstracts, acknowledgement and others which come first in the thesis/dissertation should also be included. Also, if there are any appendices and other addenda, should be included in the table of contents.

3.8 List of figures (see Appendix V)

If the thesis/dissertation contains any figures then separate list should be prepared including the name of the object and the page number. The chapter number should be included in defining the number of figures.

3.9 List of tables (see Appendix VI)

If the thesis/dissertation contains any tables then separate list should be prepared including the name of the object and the page number. The chapter number should be included in defining the number of tables.

3.10 List of abbreviations (see Appendix VII)

Abbreviations must follow the International standards. When an abbreviation is used in first time, it must be explained in the text. A separate list should be prepared for all abbreviations used in thesis/dissertation with their full meaning. The abbreviations in the list should be arranged according to the alphabetical order.

3.11 The body of the thesis/dissertation

The thesis/dissertation should be started from an introduction and the last part of the thesis/dissertation should include the conclusions and recommendations. All the chapters of thesis/dissertation should have title and a chapter number. Any new chapter should be started from a new page.

3.12 References

A reference list is the list of all books, articles, and other source of materials, which were referred and should be listed according to the international referencing method adopted. APA Style is recommended. The 'Reference list' does not contain a chapter number.

3.12.1 In-Text Citation

In-text citations are citations within the main body of the text and refer to a direct quote or paraphrase. They correspond to a reference in the main reference list. These citations include the surname of the author and date of publication only.

One Author:

Mitchell (2017) states... Or ...(Mitchell, 2017).

Two Authors:

The surname of both authors is stated with either 'and' or an ampersand between. For example:

Mitchell and Smith (2017) state... Or ...(Mitchell & Smith, 2017).

Three, Four or Five Authors:

For the first cite, all names should be listed:

Mitchell, Smith, and Thomson (2017) state... Or ...(Mitchell, Smith, & Thomson, 2017).

Further cites can be shorted to the first author's name followed by et al:

Mitchell et al (2017) state... Or ...(Mitchell et al, 2017).

Citing Multiple Works in One Parentheses:

If these works are by the same author, the surname is stated once followed by the dates in order chronologically. For instance:

Mitchell (2007, 2013, 2017) Or (Mitchell, 2007, 2013, 2017)

If these works are by multiple authors then the references are ordered alphabetically by the first author separated by a semicolon as follows:

(Mitchell & Smith 2017; Thomson, Coyne, & Davis, 2015).

3.12.2 Reference List

A reference list is a complete list of references used in a piece of writing including the author name, date of publication, title and more. An APA reference list must:

- Be on a new page at the end of the document
- Be alphabetically by name of first author (or title if the author isn't known, in this case a, an and the should be ignored)
 - If there are multiple works by the same author these are ordered by date, if the works are in the same year they are ordered alphabetically by the title and are allocated a letter (a,b,c etc) after the date
- Contain full references for all in-text references used

For example:

1. Books

Basic Format : Author's family name, INITIALS. (Year). *Title of book*. Place of publication: Publisher.

Example:

Koutsoyiannis, A. (1997). *Theory of Econometrics* (2nd ed.). Great Britain: ELBS with Macmillan.

2. Part/chapter of a book or contribution in a book

Basic format: Author's last name, INITIALS. (Year of publication). Title of chapter. In. Last name with INITIALS of author or editor (ed. or eds.) *Title of book*, Place of publication: Publisher, Page numbers.

Example:

Chanaka, K. (2005). Grounded theory in the 21st century. *In: Denzin, A. & Lincoln, Y.S. Handbook of Research Methods*, London: CLB Publishers, pp.502-520.

3. Journal Articles

Basic Format: Author's last name, INITIALS. (Year). Title of article. *Title of journal*, Volume number and (part number): Page numbers.

Example:

Ronold, D.W. (2009), Social Change and Economic Growth, *Journal of Social Transformation*, 14 (2): p.425-448.

4. Web pages

Basic format: Author's last name, INITIALS. (Year of publication). *Title* (in italics). [Online]. Place of publication: Publisher. Available from: <http://www.....>(Accessed date).

Example:

Jackson, G. (2008). History of South Asia. *World History*. [Online]. Oslo: Centre for Historical Research. Available from: http://www.worldhistory.com/a_his/su_bsn123.shtml (Accessed 8 March, 2009)

3.12.3 Quotation and Paragraphs

3.12.3.1 Quotation

Quotations with more than 40 words

When the quotation is more than 40 words in text, do not use quotation marks, but indent the quotation into its own block of text.

Example:

Miele (1993) found the following:

The placebo effect, which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again, even when reel drugs were administered. (p. 276)

Quotations with less than 40 words

When the quotation is less than 40 words, you have to use quotation marks. In the example below.

Example:

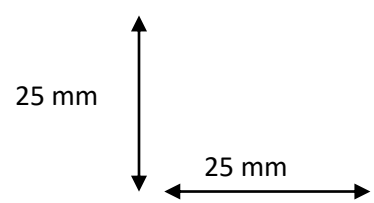
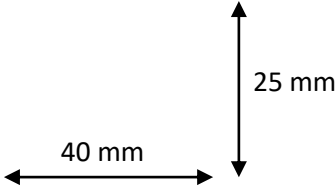
She stated, "The placebo effect disappeared when behaviors were studied in this manner" (Miele, 1993, p. 276), but she did not clarify which behaviors were studied.

3.12.3.2 Paragraphs

Paragraphs should be contained at least 10 sentences.

3.13 Appendices (See Appendix - VIII)

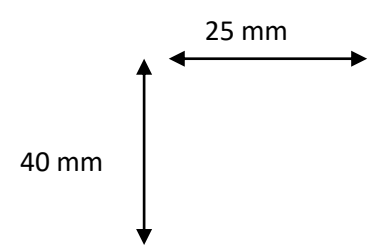
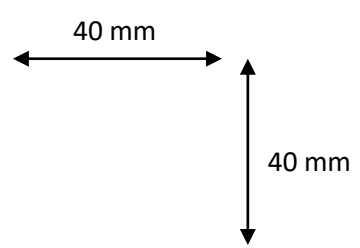
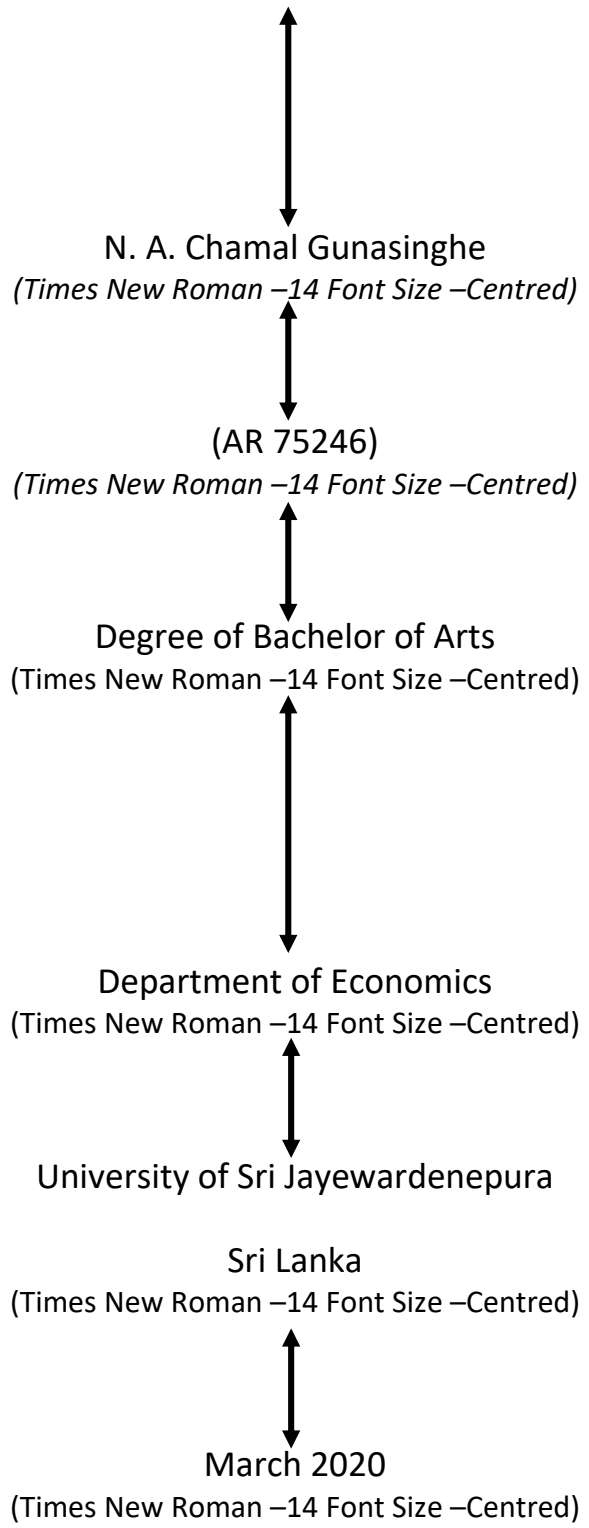
Supplementary material could be included as Appendices rather than in the main text. For example, appendices may contain questionnaires, detailed descriptions on apparatus, extensive tables of raw data, computer programs, etc. All appendices must have page numbers written in the same typeface and size used for pagination throughout. If appendices contain photocopied material, the photocopies should be of letter quality.

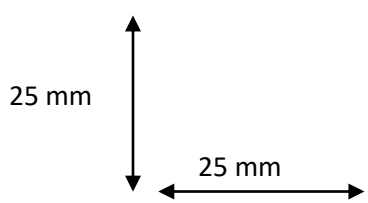
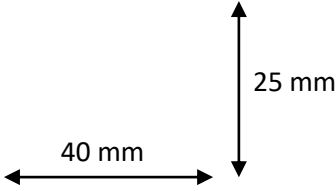


[Appendix – I : Cover Page]

Factors Determining the Productivity of Labour

(Times New Roman – ALL CAPITAL – Bold – 16 Font Size – 1.5 Space – Centred)





[Appendix – II : Title Page]

Factors Determining the Productivity of Labour

(Times New Roman – ALL CAPITAL – Bold – 16 Font Size – 1.5 Space – Centred)



N. A. Chamal Gunasinghe
(Times New Roman –14 Font Size –Centred)



(AR 75246)
(Times New Roman –14 Font Size –Centred)



**Thesis / Dissertation submitted in partial fulfilment of the requirement of the degree of
Bachelor of Arts in Faculty of Humanities and Social Sciences**
(Times New Roman –12 Font Size –Centred)



Department of Economics
(Times New Roman –14 Font Size –Centred)



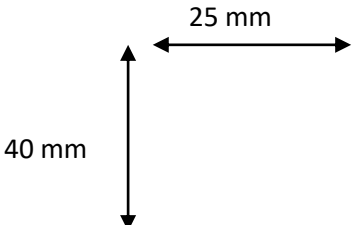
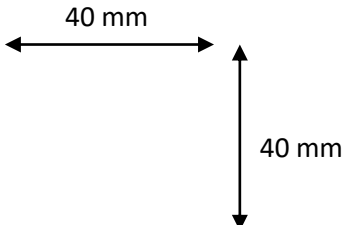
University of Sri Jayewardenepura



Sri Lanka
(Times New Roman –14 Font Size –Centred)



March 2020
(Times New Roman –14 Font Size –Centred)



[Appendix – III : Declaration]

Declaration

I hereby declare that this thesis represents my own work which has been done after registration for the degree of BA. (Special) Degree in Economics at University of Sri Jayewardenepura, and has not been previously included in a thesis or dissertation submitted to this or any other institution for a degree, diploma or other qualifications.

I have read the University's current research ethics, guidelines and accept responsibility for the conduct of the procedures in accordance with the rule and regulations of the University of Sri Jayewardenepura. I have attempted to identify all the risks related to this research that may arise in conducting the research, obtained the relevant ethical and/or safety approval (where applicable), and acknowledged my obligations and the rights of the participants.

Signature: _____

Date: MM YYYY

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[Appendix – VII : List of Abbreviations]

List of Abbreviations

Abbreviations	Description
CBSL	Central Bank of Sri Lanka
IBRD	International Bank for Reconstructions Development
FAO	Food and Agriculture Organisation

[Appendix – VIII : List of Appendices]

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