Theses and Dissertations

University of Moratuwa

Guidelines on Documentation and Submission of Theses and Dissertations

1. INTRODUCTION

A dissertation is an essay advancing a new point of view resulting from research as a requirement for a Masters or other advanced academic degree. A thesis is a dissertation advancing an original point of view as a result of research, as a requirement for an MPhil or a PhD degree.

All postgraduate students at the University of Moratuwa should follow the under mentioned instructions before preparation of their higher degree theses and dissertations.

Undergraduate students, who are required to submit a dissertation, should also follow these guidelines.

The final copies of the theses/dissertations will not be accepted if the students have not prepared the theses/dissertations according to these guidelines.

2. COMMON INSTRUCTIONS

2.1. Number of Copies

Student must submit **One (01)** printed copy of the thesis to the Director of Postgraduate Studies/Faculty of Graduate Studies for PhD, MSc. and MPhil. students and dissertations to the Head of the Department for Taught Courses to be sent to the library.

2.2. Page Format

2.2.1. **General Instructions:** International A4 white paper of good quality (80 GSM) should be used. Other paper may be used if required (e.g.: for maps) on the instructions of the supervisor.

2.2.2. **Draft:** The draft to be submitted to the examiners should be word processed and single sided. One and a half line spacing is required, except for the abstract, tables and indented quotations where double line spacing may be used.

2.2.3. **Final Submission:** Final submission should be word processed and double sided. Line spacing should be 1.15, except for indented quotations where double line spacing may be used.

2.2.4. **Margins**: 4.0 cm from Left and 2.5 cm from Top, Bottom and Right

2.2.5. **Fonts:** Text should be in Times New Roman.

- Chapter heading   : All Capital—14 Font size, Bold
- Section heading   : Sentence case-14 Font size, Bold
- Sub-section heading   : Sentence case-12 Font size, Bold
- Body text   : Sentence case - 12 Font size
- Tables and Illustrations : Font size may be varied while maintaining legibility

2.3 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" (Refer Appendix II; i - ix in content page). 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.

2.4 Tables and Figures

Tables are grids consisting of columns and rows that present numerical or verbal facts by categories. Figures include charts, graphs, diagrams, photographs, maps, musical examples, drawings and other images. All these types of non-textural 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 Figures should be centered.

Examples for APA Reference Style:

Figure 4.1

The Internet Experience of the Participants
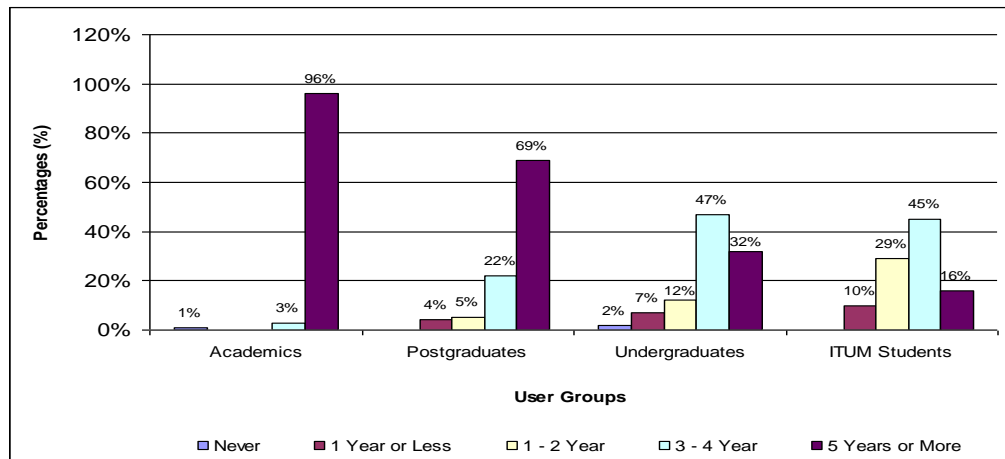
Note. Explanations to clarify information in the figure (if needed). If reprinted/adapted from another source, follow the format for "Figure Note" in APA style.

Table 4.1

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	

Note. Explanations to clarify information in the table (if needed). If reprinted/adapted from another source, follow the format for "Table Note" in APA style.
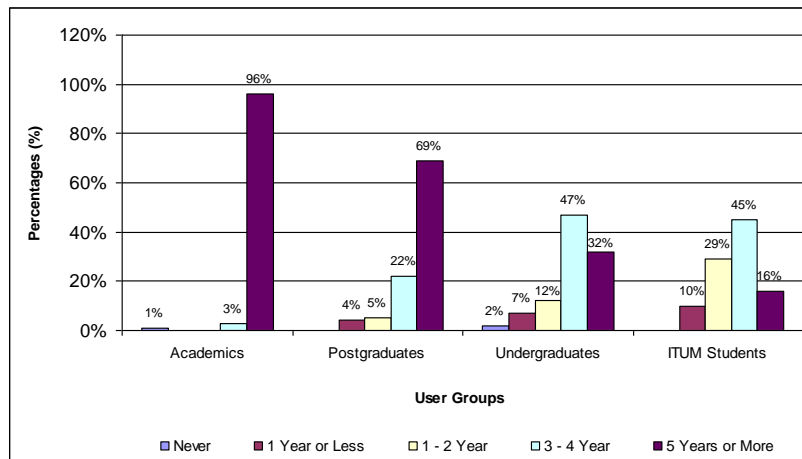
Examples for IEEE Reference Style:

Fig. 4.1: The Internet experience of the participants. Adapted from [5]

TABLE 4.1: KRUSKAL-WALLIS TEST RESULTS FOR THE INTERNET EXPERIENCE VS. USER CATEGORY. ADAPTED FROM [2]

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	

2.5   Photographs

High-quality coloured or black-and-white photographs or reprints with sufficient clarity may be incorporated. State 'Original in Colour' in the title where colour is used.

2.6   Additional Materials

Additional materials (if any, E.g.: software, 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/DVD label and the pocket should carry the following information: Name, Title of submission with Appendix number, Date of submission (example: May 2012), Degree and Department (example: M.Sc. in Geotechnical Engineering, Department of Civil Engineering).

2.7   Binding

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

2.7.2.   **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.

2.7.3.   **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 signed thesis/dissertation should be hardbound with the appropriate colour of the relevant degree as follows.

PhD   Red

MPhil   Dark Brown

MSc/ MEng (By Research)   Dark Green

MSc/ MEng (Taught courses)   Dark Blue

MBA   White

UG Degree   Black

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. Lettering on cover should be in GOLD.

A.P.Bandara   M.Sc   2019

3. COMPONENTS

A thesis/dissertation should contain the following parts in the given order.

3.1.   Cover page

3.2.   Title page

3.3.   Declaration page of the candidate and supervisor

3.4.   Dedication (if any)

3.5.   Acknowledgements

3.6.   Abstract

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.   References

3.13.   Bibliography (if any)

3.14.   Appendices (if any)

3.1   Cover page

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 and 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

    E.g.: By Research Degrees: Master of Science (Major Component Research)
    Taught Courses: Master of Science in Project Management

- Official name of the department and the faculty of the university

- The month and year of final submission as defined by the Senate

3.3 Declaration and the Statement of the Supervisor

The following declaration should be made by the candidate following the signature and the date. A candidate, after a discussion with the supervisor/s can request an embargo for a particular thesis/dissertation for a given work for a given time or indefinitely. Such an embargo may override the statement made in the thesis/dissertation itself.

Declaration:

I declare that this is my own work and this thesis/dissertation does not incorporate without acknowledgement any material previously submitted for a degree or diploma in any other University or Institute of higher learning and to the best of my knowledge and belief it does not contain any material previously published or written by another person except where the acknowledgement is made in the text. I retain the right to use this content in whole or part in future works (such as articles or books).

Signature: Date:

The supervisor/s should certify the thesis/dissertation with the following declaration.

The above candidate has carried out research for the PhD/MPhil/Masters thesis/dissertation under my supervision. I confirm that the declaration made above by the student is true and correct.

Name of the supervisor:

Signature of the supervisor: Date:

3.4 Dedication
May be included if desired.

3.5 Acknowledgement
In the acknowledgement section, the student is required to declare the extent of assistance which has been given by his/her faculty/department staff, fellow

students & external bodies or others in the collection of materials and data, the design & construction of apparatus, the analysis of data and preparation of the thesis/dissertation. If the research was sponsored, it is necessary to mention the name of the funding organization and other details (if any). In addition, it is appropriate to highlight the supervision and advice given by the thesis/dissertation supervisor.

3.6   Abstract

Every copy of the thesis/dissertation must have an abstract. Abstracts must provide a brief introduction to the subject in addition to the concise summary of methodology, tests, results, conclusions and recommendations (300 words or less). It should also accompany a list of keywords (3-5), which could improve the accessibility of the thesis/dissertation in an online environment.

Abstract Title : Sentence case, Times New Roman 14 point, Bold, Centered (If use other fonts, change the size appropriately)

Text   **:** Times New Roman 12-point

Spacing   **:** Line spacing 1.15

3.7   Table of Contents (see Appendix – III)

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 supplements, should be included in the table of contents.

3.8   List of Figures (see Appendix – IV)

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 – V)

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 – VI)

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, cited in the body of the text and should be listed according to the international referencing method adopted. APA Style and IEEE Style are recommended. The 'Reference list' does not contain a chapter number.

3.13   Bibliography (If required)

A bibliography is a list of all the sources that have been used in the process of conducting the research

3.14   Appendices (see Appendix – VII)

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 good quality.

[*Appendix I: Cover Page*]

TITLE OF THE RESEARCH: WITH SUBTITLE

(Times New Roman - All Capital – Bold - 16 Font Size – 1.5 Space - Centered)

Name of the Candidate
(Times New Roman - 14 Font Size - Centered)

(University Registration Number)
(Times New Roman - 14 Font Size - Centered)

Name of the Degree

(Times New Roman - 14 Font Size - Centered)

Name of the Department

Name of the Faculty
(Times New Roman - 14 Font Size -Centered)

University of Moratuwa

Sri Lanka
(Times New Roman - 14 Font Size -Centered)

Month Year
(Times New Roman - 14 Font Size -Centered)

[*Appendix II: Title Page*]

TITLE OF THE RESEARCH: WITH SUBTITLE
(*Times New Roman - All Capital – Bold - 16 Font Size – 1.5 Space - Centered*)

Name of the Candidate
(Times New Roman - 14 Font Size - Centered)

(University Registration Number)
(Times New Roman - 14 Font Size - Centered)

Thesis/Dissertation submitted in partial fulfillment of the requirements for the degree

[Name of the Degree]

(Times New Roman - 12 Font Size - Centered)

Name of the Department

Name of the Faculty
(Times New Roman - 14 Font Size -Centered)

University of Moratuwa

Sri Lanka
(Times New Roman - 14 Font Size -Centered)

Month Year
(Times New Roman - 14 Font Size -Centered)

[Appendix – III: Content Page]

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LIST OF FIGURES

[Appendix – V: List of Tables]

LIST OF TABLES

[Appendix – VI: List of Abbreviations]

LIST OF ABBREVIATIONS

Abbreviation	Description
ACM	Association for Computing Machinery
IEEE	Institute of Electrical and Electronic Engineers
OPAC	Online Public Access Catalogue

[Appendix – VII: List of Appendices]

LIST OF APPENDICES