



# **Guidelines for the Documentation and Submission of Postgraduate Thesis**

## **Unit of Postgraduate, External Degrees and Extension Courses**

### **Bhiksu University of Sri Lanka - Anuradhapura**

#### **01. Introduction**

All postgraduate students who registered for Postgraduate programs of the Bhiksu University of Sri Lanka, are expected to read the following guidelines carefully and adhere to the instructions given below before submitting applications for their thesis.

Thesis is a logical and coherent writing, advancing an original point of view or a hypothesis, arising from a candidate's original research in partial fulfillment of requirements for a MA, MPhil or a PhD Degree. **The final copies of the Thesis may not be accepted if the students have not prepared the Thesis according to the required guidelines.**

#### **02. General Instructions**

##### **1. Number of Copies and Minimum Words**

The student must submit **Three (03)** printed copies and **Three (03)** soft copies in CD/DVD format of the thesis to the Director of Unit of Postgraduate, External Degrees and Extension Courses, Bhiksu University of Sri Lanka, on due time before the stipulated deadlines.

Number of words in the thesis should be as indicated in the following table for each degree program.

<b>Degree Program</b>	<b>Number of words</b>
Master of Arts (MA)	50,000 - 60,000
Master of Philosophy (MPhil)	70,000 - 80,000
Doctor of Philosophy (PhD)	90,000 - 100,000

##### **2. Page Format**

2.1. **Paper format:** International A4 white paper of good quality (80 gsm) should be used. Other papers may be used if required (e.g.: for maps) on the instructions of the Supervisor.

2.2 **Copies for Examiners:** Three (03) soft-bound copies of the thesis with word-processed and **single-sided** should be submitted to the Unit for the use of examiners. One and a half line spacing is required, except for the abstract, tables and indented quotations where single line spacing may be accepted.

2.3 **Final Submission:** Three (03) hard-bound copies of the final thesis to be submitted to the Unit should be word-processed and **single-sided**. One and a half line spacing is required, except for the abstract, tables and indented quotations where single line spacing may be accepted.

2.4. **Fonts:** **Times New Roman** should be used for documentation in English and **FMAbhaya** should be used for documentation in Sinhala.

- **Chapter Heading:** Title Case (only for English documents) - 16 Font size, Bold
- **Section Heading:** Title case-14 Font size, Bold
- **Section Sub-Heading:** Sentence case (only for English documents)-12 Font size, Bold
- **Body of the Text:** Sentence case (only for English documents) - 12 Font size
- **Tables and Illustrations:** Font size may be varied while ensuring legibility.

2.5. **Margins:** Margins of 1.5 inches on left and 1 inch on top, bottom & right should be used.

### 3. Pagination

Each page should have a page number except on the Cover and Title Pages.

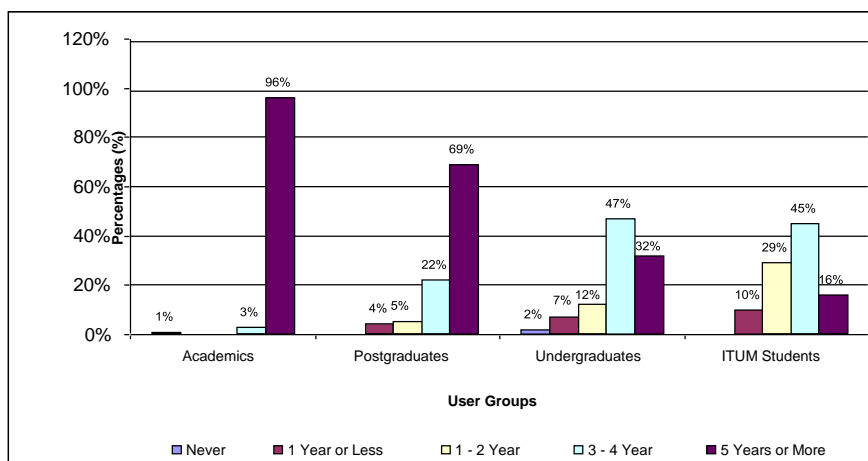
Lower case **Roman Numerals** should be assigned centered at the bottom of the page to all preliminary pages (Eg. Refer Appendix II; i - ix in content page).

Pagination of the body text and appendices is to be in **Arabic Numerals** centered at the right bottom of the page. (Pagination of body text starts from the first page of the first chapter.)

### 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, 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 illustrations should be centered. All figure titles should appear at the bottom of the figure and all table titles should appear at the top of the table. If a figure or table is directly taken from any other source, the source needs to be indicated clearly at the bottom of the figure or the table (Eg. See figure 1 and table 1).



**Example - Figure 1:** The Internet Experience of the Participants  
(Mention the source - If Any)

**Example - 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	

(Mention the source - If Any)

## 5. Photographs

High-quality colored 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 Color” in the title where necessary.

## 6. Additional Materials

Additional materials if any (Eg: 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 label and the pocket should carry the following information: **Name, Title of submission with Registration number, Date of submission** (example: May 2019), **Degree and Department**. (Example: MA in Education Science, Department of Social Science and Comparative Studies)

## 7. Binding

### 7.1. Cover Page

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

### 7.2. Draft

The draft to be submitted to the examiners should be soft bound and **three (03) soft bounded copies of the draft** should be submitted to the Unit.

### 7.3. Final Submission

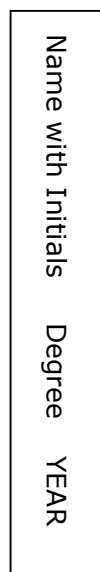
The final corrected copy of the thesis must be free from typographical, grammatical and other errors. After making the alterations mentioned by the examiners, **three (03) hardbound copies** of the thesis should be submitted with the appropriate color of the relevant Degree as follows.

**PhD** - Red

**MPhil** - Dark Brown

**MA** - By Research: Dark Green / Taught Courses: Dark Blue

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 (Times New Roman).**



**Figure 2: Sample**

### 03. Components

#### 1. A thesis should contain the following parts in the given order.

1.1	Cover
1.2	Title page
1.3	Declaration page of the candidate & supervisor
1.4	Abstract
1.5	Dedication (if any)
1.6	Acknowledgements
1.7	Table of contents
1.8	List of figures (if any)
1.9	List of tables (if any)
1.10	List of abbreviations (if any) Local and Technical Terms, (if any) Conversion Tables (if any)
1.11	The body of the Thesis
1.12	Reference list
1.13	Appendices (if any)
1.14	List of Plates <b><u>(Not included in the text. if any)</u></b>

##### 1.1 Cover

A sample cover page is available in **Appendix I**.

##### 1.2 Title Page

The first page should be the title page (see **Appendix - III**). It should contain:

- The title & subtitle of the thesis
- Candidate's full name
- Registration number
- Official name of the Degree to which the thesis is submitted
- Official name of the Department of the University
- The month and year of submission

### 1.3 Declaration, Copyright Statement and the Statement of the Supervisor

The following declaration should be made by the candidate following the signature and the date.

**“I declare that this Thesis is my own work and it does not incorporate any material without acknowledgement 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”.**

**Also, I hereby grant to the Bhiksu University of Sri Lanka the non-exclusive right to reproduce and distribute my Thesis, in whole or in part in print, electronic or other media. 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 with the following declaration.

**The above candidate has carried out this research for the MA/MPhil/PhD degree under my supervision.**

**Signature of the Supervisor/s:**

**Date**

### 1.4 Abstract

Every copy of the thesis 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 in an online environment.

**Abstract Title:** Title case - Times New Roman (in English) or FMAbhaya (in Sinhala) 12 point Bold (If used other fonts, change the size appropriately)

**Text** : Times New Roman (in English) or FMAbhaya (in Sinhala) 11 point Light.

**Spacing** : Single line

### 1.5 Dedication

May be included if desired, (except names of teachers and supervisors)

### 1.6 Acknowledgements

In the acknowledgment 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 (if any), the analysis of data and preparation of the thesis. 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 supervisor.

### 1.7 Table of Contents (see **Appendix - II**)

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, acknowledgment and others which come first in the thesis should also be included. Also, if there are any appendices and other addenda, should be included in the table of contents.

### 1.8 List of Illustrations (see **Appendix - IV**)

If the thesis contains any figures, then a 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.

### 1.9 List of Tables (see **Appendix - V**)

If the thesis contains any tables, then a 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.

### 1.10 List of Abbreviations (see **Appendix - VI**)

Abbreviations must for the International Standards. When an abbreviation is used for the first time, it must be explained in the text. A separate list should be prepared for all abbreviations used in thesis with their full meaning. The abbreviations in the list should be arranged according to the alphabetical order (Eg. IBA UNESCO etc.)

### 1.11 Body of the Thesis

**The thesis should be started from an introduction and the last part of the thesis should include the major findings and conclusions.** All the chapters of thesis should have a title and a chapter number. **Every chapter should be started from a new page.**

The style of English writing should be narrative, avoiding long paragraphs and sentences. English idiom may be used where appropriate. All arguments need to be evidence-based and logical. Repetitions should be avoided except where it is absolutely necessary.

**Footnotes may be allowed at the bottom of a text page.** All of them must be numbered as given in the text, and must necessary be short, not exceeding 3-5 lines.

Use of phonetics for Pali and Buddhist words is permitted, provided that, their use is standard and uniform over the whole writing.

### 1.12 Reference List

A reference list is a list of all books, articles, and other source of materials, which were referred and should be listed according to the international referencing method adopted. Necessarily the items of the reference list referred to inside the body text of the thesis. **APA Style or Harvard Style is recommended.** Chapter-wise reference lists are not necessary.

### 1.13 Appendices (see **Appendix - VII**)

Long Supplementary material could be included as Appendices rather than in the main text. For example, Appendices may contain questionnaires, detailed descriptions on apparatus (if any), 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.



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**[Appendix - I: Cover Page]**

**Title of the Thesis (Research Topic)**

**(All Capital - Bold - 16 Font Size - 1.5 Space - Centered)**

(6 Lines: Times New Roman - 16 Font Size - 1.5 Space)

**Full Name** (Title Case - 14 Font Size - Centered)

(1 Line: Times New Roman - 16 Font Size - 1.5 Space)

**Registration Number** (Title Case: 14 Font Size - Centered)

(3 Lines: Times New Roman - 16 Font Size - 1.5 Space)

**Name of the Postgraduate Degree** (Title Case - 14 Font Size - Centered)

(3 Lines: Times New Roman - 16 Font Size - 1.5 Space)

**Name of the Department** (Title Case - 14 Font Size - Centered)

(1 Line: Times New Roman - 16 Font Size - 1.5 Space)

**Bhiksu University of Sri Lanka** (Title Case - 14 Font Size, 9.0 inches from top)

(2 Lines: Times New Roman - 16 Font Size - 1.5 Space)

**Submission Month and year** (Title Case - 14 Font Size - Centered)

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## **[Appendix – II: Content Page]**

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**[Appendix - III: Title Page]**

**Title of the Thesis (Research Topic)**

(All Capital - Bold - 16 Font Size - 1.5 Space - Centered)

(6 Lines: Times New Roman - 16 Font Size - 1.5 Space)

Name in Full (Title Case - 14 Font Size - Centered)

(1 Line: Times New Roman - 16 Font Size - 1.5 Space)

Registration Number (Title Case - 14 Font Size - Centered)

(3 Lines: Times New Roman - 16 Font Size - 1.5 Space)

This Thesis submitted in partial fulfillment of the requirements for the **MA/MPhil/PhD** degree.

(Title Case - 12 Font Size - 1.5 Space - Centered)

(3 Lines: Times New Roman - 16 Font Size - 1.5 Space)

Name of the Department (Title Case - 14 Font Size - Centered)

(1 Line: Times New Roman - 16 Font Size - 1.5 Space)

Bhiksu University of Sri Lanka (Title Case - 14 Font Size - Centered)

(2 Lines: Times New Roman - 16 Font Size - 1.5 Space)

Submission Month and Year (Title Case - 14 Font Size)

Eg: January 2019

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#### **[Appendix - IV: List of Illustrations]**

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##### **LIST OF TABLES**

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#### **[Appendix - VI: List of Abbreviations]**

##### **LIST OF ABBREVIATIONS**

<b>Abbreviation</b>	<b>Description</b>
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**

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**Note:- Above Appendixes are only Examples.**