

MPhil/PhD Thesis Guidelines

The preparation of aMPhil/PhD thesis is a systematic process that starts in the first year and finishes with the defense of the final thesis at a Viva-voce examination. To get the satisfactory results it is important to work consistently, gradually developing the idea by reading and analyzing the literature, developing methodology for the empirical research, data collection, analysis of data and preparing the final report. The work on the thesis must be started in the first year. Students should choose the topic and analyze the literature, which should be expanded and exacerbated on during the course of thesis writing. Students have also to make a series of presentations organized by FGS.

MPhil/PhD Thesis Structure

Thesis components	Thesis structure requirements
Title page	Thesis Title, name of the candidate, Month and year of submission, and Faculty of Graduate Studies, University of Colombo.
FGS copy write page	Copy write statement, ISBN numbers and information on supervisors, panel etc
Acknowledgement	Acknowledgement statement.
Abstract	Presenting the research problem, objectives, the main results, conclusion and how the thesis advances the field (max one page)
Contents	List of chapter titles and sections.
Abbreviations	Used abbreviations and their explanations should be provided.
List of tables	A list of tables should be provided with specific page numbers
List of figures	A list of figures should be provided with specified page numbers.

<p>Chapter 1 Interdiction</p>	<ul style="list-style-type: none"> • Relevance of the topic and the necessity for scientific investigation • Practical and theoretical value of the topic • Motives for choosing a particular topic • Research problem and why it is worthwhile studying • Research objectives • Research methodology : a brief description of methodology employed in the study • Limitations of the study • Structure of the thesis : A paragraph indicating the main Contribution of each chapter and how do they relate to the main body of the study
<p>Chapter 2 Theoretical foundations</p>	<p>This section should have an explicit explanation for the key conceptual terms used in the thesis. It should cover accepted theories and concepts used in the literature. After presenting existing body of theory, the student has to prepare his/her own conceptual framework with necessary explanations and justification.</p>
<p>Chapter 3 Literature Review</p>	<p>This part should demonstrate student's expertise, intellectual capabilities and ability to carry out a survey of existing body of literature relating to the research issue under investigation. This should be mainly based on refereed Journal articles. Students are also encouraged to cite evidence from discussion papers and monographs.</p>
<p>Chapter 4 Methodology and Data Sources</p>	<p>This section should deal with methodological aspects of the study i.e. available research methods, choice of methods, rationale behind the selected, selected methods, data sources, research design, data collection instruments and measures to ensure validity and reliability of information, and analytical techniques.</p>
<p>Chapter 5 Analytical chapter (could be even 2 or more chapters)</p>	<p>This is the most important section of the thesis. The answers to the formulated research problem should be examined in a logical manner paying attention to theoretical foundations and empirical evidence in the literature. In this section, the methodology of the research should be described in detail including the sources of data. The information in the tables should be statistically processed (calculated ratios, dynamic indicators). Analytical text should be accompanied (but not duplicated) with pictures and graphs. Information provided in the pictures or graphs should be available in appendixes (attachments). There should be an abundance of numbers, tables and graphs in analytical section.</p>
<p>Chapter 6</p>	<p>This section summarizes main results of the study and has to be derived from the material presented in the main body of the</p>

Summary and conclusions	study. Conclusions and suggestions should show if the goal of the thesis is met and the raised issues are resolved. There should be no analysis of questions, citations or debates in the conclusion and suggestion section. Conclusions and suggestions should be concrete, constructive and brief. The sequences of the conclusions and suggestions not necessarily have to correspond to the succession of the text. It can be grouped respectively, to highlight main findings of the study.
Footnotes/Endnotes	Explanatory notes should be presented as footnotes/endnotes.
References	This includes articles, monographs, dissertations and other publications. Recommended format is given below. Please do not use sources in the references that were not clearly used in the thesis.
Appendixes	At the end of the final thesis attachments can be presented, if they enhance the value of the work.

Note: However, a certain degree of fallibility must be given to supervisors since:

- *Some cases it needs background information (like overview of the situation)*
- *Some cases, it requires to present their statistics etc before analysis them. So then there may be even more than one analytical chapters. After all, PhD thesis is, somehow, a creative work.*

References

References should be cited in the text according to the Harvard reference system, that is, use the last name of the author(s), the date of publication and, following quoted material, the page references. Also note:

1. Ibid. (and the like) are not used when repeating citations. Simply repeat the original citation verbatim, e.g. (Orwell, 1945).
2. Multiple citations within parentheses should be divided by a semi-colon, and there should be no use of '&' within such multiple references. References to works published in the same year should be cited as, e.g. (Smith, 1991a, b).
3. Multiple citations within text should be ordered by date, not alphabetically by author's name, e.g. (Smith, 1902; Jones and Bower, 1934; Brown, 1955, 1958a, b; Green, 1995).
4. *et al* .may be used in citations within the text when a paper or book has three or more

authors, but note that all names are given in the reference itself.
5. Page spans in references should be given in full, e.g. Sedgewick (1935: 102-103).

The reference list should include every work cited in the text. Please ensure that dates, spelling and title used in the text are consistent with those listed in the References.

The content and form of the reference list should conform to the examples below. Please note that page numbers are required for articles, both place of publication and publisher are required for books cited and, where relevant, translator and date of first publication should be included. Do not use et al. in the reference list: spell out each author's full name or surname and initials.

Book/multiple author

Archer, K., Gibbins, R., Knopff, R. and Pal, L. (1995) *Parameters of Power: Canada's Political Institutions* (Scarborough: Nelson).

Article in edited volume

Bennett, C.J. and Bayley, R. (1981) The new public administration of information: Canadian approaches to access and privacy, in: M.W. Westmacott and H.P. Mellon (eds) *Public Administration and Policy: Governing in Challenging Times*, (Scarborough: Prentice-Hall), pp. 116–127.

Article in journal

Salazar, D.J. and Alper, D.K. (2002) Reconciling environmentalism and the left: perspectives on democracy and social justice in British Columbia's environmental movement. *Canadian Journal of Political Science*, 35(4), pp. 527–566.

Report, proceedings, unpublished literature

Panayiotis, C.A. (1999) Convergence across Canadian provinces. Discussion paper series, No. 99-03, Department of Economics, University of Calgary. Nesbitt-Larking, P. (1994) The 1992 referendum and the 1993 federal election in Canada: patterns of protest, in: *Proceedings of the annual meeting of the Canadian Political Science Association*, Calgary, Canada, pp. 351–365.

Barr, C.W. (2000) Evaluations of political leaders in Canada, Britain and the United States. Doctoral dissertation, York University, Toronto, Ontario.

Article in newspaper

Smith, A. (1999) Spending limits irk Cabinet. *The Globe and Mail*, 3 December, p. A1.

An Internet source

Give the universal resource locator in full:

<http://info.wlu.ca/~wwwpress/jrls/cjps/english/cjpsstyle.html> (i.e. last accessed on 28/08/2012)

Note: For more details see “[Thesis Format- Faculty of Graduate Studies.](http://www.cmb.ac.lk)” Given in FGS web Site www.cmb.ac.lk

Technical pointers for the final thesis

Final thesis must be printed on the standard A4 format paper (210x297 mm), with the following page settings:

1. Font 12, Times New Roman
2. Line spacing 1.5
3. Margins: left - 25mm, right – 20mm, top – 20mm, bottom – 20mm
4. There may be some highlighting or bolding of separate words or sentences.
5. Page numbering should start from Chapter one to the last page.
6. Page number should appear on the top of the page, in center or in the right corner, in Arabic numbers, without a dot.
7. Every new Chapter should start in a new page with the heading. Paragraphs and subsections should start in the same page after one or two line spacing.
8. The section headings should be in capital letters. The subsection and paragraph headings should only start with a capital letter.
9. All headings must be bolded and centered.
10. The sections, subsections and paragraphs should be numbered using Arabic numbers.
11. Numbering of subsections should start over in every section (e.g. 2.1, 2.2; 3.1, 3.2). If the text is separated into paragraphs, they should be numbered using the same principle (e.g.: 2.1.1, 2.1.2, 2.1.3).
13. Every table, picture or graph should have a capture with the source identified. If the table or a graph was created by the student, he/she must identify what sources did he/she based them on (i.e. Source: Survey Data or Source: Calculations by the Author).
14. Tables, graphs and pictures must be numbered and have names. These objects must have numbers if there is more than one of each (e.g.: Table 1, graph 1 or by the sections: table 2.2, graph 2.3).
15. The fonts used in the tables and graphs not necessarily have to match the font of the text. The table title should be centered and written above it. The table number should be

written above its title, on the right side of the page. The number and the title of the graph or picture should appear below the object.

16. Tables or graphical objects should be compact and take up not more than a page. If you have problems fitting them, they can also be presented vertically in the page. In this case, the title of the object should be on the left hand side. Student should consider adding bigger objects as the attachments (appendixes), instead of putting them into the text.
17. Attachments should have their own numbering. If the table or a graph do not fit in one page, there should be an additional indication on both pages, for instance "Table 5 is continued in the next page" and "continuation of table 5".
18. Formulas used in the text should be numbered. The number should be in prentices and on the right side of the line, which contains the formula.
19. The final draft of thesis should be presented in a binder and in the digital form (CD) to the faculty.