



# Master's Degree Dissertation Guidelines- 2019

Office of the Dean, Faculty of Management

Tribhuvan University

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## **CHAPTER- I: Introduction**

### **Dissertation Guidelines**

These dissertation guidelines have been created as a guide to help Master's level students establish minimum requirements, academic standards, the physical format and appearance of dissertation. The purpose is to provide academic requirements and structural guidelines required for dissertation writing to the students under the Faculty of Management (FOM), Tribhuvan University (TU). The FOM encourages the preparation of documents to be consistent with the specialized requirements prior to the submission. Submission of this document is the final step in a program leading to conferral of a Master's degree.

### **Dissertation**

A dissertation is a formal academic document following the rules that govern the way in which it is presented. It must have chapters that provide an introduction, a literature review, a justification of the data selected for analysis and research methodology, analysis of the data and, conclusions and recommendations. Advice on the range of suitable topics which relate to the subject area of your Master's degree will be approved by the dissertation supervisor and research committee.

The dissertation is the final stage of the Master's degree and provides you with the opportunity to show that you have gained the necessary skills and knowledge in order to organize and conduct a research project. It should demonstrate that you are skilled in identifying an area, or areas, suitable for research: setting research objectives; locating, organizing and critically analyzing the relevant secondary data and authoritative literature; developing an appropriate research methodology; analyzing the primary data selected and drawing on the literature in the field; drawing conclusions; and if appropriate making relevant recommendations and indications of areas for further research.

### **Research Committee Approval**

Dissertation is an academically admirable professional document and should meet academic vigor and professionally standard in content and appearance. The office of the dean, FOM has established guidelines to ensure uniformity in style and format, and your dissertation must meet these standards to be approved.

**Student Responsibility:** It is the students' responsibility to read and fulfill the requirements presented here and to submit the dissertation maintaining the quality. Correct grammar, punctuation, and spelling always should be used, and these aspects are the responsibility of the student. Please consult your supervisor and committee chair for specific content requirements. Proofreading is the responsibility of the student and his/her supervisor.

**Style:** Most format requirements in the FOM dissertation guidelines take precedence over format rules found in the other style guidelines. Format includes definition of the parts of the thesis and the order in which they must appear the content of the prefatory pages, the type font, margins and spacing, the placement of the page numbers, and the requirements for permission to reproduce copyrighted material. The FOM will recommend a student for the degree sought only when the dissertation completely satisfies the requirements stated in these guidelines.

## **CHAPTER II: Research Ethics**

### **Research Ethics**

Ethical issues have come in forefront in the research writing. All students have a responsibility to conduct and report the results of their research in ethical manner. The dissertation represents the culmination of years of academic preparation and expresses a student's ideas, training and skills. The dissertation therefore deserves the student's effort and with all scholarly work, demands obedience with highest ethical standards.

Fabrication, falsification and plagiarism in proposing, conducting or reporting research or other scholarly activities are ethical misconduct in research. Fabrication means making up results and falsifying research results refers to altering, misrepresenting, or selective misquoting of the findings. Each of these activities violates the integrity of the research process and constitutes a serious breach of accepted ethical standards. Ethical research practice therefore requires that students at all stages of the research process conduct their research in honest manner and make every effort to ensure the accuracy of their findings.

Plagiarism is a form of ethical misconduct in research and consists of the intentional or unintentional use of the words, ideas, diagrams of publicly available work without appropriately acknowledging the sources of these materials. Thus, any use of the words, phrases, ideas, or work of others in any form without acknowledgement of the original sources constitutes plagiarism and is subject to penalty. Students must be aware to acknowledge the contents of literature review, the ordering of ideas in the discussion, and the listing of references at the end of a discussion, which may reflect the thinking of others. These contributions must be acknowledged and cited.

Therefore, the researchers are advised to be conscious on ethical issues particularly in the following:

- **Data retention and sharing.** It is the duty of the researcher to retain and share the data used in the study. The researcher must produce every bit of data to the supervisor while working on the research. The researcher must keep them ready at the time of viva voce and produce as evidence on demand.
- **Plagiarism.** Plagiarism is, as stated earlier, claiming others' words and ideas as your own. It is strictly prohibited. The researcher must take permission for all copyright materials. S/he can refer other researchers' writings in her/his dissertation, but the credit to the source must be given in the text and list in the list of references.
- **Protecting confidentiality:** During the research, the researcher may have access to confidential information of a person or an institution. It is the duty of the researcher to maintain the confidentiality of the of the person or the institution.

## **CHAPTER III: Requirements**

### **Requirements for Master's Dissertation**

A master's thesis is a substantial document presenting independent research that makes a contribution to the current body of knowledge in a scholarly field. The author may conduct an original investigation or develop an original interpretation of existing research and/or literature. A dissertation adheres to a standard format, generally with several basic chapters that may include an introduction and statement of the problem, a review of the literature pertinent to the problem, an explanation of the materials and methods used to solve the problem, a results section, a discussion of the results, and a conclusion. A formal list of references cited in the dissertation also is required. The dissertation must be formatted to conform to the FOM specifications as stated in these Guidelines.

This guideline consists of (1) dissertation writing regulations prescribed by FOM, (2) basic components of the proposal for dissertation writing, (3) dissertation structure and contents, (4) dissertation layout, (5) research ethics, (6) evaluation of dissertation, and (7) appendixes.

*Please note, this is only a guidelines that students must read as a guid book on Research Methodology and students are required to consult his/her dissertation supervisor for additional support.*

### **Regulations of Faculty of Management on Dissertation Writing**

Every student writing master's dissertation must comply with the regulations set by the Faculty of Management (FOM), Tribhuvan University. These regulations relate to the language of dissertation writing, dissertation completion period, and the grade. Students are advised to go thoroughly the updated regulations available at the official website of the FOM. (The current one is appended in Appendix A).

### **Proposal Writing**

The dissertation proposal describes what the researcher intends to do and how it will be done. It should outline in clear terms the nature and intent of the research. The proposal works as a road map in the journey of research. Students must submit a dissertation proposal to the Research Department/ Research Management Cell (RMC) in their campus/ college. Once approved, the student will have to prepare the report as outlined in the proposal.

In the process of writing a proposal, the first step is to identify the possible area of the study. In the second step, students should do the preliminary review of literature in the chosen area of the study and raise some issues for investigation. In the next step, it is important to examine whether data will be available on the chosen topic or not. Finally, it is wise to evaluate possible obstacles (e. g. the study will take too long time to complete, or requires long-distance travel, or involves health hazard, etc.) in carrying out research on the chosen area.

If everything goes fine to this point, the researcher can finalize the title for the research work. The title of the dissertation should reflect the main idea of the research work. The title should be concise but should incorporate significant variables in the study and their relationship. An example of good title is “Credit Risk and Profitability of Commercial Banks in Nepal.” Always avoid using abbreviations and verbose terms (e. g. “A Study of ..., An Investigation into ..., An Understanding of ...” in the title. It is generally suggested to limit the length of the title within 12 words. The approximate length of the proposal is 8-12 pages. The proposal should be written in the following structure:

- i. Background of the study
- ii. Problem statement
- iii. Objectives of the study
- iv. Hypothesis (if any)
- v. Rationale of the study
- vi. Brief review of the literature
- vii. Research methodology



- 1.1.1 Research design
- 1.1.2 Population and sampling procedure
- 1.1.3 Nature and sources of data collection
- 1.1.4 Research framework and definition of variables
- 1.1.5 Methods of analysis

References

### **Dissertation Structure and Contents**

A dissertation typically is made up of three main sections:

#### **Prefatory section**

#### **Body of the dissertation section**

#### **Supplementary materials section**

**A. Prefatory section.** This section is organized in the following order:

- Title page of the dissertation
- Certification of authorship
- Report of Research Committee
- Approval sheet
- Acknowledgments
- Table of contents
- List of tables
- List of figures
- Abbreviations
- Abstract

(The formats of the above contents of preliminary materials are provided in Appendix B.)

- **Abstract:** An abstract is a brief but comprehensive summary of the dissertation. It is the first section to be read and should be the last to be written. It should enable the reader to make an informed decision about whether they want to read the whole report. The length will depend on the extent of the work reported but it is usually a paragraph or two and always less than a page. While writing an abstract, begin with most important points (e. g. the problems under investigation or the objectives). State methodology briefly. Report major findings, conclusions and their implications. A good way to write an abstract is to think of it as a series of brief answers to questions. These would probably include:
  - What is the purpose of the work?
  - What methods did you use for your research?
  - What were the main findings and conclusions reached as a result of your research?
  - Did your work lead you to make any recommendations for future actions?

Write in a clear and concise language, use active voice, use present tense to describe conclusions, use past tense to describe specific variables manipulated or outcomes measured. Do not include information that does not appear in the body of the report, do not comment or evaluate in abstract. At the bottom of the abstract, provide key words (not more than five) that truly reflects the research. Limit the abstract in one page.

**B. Body of the report section.** This section is divided into five chapters. The contents of each chapter are given below. In exceptional cases, the sections within a chapter may be altered/ added/ or deleted upon the advice of the supervisor; but that must be justified by the need of the study. The content of each chapter is organized in the following order:

## Chapter I Introduction

- **Background of the study.** The purpose of this section is to create the context to the study. This section should describe about the core aspect of the topic and clearly establish the focus of study. It should be written based on factual information on the topic and the institutions under study. Therefore, it is important that the researcher has sufficient idea and factual information on the topic. There is no specific limit to the length of this section, but 2-3 pages should suffice.
- **Problem statement.** The purpose of this section is to establish research issues. It is core part of the introduction chapter. Remember, problem statement is not the listing of 'difficulties' or 'problems.. It is the statement of why the situation (e. g. the relationship – improved or worsened - between variables exists). Therefore, it is important that problem statement must be supported by evidence coming from the review of literature. Evidences from the literature justify why the research problem is worth investigating. Problem statement section normally ends by raising research questions. The researcher should demonstrate with adequate review of both theory and empirical researches that the problem that have been chosen for the study is valuable to the readers. Normally 2-4 pages are enough for this section.
- **Objectives of the study.** Objectives of the study specifies what the researcher intends to do. It is customary to state general objective of the research in one or two sentences, then list the specific objectives. In fact, specific objectives are conversion of research questions into a to-do list, and general objective is the reflection of all the specific objectives. There are a few guidelines on the use of action verb in setting objectives. Use action verbs (like to examine, analyze, assess, compare, etc.) that can really be performed in the study. Words like to know, see, understand, etc. are generally avoided to frame objectives as they are difficult to realize.
- **Hypotheses (if any).** Research questions posed in Problem Statement section requires answers. Hypotheses testing is one concrete way of answering those questions. If the researcher has chosen this approach to answering the questions, the hypotheses have to be stated in this section.

- **Rationale of the study.** In this section, the researcher should state why this study is worthwhile and useful to the readers. The study could add to existing knowledge, improve current practices or add to policy making. Be specific and honest. Unjustified claims reduce the value of the research.
- **Limitations of the study.** Limitations inhibit the generalizability and applicability of the research findings. But then, it is always good to acknowledge them. They signal warnings to the readers on the applicability of the study. The researcher should differentiate between the scope of the study and the limitations of the study. Scope specifies the area of the study; limitations arises within the scope. Issues not covered in the scope are not the limitations.

## **Chapter II      Literature Review**

The purpose of this chapter is to review related literature in order to develop fuller understanding on the topic. It gives the researcher an opportunity to develop skill on locating resources, scanning and critically evaluating the literature, and organizing them in a well-organized manner. Before actually embarking on this activity, it is important that the researcher must thoroughly learn “how to review”, otherwise, it is likely that the researcher may lost in jungle of the literature. There is no strict limit to the page number to this chapter, but as a guide, 10 to 20 pages should suffice.

This chapter begins with an **introduction** which create a link between Chapter I and remainder of this Chapter. It also should provide an overview of the organization of the second chapter. **Introduction** is followed by **theoretical review**. As its name implies, this section is meant to review theoretical underpinning on the topic of the research. But at master's level dissertation, it is equally useful to review literature related to conceptual aspects of the topic. Review of recent research articles and reports related to the topic of the research, often dubbed as **empirical review**, should follow the theoretical review. The researcher should identify the key issues investigated by the study, check the methodology followed, and note the key findings of the study. Literature related to the government policy, regulations and any other relevant aspects of the study should also be covered in this section. The review of literature should clearly establish with evidence that there exists research gap.

In review, researchers use others' resources (texts, data, idea, etc.) for their own purpose. Therefore, it is essential to give credit to the original authors. There are specific ways of crediting them in the text and listing the materials in the list of references. Faculty of Management follows the APA style of citation and referencing. Therefore, researchers are advised to check *Publication Guidelines of the American Psychological Association, (sixth edition)* for details. Frequently asked questions about the *Publication Guidelines of the American Psychological Association (APA)* are available at:

<http://www.apastyle.org/faqs.html>

### **Chapter III Research Methodology**

What sets apart the research writing with other forms of writing is that research writing clearly spells out in the report the set of research methods followed while carrying out the research. It makes the research writing 'scientific' and allows other researchers to verify the findings, if they wish, by following the same set of methods. This is the reason why a separate chapter/section is devoted to the research methodology in every research report.

This chapter opens up with an introduction and includes (i) research design, (ii) population and sample, and sampling design, (iii) nature and sources of data, and the instrument of data collection, (iv) methods of analysis, and (v) research framework and definition of variables.

State the research design (exploratory, descriptive, comparative, interventional, qualitative) followed in the study. Clearly identify the population of the study and draw samples representative to the population. Be careful while selecting the sampling technique (random, stratified, purposive, conveyance, etc.); only appropriate sampling technique ensures representativeness of the sample. Specify whether primary or secondary or both types of data have been used. Also specify the sources, methods and instruments of data collection. Mostly, a set of tools (e. g. financial, statistical) are used to analyze the data. In some cases, models are used in the analyses. They must be spelt out in this section. Finally, the research framework should be developed to streamline the research process. The review of theory and evidences from the empirical studies reviewed in the second chapter should guide the development of the research framework

of the study. The researcher should clearly identify the variables, define them and establish their interrelationship at this point.

#### **Chapter IV Results and Discussion**

In this chapter data are presented in appropriate format, then analyzed and discussed. The analysis should seek to answer the research questions posed or test the hypotheses set in the introduction chapter. The outcomes of the analyses are the results. The results are then discussed and interpreted in the light of theories and empirical studies to arrive at conclusion. Accordingly, this chapter is organized in the following order:

- Results
- Discussion

**Results.** In the Results section, the researcher should *present* and *analyze* the collected data to extract their meaning. Tables, and figures (brief guidelines for the preparation of a table and figure are presented in Appendix C) are useful for meaningful presentation of data. Analysis of data and the reporting of the results of those analyses are fundamental aspects of doing research. Therefore the researcher, sometimes, aggregates and some other time breaks down data in pieces for analysis purpose. Different methods and tools of analyses are available. In some studies, (e. g. a descriptive type of study), simple percentage analysis or a ratio analysis would suffice. Others may require simple to complex statistical analyses. When reporting the inferential statistical tests or when providing estimates of parameters, include sufficient information to help the reader to fully understand the analyses. For inferential statistical tests (e. g., *t*, *F*, and  $\chi^2$  tests), include the obtained value of the test statistic, the degree of freedom, etc. Use them properly, inappropriate selection of the tools spoils the researcher's efforts. This section should seek to answer all the research questions and test the hypotheses. Organize the results section in a number of subsections to cover each aspect of the study.

**Discussion.** In this section the researcher *evaluates* and *interprets* the results. Here the researcher examines every aspect of the results in terms of related theories and empirical findings of other researchers. The researcher should discuss why the findings are consistent or inconsistent as predicted by the theory, compare the results with that of other researchers and try to explore the reasons for the similarity or the contradiction. While in

the results section the researcher has to analyze the data, here in the discussion section, s/he has to synthesize the findings of the study. The researcher has to interpret the results in right perspective and offer evidences wherever necessary. While interpreting the results, care should be given to sources of potential bias, the imprecision of measures, the effect of sample size, and other methodological limitations and weaknesses. The discussions in this section should clearly lead to arrive at the conclusion and implication of the study that is deferred to next section.

## **Chapter V Summary and Conclusion**

The purpose of this chapter to present an overview of the study in the summarized form along with major findings and the conclusion of the study. Accordingly, it is organized in three sections:

**Summary.** As its purpose is to provide an overview of the study, it should cover a very brief introduction and justification of the study. Then it should give the general objective of the study and describe the methods followed in the research process. Then it should report the key findings based on the analysis and discussion section. Organize findings in a purposeful manner so that they answer the research questions, support or negate the hypotheses, and lead to conclusion.

**Conclusion.** In this section, the researcher wraps up the things by telling the readers what was learned from the research. The researcher should draw the conclusion only from the findings of the study. Number of findings may lead to one conclusion. At this point s/he may use interpretation of the findings and give meaning to them. The researcher's logical interpretation of the findings leading to new knowledge makes the research original.

**Implications.** The research may have number of implications to policy makers, practitioners and academic community. They may be reported as recommendations and areas for future research.

### **Supplementary section**

The purpose of this section is to provide a space for materials that are relevant to the research work but their inclusion in the main text distract the readers. Some materials even work as the evidence to what has been presented or discussed in the text. The most

common materials placed in this section are the list of references consulted for the research purpose and data set used for analysis.

**References.** The researcher extensively uses reference materials while writing research report. These reference materials are required to be listed as part of the research work. The purpose of reference list is to provide information necessary to identify and retrieve each source and give due credit to the works of others which are quoted in the present work. A list of reference materials so presented is termed as *references* or *works cited* and follows just after the main text of the report. Specifically, reference list contains only those sources that are cited in the research work. Faculty of Management follows the APA style of referencing. Therefore, researchers are advised to check *Publication Guidelines of the American Psychological Association, (sixth edition)* for details. Frequently asked questions about the *Publication Guidelines of the American Psychological Association (APA)* are available at: <http://www.apastyle.org/faqs.html> Information about using the *Publication Guidelines of the American Psychological Association (APA)* and examples of citation styles as well as information about planning, preparing, and writing a master's dissertation are also available at <https://apastyle.apa.org/> or [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

## Documentation with example

### Books

#### General Format

Author, A. A. (year of publication). *Book title*. Publisher's Location: Publisher.

#### One Author

Gardner, J. (2016). *Computer Science*. Broomall, PA: Mason Crest.

#### Two Authors

Faulkner, S. L., & Squillante, S. (2016). *Writing the personal: Getting your stories onto the page*. Rotterdam, The Netherlands: Sense Publishers.

#### Three to Seven Authors

If a book has three, four, five, six, or seven authors, list all authors' names.



Hewson, C., Vogel, C. M., & Laurent, D. (2016). *Internet research methods* (2<sup>nd</sup> ed.). Los Angeles: SAGE.

### **More than Seven Authors**

If a book has eight or more authors, list the first six authors, then insert three ellipses and add the last author's name.

Browder, D., Spooner, F., Ahlgrim-Delzell, L., Al Otaiba, S., Allor, J., Bethune, K.S., ... Wood, C.L. (2014). *More language arts, math, and science for students with severe disabilities*. Newburyport, MA: Brookes Publishing.

### **One Editor or Compiler as only author**

Constantakis, S. (Ed.). (2016). *World of Forensic Science* (2nd ed.). Farmington Hills, MI: Gale Cengage Learning.

### **Two Editor Edited Book**

Butterfield, A., & Ngondi, G.E. (Eds.). (2016). *A dictionary of computer science* (7<sup>th</sup> ed.). Oxford, United Kingdom: Oxford University Press.

### **No Author or Editor**

If a book has no author or editor, place the title first and publication year after the title.

*Webster's Spanish-English dictionary for students*. (2010). Springfield, MA: Federal Street Press.

### **Book with an Author and an Editor**

Twain, M. (2014). *Mark Twain on potholes and politics: Letters to the editor*. G. Scharnhorst (Ed.). Columbia, MO: University of Missouri.

### **Chapter from a Book / Items in an Anthology**

Include chapter author, date of publication, chapter title, book editor(s), book title, chapter page numbers, place of publication, and the name of the publisher.

Baron-Cohen, S. (2015). *Radical Behaviorism*. In J. Brockman (Ed.), *This idea must die* (pp. 204-207). New York: Harper Perennial.

#### Encyclopedia Article

Edwards Aquifer. (2011). In A. E. Gates & R. P. Blauvelt (Eds.), *Encyclopedia of Pollution* (Vol. 1, pp. 203-206). New York: Facts on File.

### **Group or Corporate Author (author is same as publisher)**

American Diabetes Association. (2015). *The Diabetes dictionary: What every person with Diabetes needs to know*. Alexandria, VA: Author.

### **Government Agency as Author**

U.S. Census Bureau. (2006). *Statistical abstract of the United States* (125th ed.). U.S. Government Printing Office.

## **PERIODICALS (Magazines, Journals, and newspapers)**

### **General Format**

Author, A. A. (date of publication). Title of article. Title of Periodical, volume number, pages.

### Magazine Article

Grossman, L. (2016, March 28). Inside Apple's code war: The world's most powerful tech company is fighting the FBI on terrorism. *Time*, 187, 42-49.

### Magazine Article (no author listed)

If no author, begin with the title of the article. Put the date of publication after the title of the article.

More investment in NASA aeronautics is essential. (2016). *Aviation Week & Space Technology*, 178, 82.

### Journal Article

If each issue of the journal begins on page 1, include the issue number in parentheses after the volume number. See examples below.

Snyder, P. J., Bhasin, S., Cunningham, G. R., Matsumoto, A. M., Stephens- Shields, A. J., Cauley, J. A., Gill, T. M., ...Ellenberg, S. (2016). Effects of Testosterone treatment in older men. *New England Journal of Medicine*, 374, 611-624.

Struckmeyer, L. R., & Pickens, N. D. (2016). Home modifications for people with Alzheimer's Disease: A scoping review. *American Journal of Occupational Therapy*, 70 (1), 1-9.

### Newspaper Article

If an article is not on consecutive pages, include all page numbers separated with a comma.

Hampson, R. (2016, May 23). Baby boomers reclaim the political stage. *USA Today*, pp. 1A-2A.

Ortiz, J. L. (2016, May 23). Lester's 2014 decision pays off twice: Cubs get star, but Giants adjust well. *USA Today*, pp. 1C, 5C.

### Electronic Sources

#### General Formats

#### Article from a Library Database

Author, A. A. (date of publication). Title of article. Title of Periodical, volume number, pages. DOI or Retrieved from URL of original source.

#### Online Source

Author, A. A. (date of publication). Title of source. Retrieved from <http://URL>

## Articles and Books from Library Electronic Databases

### Magazine Article

Gumbs, A. (2016, March). Better with age. *Black Enterprise*, 46, 62-63. Retrieved from <http://blackenterprise.com/magazine/>

### Journal Article

Nienstadt, A. (2016). The insufficiency of the law surrounding food allergies. *Pace Law Review*, 36, 595-623. Retrieved from <http://www.law.pace.edu/> (access date:...).

### OR

Jones, C. J., Llewellyn, C. D., Frew, A. J., Du Toit, G., Mukhopadhyay, S., & Smith, H. (2015). Factors associated with good adherence to self-care behaviours amongst adolescents with food allergy. *Pediatric Allergy & Immunology*, 26(2), 111-118. doi: 10.1111/pai.12333

### Newspaper Article

Levey, N. N. (2016, March 31). Unhealthy state's quiet healthcare revolution: Arkansas undertakes one of the nation's boldest efforts to cut costs and boost care. *Los Angeles Times*. Retrieved from <http://www.latimes.com>

### Reference Book Chapter

Cohen, M. (2016). Virtual reality. In M. R. Bonk (Ed.), *Mathematics* (2nd ed., Vol. 4, pp. 148-153). Retrieved from <http://www.cengage.com>

### Electronic Book

Rawal, P. H. (2016). *The Affordable Care Act: Examining the facts*. Retrieved from <http://www.abc-clio.com> (access date: ...)

### Articles from online periodicals (not from TCC databases)

#### Online newspaper article

Schwartz, J. (2016, March 19). Environmental activists take to local protests for global results. *New York Times*. Retrieved from <http://www.nytimes.com>

#### Online Magazine Article

Graham, D. A. (2015, October 8). Political polling's unfavorables are on the rise. *The Atlantic*. Retrieved from (access date:...)

<http://www.theatlantic.com/politics/archive/2015/10/gallup-poll-2016-presidential-primary-fivethirtyeight/409531/>

#### **Online Journal Article with DOI**

Torres, B. Y., Oliveira, J. H. M., Tate, A. T., Rath, R. Cumnock, K., & Schneider, D.S. (2016). Tracking resilience to infections by mapping disease space. *PLOS Biology*, 14(4), 1-19. doi:10.1371/journal.pbio.1002436 (access date:...)

#### **Online Journal Article without DOI**

Abhari, L. G., Esmaeili, M. H., & Benanaj, M. (2015). Effects of Metformin intraventricular injection on learning and spatial memory in streptozotocin rat model of Alzheimer's Disease. *Journal of Shahid Sadoughi University of Medical Sciences*, 23(1), 1764-1775. Retrieved from <http://jssu.ssu.ac.ir/> (access date:...)

#### **Other Online Documents**

##### **Document Available on University Program or Department Site**

Garanin, D. A. (2015). *Classical mechanics: Problems with solutions*. Retrieved from [http://www.lehman.edu/faculty/dgaranin/Mechanics/Mechanics-problems\\_with\\_solutions.pdf](http://www.lehman.edu/faculty/dgaranin/Mechanics/Mechanics-problems_with_solutions.pdf) (access date: ...)

##### **Document from a Website (with author and date)**

Ratcliff, C. (2016, February 25). Say goodbye to Google: 14 alternative search engines. Retrieved from <https://searchenginewatch.com/2016/02/25/say-goodbye-to-google-14-alternative-search-engines/>

#### **Paper and typography**

- **Paper size:** The dissertation should be typed on ISO A4-size white bond paper. If diagrams, maps, tables and similar presentations do not fit readily on this sheet size, ISO B4 size may be used.
- **Line spacing:** The line spacing should be 1.5 in all text lines. Allow 1.5-line space after every line in the title, headings, footnotes, quotations, references, appendices and figure captions. Single spacing should be used only in the table of contents, charts, graphs, tables, quotations, and references.

- **Margin:** Top, bottom and right margin should be 2.54 cm (1 inch) and left margin should be 3.18 cm (1.25 inches). The rationale behind more left margin is to allow space for binding.
- **Type face and font:** Use uniform typeface and font size. Use Times New Roman, with 12-point font size. Typing should be done only on recto side of the paper.
- **Page number:** Beginning with the first page of the main body of the text, pages are numbered consecutively and runs to supplementary section of the dissertation. They are numbered with Arabic numerals (1, 2, 3, 4, ...) and put at top right corner of the page. But all pages preceding the first page of the body are counted and numbered with lower case Roman numerals (ii, iii, iv, ... ) and put at the center at the bottom of the pages. Note that the title page is counted but the number is not printed on the page.
- **Figures and tables.** Figures and tables should be inserted at the appropriate place in the text. Figures must have numbers and captions under the figures. Tables have their titles and numbers above the tables. Figures have their titles and numbers below the figures.

### **Evaluation of the dissertation**

The dissertation shall be assessed in two different steps: The first step at college: the supervisor of the respective college, the internal examiner appointed by the Research Committee, and experts invited to viva voce examination process evaluate the research. Students will be required to attend the viva-voce examination and defend the work satisfactorily at the campus. Second step at Faculty of Management office of Dean. When first step of dissertation evaluation at college is completed, the college should submit 2 copies of that dissertation with first step college evaluation score (viva score) at Dean Office, FOM. The Dean Office than shall start second step of evaluation through two different experts. The average score of two experts and first step evaluation score are added for final marks of the students. The weight given for first step evaluation at college (viva voce) and the second step evaluation at FOM carry over at 25 percent and 75 percent respectively.

## **Appendices**

### **Appendix A: Regulation of Faculty of Management on Dissertation Writing**

- An original and accurate account of research that meets the academic standard set by Tribhuvan University, FOM guidelines for Master's level dissertation writing.
- Dissertation must be written in English language only.
- Achieved a satisfactory standard of expression and presentation in the report.
- On a topic approved by the Research Department of the respective campus, the candidate should defend dissertation proposal at research committee of the college.
- Not submitted (or not intended to submit) fully or partially to any organizations, institutions for any other academic award.
- Supervised by the faculty member of the campus. However, there could be co-supervisor from outside the campus.
- Duly signed by supervisor, viva voce expert and research committee head.
- Examined by external examiner and viva voce completed at college as a first step of evaluation.
- Students can submit dissertation proposal at 4<sup>th</sup> semester to respective campus and can work with close supervision of assigned supervisor.
- Students can only attend viva-voce examination after the final examination of 4<sup>th</sup> semester.
- The time interval between dissertation registration (after proposal defend) and viva voce date should be minimum 2 months (60) days.
- College/ research department must keep record of each student's proposal registration date, dissertation submitted date and viva voce date along with dissertation topic.

Appendix B: Format of preliminary materials

**Title of the Dissertation**

A Dissertation submitted to the Office of the Dean, Faculty of Management in partial fulfilment  
of the requirements for the Master's Degree

by

Full Name of the Student

Roll No:

Registration No:

Campus:

Submission date (Month and Year)

**Certification of Authorship**

I hereby corroborate that I have researched and submitted the final draft of dissertation entitled “.....”. The work of this dissertation has not been submitted previously for the purpose of conferral of any degrees nor it has been proposed and presented as part of requirements for any other academic purposes.

The assistance and cooperation that I have received during this research work has been acknowledged. In addition, I declare that all information sources and literature used are cited in the reference section of the dissertation.

Name of the Candidate

Signature

Date of submission



### Report of Research Committee

Ms./Mr. .... has defended research proposal entitled ..... successfully. The research committee has registered the dissertation for further progress. It is recommended to carry out the work as per suggestions and guidance of supervisor ..... and submit the thesis for evaluation and viva voce examination.

Name of Supervisor.....

Position:.....

Signature: .....

**Dissertation Proposal Defended Date:**

.....

Name of Supervisor.....

Signature: .....

Position:.....

**Dissertation Submitted Date:**

.....

Name of head of Research committee .....

Signature: .....

**Dissertation Viva Voce Date:**

.....

**Approval Sheet**

We have examined the dissertation entitled.....  
.....presented by ..... for the degree  
of **Master of . . .** We hereby certify that the dissertation is acceptable for the award of degree.

\_\_\_\_\_  
**Dissertation Supervisor**

**Signature**

\_\_\_\_\_  
**Internal Examiner**

**Signature**

\_\_\_\_\_  
**External Examiner**

**Signature**

\_\_\_\_\_  
**Chairperson, Research Committee**

**Signature**

**Date**

Acknowledgements

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**Appendix C: Guidelines on tables and figures**

This Guidelines provides some useful tips for preparing Tables and Figures. These tips are based on APA style for Table and Figure layout. Users of this Guidelines are requested to refer to the Publication Guidelines of the American Psychological Association (sixth edition) for further assistance.

## **Tables**

- Table layout should be logical and easily grasped by the reader.
- Give every title a brief but clear and explanatory title like “Mean Performance Scores of Students With Different College Majors”
- Number all tables Arabic numerals like Table 5, or Table 6
- Tables are prepared single-spaced
- Limit the use of lines in a table to those that are necessary for clarity.
- Each column of the table must have heading
- Enter data at appropriate decimal place as suggested by the nature of the data
- If the data are not applicable in particular cell, leave it blank
- If the data are not reported, insert a dash in that cell
- In the text, refer tables like “... data presented in Table 4”. Do not refer tables like “... data presented in above or below Table.”
- Notes, if any, should be provided below the table
- If abbreviations have been used in the table, they must be explained below the table

## **Figures**

There are many different types of figures such as graphs, charts, maps, drawings and photographs. Consider the following while designing the figure.

- Decide if the figure is essential in the text.
- Keep the figure simple and clear.
- Number the figures consecutively with Arabic numerals.
- Give the title to the figure that is descriptive of the content of the figure. Put them below the figure.
- Give the scale, magnitude and direction of the grid elements.
- Mention the figures in the text with figure number.