Faculty of Management Studies and Commerce
University of Jaffna, Sri Lanka

Dissertation Guidelines for Honours Degree Programmes

A dissertation is a long piece of academic writing based on original research submitted as part of an undergraduate honours degree programme. This guideline gives the standard of practices that should be adhered to in writing up a dissertation.

Constituent	Requirements/Inclusion
Language	The dissertation should be written in English.
Title page	Title of the dissertation in full [*Centered, Bold, Title Case*]; Full name of the student; Index number and Registration Number; The name of the department associated; Faculty and University; The month and year on which the dissertation is submitted See pro forma
Abstract	The abstract should be between 400 to 600 words long. It should be written in a single paragraph but no longer than one page. It mainly includes the aim of the research, research design, major findings, and implications.
Acknowledgments	Acknowledgments are typically no longer than one page and are usually left to the student's discretion as to whom to include.
Declaration	To be signed and dated by the student. See pro forma
Table of Contents	Include preliminary pages and heading levels 1 to 3 with page numbers.
Table of Figures	Include figure numbers and captions with page numbers
Table of Tables	Include table numbers and titles with page numbers
List of Abbreviations/ Acronyms	Include abbreviations/acronyms that are likely to be unknown to the reader
Chapter One	**Introduction** This chapter may include the background to the study, the area of research enquiry, research problem, objectives of the research, motivation/significance of the study, and a summary of the chapter
Chapter Two	**Literature Review** Critical discussion on the relevant theory and literature to identify lacunae left by earlier studies and to formulate hypotheses based on the visual presentation of the model (conceptual framework), and a summary of the chapter
Chapter Three	**Methodology** Philosophical assumptions, research approach, research strategies, research site, sample and population, measures, tools for analyzing data, and a summary of the chapter
Chapter Four	**Data Presentation and Analysis** A detailed description of the data (study's respondents), data analysis and hypothesis testing if any, and a summary of the chapter
Chapter Five	**Discussion and conclusion** Discussion on major findings, answering to the research questions, theoretical and practical implications, limitations and suggestions for future directions and a conclusion

Appendices	Supporting files/documents including questionnaire
References/Bibliography	Referencing should follow the APA style https://apastyle.apa.org/style-grammar-guidelines/references/examples
	Journal Author, A. A., & Author, B. B. (Year). Title of article. *Title of Journal, volume number (issue number),* inclusive page numbers. DOI Kengatharan, N., & Edwards, C. (2020). The development and application of a scale to measure the extent and forms of work-family conflict in collectivist cultures. *International Journal of Manpower, 42*(4), 581-603. https://doi.org/10.1108/IJM-04-2019-0199
	Conference paper Author, A., & Author, B. (Year, Month Date). Title of session [Paper presentation]. In A. Editor, & B. Editor. *Title of Published Proceedings.* Title of Conference: Subtitle of Conference, Location (inclusive page numbers). Publisher. Pratheepkanth, P., Hettihewa, S., & Wright, C. (2015, July 5-7). Corporate capital budgeting practices: The Relative Influence of the Nature of the Firm and National-Development Level. *AFAANZ Conference* (pp. 25-39). Hobart, Tasmania: AFANNZ.
	Book Author, A. A., & Author, B. B. (Year). *Title of the book (ed.).* Location: Publisher. Sekaran, U., & Bougie, R. (2019). *Research methods for business: A skill-building approach* (7th ed.) United Kingdom: John Wiley & Sons.
	Edited book Author, A. A., & Author, B. B. (1995). Title of Unit or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book (pp. xxx—xxx). Location: Publisher.* Sathana V., Velnampy T., & Rajumesh S. (2021). Role of innovative marketing strategy for success of Micro, Small, and Medium Enterprises (MSMEs). In: Dhiman S., & Samaratunge R. (eds) *New Horizons in Management, Leadership and Sustainability* (pp. 52-76). Future of Business and Finance. Springer, Cham. https://doi.org/10.1007/978-3-030-62171-1_4
General Text	*Type size and appearance* The preferred typescripts are Times New Roman 12; Paper size-A4; Margins- 2.54cm/1 inch
	Heading Levels Level 1 [Centered, Bold, Title Case] Level 2 [Left-Aligned, Bold] *Level 3 [Left-Aligned, Bold Italic]* Level 4 [Indented .5 inches, Bold]. *Level 5 [Indented .5 inches, Bold Italic].* All the headings should be numbered consecutively throughout the document using Arabic numerals

	Line and paragraph spacing Line spacing should be set to 1.5.
	Page numbering The preliminary pages should be numbered in a single sequence (beginning with the title page) using lower-case roman numerals (i, ii, iii, iv…); The main text should be numbered in a single sequence (beginning with the first page of the main text and continuing through to the final page) using Arabic numerals (1, 2, 3, 4…).
	Table and Figure Tables and Figures should be numbered consecutively throughout the document using Arabic numerals preceded by the word 'Table' / 'Figure'.
	Length Preferred word length is between 8000-10000 including tables, references, and appendices
Plagiarism	Plagiarism is an act of producing and presenting a work as if it is one's own when it is actually the work of someone else (*UGC Sri Lanka, 2014*). Plagiarism represents academic dishonesty and cheating, a conduct unbecoming of any higher educational institution worthy of its name. It is an academic theft and ethically and morally unacceptable (*UGC Sri Lanka, 2014*). Similarity index should not be exceeded 30% (excluding quotations and references)
Binding	Students are required to submit the dissertation on a temporary binding for evaluation purposes. Having incorporated the examiners' comments, the final dissertation (two copies) should be submitted with the permanent binding made of sewing with a full cloth stiff cover.
Pro forma	**TITLE** FULL NAME Reg. No.: ……………. Index No.: ………………. This dissertation submitted to the Faculty of Management Studies and Commerce, University of Jaffna, Sri Lanka in partial fulfillment of the requirements of the Bachelor of Business Administration/Bachelor of Commerce Honours in XXX Department of XXXXX Faculty of Management Studies and Commerce University of Jaffna, Sri Lanka Month, Year

Letter of Declaration

I certify that this dissertation does not incorporate without acknowledgment, any material previously submitted for a degree or diploma in any university, and to the best of my knowledge and belief, it does not contain any material previously published or written by another person, except when due reference is made in the text.

Signature:

Surname with initial:

Date:

This is to certify that the Dissertation on

TITLE

FULL NAME

Reg. No.: ………………

has been submitted to the Faculty of Management Studies and Commerce, University of Jaffna, in partial fulfillment of the degree requirements of the Bachelor of Business Administration /Bachelor of Commerce Honours in ………

…………………

Supervisor

(Date)

………………

Head

(Date)

……………

Dean

(Date)