

GUIDELINE FOR DISSERTATIONS OF UNDERGRADUATE PROJECTS/RESEARCH PROJECTS - FACULTY OF Humanities & Social Sciences

Three copies of the dissertation shall be submitted in the manner prescribed in this document to the Head of the relevant Department through the coordinator of the Research Project.

The dissertation should be submitted in an unbounded manuscript form for examination. Binding should be done only after incorporating corrections, if any, inform at the oral examination/viva voce. The results should be released after the receipt of the bound copy.

FORMAT AND BINDING OF DISSERTATION

FORMAT

1. PRELIMINARY PAGES:

This shall consist of the parts (a)-(g) listed below. Parts (a)-(d) shall be mandatory, parts (e) & (f) only if appropriate and part (g) shall be optional.

- (a) Title page: (see the format illustrated)

The title page should consist of the following information:

Title of thesis (This should be in large characters) Author's full Name

Name of degree for which dissertation is submitted

Name of the Department & Faculty

Open University of Sri Lanka

Month & Year of submission

- (b) Declaration in the following form: (see the format illustrated)

"I certify that this dissertation does not incorporate without acknowledgement any material previously submitted for a degree or diploma in any University or Higher Educational Institution in Sri Lanka or abroad and to the best of my knowledge it does not contain any material previously published or written by another person except where due reference is made in the text."

- (c) Abstract – 500 words to 1000 words

- (d) Table of contents:

This must contain the main divisions and subdivisions of the dissertation, the reference list, the appendices. The page numbers of each must be given in front.

- (e) List of tables:

For each table, its number, full title, and page number must be listed.

- (f) List of figures:

Figures, graphs, photographs and other illustrative material are to be listed on a page separate from those containing tables. Number, title and page are to be given.

- (g) Acknowledgement:

This should not be more than one page in length. It must contain the acknowledgement of the

help given or work carried out by any other person or organization.

2. TEXT

This shall consist of the sections listed below.

Introduction (justify the objectives using relevant literature)

Methodology

Results

Discussion

Conclusion

References

In addition, appendices may be included, if necessary,

3. PREPARATION SPECIFICATIONS

These include the size of paper, type of print layout of type script, margins spacing, facing of pages, photographs mounting of figures, tables, and photographs, duplicating and reducing of figures and paging.

(a) Size of paper:

A4 is the standard size of paper to be used. Higher quality white paper shall be used throughout. If other sizes of paper must be used it shall be mounted or folded to A4 size.

(b) Layout of type script:

These must be at least 50mm (2”) on the left or binding edge, 20 mm (3/4”) on the head and tail margins and 25 mm (1”) on the right-hand edge every page in type scripts.

(c) Spacing:

The printed matter must be double spaced except block quotations, foot notes, captions on tables and figures and the appendices. These may be single with double spacing between the entries. The list of references should be single spaced but with double spacing between entries. Referencing method – APA Style is preferred.

(d) Text Font:

A standard font like Arial, Times Roman should be used with 11/12 font size,

(e) Mounting figures, tables, photographs etc.:

If needed, these should be dry mounted. Scotch tape or similar adhesives must not be used.

(f) Notes:

Should be inserted notes where necessary either at the foot by the relevant page or at the end of the chapter. If too voluminous, to be practical’ should be placed in an appendix.

(g) Duplicating and reducing of figures:

Special care must be taken in both duplicating and reducing figures (tables, drawings, photographs, maps etc.). Figures must not be reduced beyond easy legibility.

(h) Paging:

The preliminary pages must be numbered in small Roman numerals (i.e., ii, iii, iv etc.) while the text is in Arabic numerals: The title page is “i” but is not numbered.

4.BINDING

(a) Draft copy

A temporary binding like spiral binding is adequate when submitting initially for the examination.

(b) Final Copy

Sewn & bounded in strong, waterproof stiff cover material of black colour.

(c) Lettering

Lettering on outer cover of all copies: Gold lettering

On front board:

Title & author's name, (both in capitals 18 font size)

Degree, Department, Faculty, University, Year (normal letters, 18 font size)

On spine

On the spines using lettering of suitable size, the degree, name of the author and year of presentation (in that order). The lettering shall run vertically from top to bottom.