

TRIBHUVAN UNIVERSITY
Janapriya Multiple Campus

Master's Degree Dissertation Guidelines 2019

Office of the Dean, Faculty of Management
Tribhuvan University

Kathmandu, Nepal

STRUCTURE OF THE DISSERTATION

A dissertation is typically made up of three main divisions: (1) preliminary section, (2) body of the dissertation section, and (3) supplementary material section. Each of the sections contains different kind of contents. You are required to assemble the dissertation report in the following order:

Preliminary Materials

- Title Page of the Dissertation
- Certificate of authorship
- Report of Research Committee
- Approval Sheet
- Acknowledgments
- Table of Contents
- List of Tables
- List of Figures
- Abbreviation
- Abstract

The dissertation should contain an abstract of up to 350 words. An abstract represents a brief summary of the results of the dissertation. By summarizing the results of the research, it allows other people to get an idea of what was accomplished without having to read through the whole dissertation. It should follow:

- ✓ *What is the purpose of the work?*
- ✓ *What methods did you use for your research?*
- ✓ *What were the key findings and conclusion reached as a result of your research?*
- ✓ *Did your work lead you to make any recommendation for future actions?*

Body of the Report

- Chapter I Introduction
- Chapter II Literature Review
- Chapter III Research Methodology
- Chapter IV Result and Discussion
- Chapter V Summary and Conclusion

Supplementary Materials

- References
- Appendices

BODY OF THE DISSERTATION REPORT

Chapter – I Introduction - Background information on the topic so that you are able to 'place' your research in the context. The contents of this chapter may include:

- 1.1 Background of the Study
- 1.2 Problem Statement (including Research Questions)
- 1.3 Objectives of the Study
- 1.4 Hypothesis Statement (if tested in the research)
- 1.5 Rationale of the Study
- 1.6 Limitation of the study
- 1.7 Plan of the study

The purpose of the **background of the study** 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.

Chapter II Literature Review – This chapter should include the following:

- The purpose of this chapter is to review relevant 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, identifying the gap, 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 about the number of pages to this chapter, but as a guide, 10 to 20 pages is suffice.
- Therefore, this chapter include:
 - 2.1 Introduction (introducing the content of the chapter and create a link between Chapter I and remainder of this Chapter)
 - 2.2 Theoretical Review (concepts, theories, models etc)
 - 2.3 Empirical Review (past studies on your topic)
 - 2.4 Research Gap (area, issues, problems which are not covered in previous studies)

Chapter – III Research Methodology - In this chapter you should clearly outline what methodology you used in your research i.e. what you did and how you did it. It should make the research writing „scientific“ and allows other researchers to verify the findings,

if they wish, by following the same set of methods. The contents of this chapter may include:

- 3.1 Research Design
- 3.2 Population and Sample, and Sampling Design
- 3.3 Nature and Source of Data
- 3.4 Instrument of Data Collection
- 3.5 Method of Analysis
- 3.6 Research Framework and Definition of variables

Chapter – IV Result 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 hypothesis 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:

- 4.1 Results
- 4.2 Discussion

In the **Result Section**, the researcher should *present* and *analyze* the collected data to extract their meaning in the chronological order of research questions or objectives. Tables and figures 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.
- The methods and analytical tools may be descriptive such as percentage, mean, mode, standard deviation, correlation or Inferential statically tests such as chi-square test, t-test, f-test and so on.
- This section should seek to answer all the research questions and test the hypotheses.

In the **Discussion 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 whether 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.
- The researcher has to interpret the results in right perspective and offer evidences wherever necessary.
- If they arrived to a unexpected result, 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 Conclusions - 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: Therefore, this chapter may include:

- 5.1 Summary
- 5.2 Conclusion
- 5.3 Implications

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.
- Some Tips of Writing Conclusion :
 - Limit the conclusions to the data presented (do not introduce new material)
 - Be objective: Avoid exaggerating or manipulating data to prove your point
 - Present the main trends, the relationships among trends, and generalizations of trends
 - Any conclusions that you draw must be clearly stated
 - Avoid merely restating the material
 - Discuss any contrary results and attempt to explain them
 - Explain agreements or disagreements between your work and other published studies
 - Avoid the word “prove”
 - Use “show, demonstrate, indicate, support, suggest, imply, appear”
 - Hedging terms like “may be, might be, could be, probably, possibly” may be used as needed, but avoid using too many hedges in one sentence
 - **Remember!!!**
 - *The main conclusion is first (i.e. conclusion as per general objective)*
 - *Each conclusion is well supported by information in the dissertation*
 - *Everything in the Conclusions has been mentioned previously*

- *The conclusions are in descending order of importance*

Implications

- This section tell what are the uses or application of your findings.
- 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 only based on your finding results.

DISSERTATION FORMAT AND LAYOUT

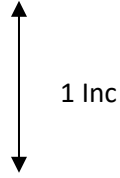
MBS dissertation reports are kept in FOM's records. As such, they must conform to a standardized "look and feel" in order to achieve consistency. The following are the rules concerning dissertation report typing and formatting:

- A dissertation report shall be a typescript paper document. It shall not be submitted in an electronic format.
- A dissertation report is to 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.
- Typing is to be done on one side of each sheet only, with pages numbered consecutively throughout the report. The following minimal margins are to be observed:
 - Left: 1.5"
 - Top 1."
 - Bottom 1"
 - Right 1"
- A dissertation report must be **1.5 line spaces**. Single spacing may be used only in the Table of Contents, footnotes and endnotes, charts, graphs, tables, quotations, appendices, and references.
- Typing should be done using the **Times New Roman** and font size of **12 for text** or equivalent, except for text in the tables. Font size of **main heading** must be **16**, **subheading 14**.
- Beginning with the first page of the **main body of the text**, pages are numbered consecutively with Arabic numerals (1, 2, 3, 4, etc.) in the **top right** of the each pages. **All pages preceding** the first page of the body are counted and numbered with lower case Roman numerals (ii, iii, iv, etc.) must be in the **bottom centre**. The title page is counted but the number is not printed on the page.
- **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.
- Report writing format should follow the **APA styles of citation and references**.
- **Except** for text in the tables, **all other text** must always be **justified**.

Reference Book

Prem R. Pant (2015). *Social Science Research and Dissertation Writing*.
 ↑ → Kathmandu: Buddha Academic Enterprises.

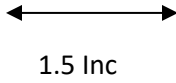
0.5" Hanging



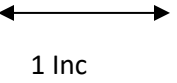
Example of the Title Page

TITLE OF THE DISSERTATION

F. 16



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



F. 14

by

Full name of the student

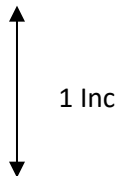
F. 14

Roll No. –/ year

T.U. Regd. No. :

Janapriya Multiple Campus

Month and Year



Certification of Authorship

F. 16 main heading

F. 12 text

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..

[This page will be in Campus letter head]

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.

...Signature:

...Name of Supervisor.....

...Position:.....

Dissertation Proposal Defended Date:

.....

...Signature:

...Name of Supervisor.....

...Position:.....

Dissertation Submitted Date:

.....

...Signature:

...Name.....

.....Head of Research Committee...

Dissertation Viva Voce Date:

.....

[This page will be in Campus letter head]

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

Internal Examiner

External Examiner

Chairperson, Research Committee
Signature

Date

TABLE OF CONTENTS

<i>Certificate of Authorship</i>	ii
<i>Report of Research Committee</i>	iii
<i>Approval Sheet</i>	iv
<i>Acknowledgements</i>	v
<i>Table of Contents</i>	vi
<i>List of Table</i>	vii
<i>List of Figure</i>	viii
<i>Abbreviation</i>	ix
<i>Abstract</i>	x
CHAPTER – I INTRODUCTION	1-10
1.1 Background of the Study	
1.2 Problem Statement	
1.3 Objectives of the Study	
1.4 Hypothesis	
1.5 Rationale of the Study	
1.6 Limitation of the Study	
1.7 Plan of the Study	
CHAPTER - II LITERATURE REVIEW	
2.1 Introduction	
2.2 Theoretical Review	
2.3 Empirical Review	
2.4 Research Gap	
CHAPTER – III RESEARCH METHODOLOGY	
3.1 Research Design	
3.2 Population and Sample, and Sampling Design	
3.3 Nature and Source of Data	
3.4 Instruments of Data Collection	
3.5 Methods of Analysis	
3.6 Research Framework and Definition of Variables	
CHAPTER-IV RESULTS AND DISCUSSION	
4.1 Results	
4.2 Discussion	
CHAPTER – V SUMMARY AND CONCLUSION	
5.1 Summary	
5.2 Conclusion	
5.3 Implications	
<i>References</i>	<i>(Follow 6th Edition APA Format)</i>
<i>Appendices</i>	