

THESIS WRITING GUIDELINE

Department of Social Statistics

Thesis Guidelines for BA (Hons) in Social Statistics Students



University of Kelaniya

DEPARTMENT OF SOCIAL STATISTICS

GUIDELINES FOR WRITING THESIS FOR
BACHELOR OF ARTS (HONS) IN SOCIAL
STATISTICS DEGREE

It is the responsibility of the student and the supervisor to ensure that the thesis complies in all respects to these guidelines

Please note that students are required to conduct their thesis analysis using advanced quantitative techniques

Table of Contents

1	Introduction.....	1
2	Format and Appearance	3
2.1	Preliminary Pages	3
2.2	Title page.....	3
2.3	Certification of Thesis and Thesis Copyright / Agreement Page.....	4
2.4	Declaration	4
2.5	Acknowledgement.....	4
2.6	Abstract	5
2.7	Text Format	5
2.7.1	Paper Size	5
2.7.2	Font	5
2.7.3	Line Spacing.....	5
2.7.4	Margins.....	6
2.7.5	Spine.....	6
2.7.6	Title page.....	6
2.8	Table of Contents	7
2.9	List of Tables / Figure / Symbols / Abbreviation / Illustration / Glossary.....	7
2.10	Bibliography/ References	8
2.10.1	APA Reference.....	8
2.10.2	Citing in the text	8
2.10.3	Citing a direct quote	9
2.10.4	Citing sources with single author	9
2.10.5	Two or three authors.....	9
2.10.6	Multiple Works from the Same Author	9
2.10.7	Citing Multiple Works in One Parenthesis	10
2.11	Appendices:.....	10
2.12	Binding.....	10
2.13	Cover Title	10
2.13.1		10
3	About the Chapters	11
3.1	Chapter 1: Introduction	11
3.2		11
3.3		12
3.4		12
3.5		12

4	List of References for Various Types of Publication Materials	14
4.1		14
	Table 2-1 Statement on Title Page according to mode of programme	4
	Table 4-1 List of References: Book.....	14
	Table 4-2 List of References: Journal Articles	15
	Table 4-3 List of References: Other Materials	15

1 Introduction

The purpose of this thesis writing guideline is to clarify, simplify, and promote excellence in Bachelor's, thesis writing and presentation. This guideline describes the important requirements for maintaining the uniformity of these theses at Social Science Faculty, University of Kelaniya. This guide provides a specific overview of the formatting requirements required for all theses and dissertations at Kelaniya University.

The regulations contained within have been updated for the benefit of students and compulsory followed by all disciplines. But, certain requirements of format maybe required based on the different disciplines. Students are to write the thesis using this guideline must present a clear body of original work.

This guideline is among final tasks to complete students Bachelor degree, and a chance to use and demonstrate the knowledge, skills and understanding they have acquired. The point of the bachelor thesis is to demonstrate their ability to: work independently, identify a relevant topic, review literature about it, critically analyse it, write up research findings. Students are responsible for adhering to their departmental requirements in order to graduate from Kelaniya University.

Recommendations are most welcome. Such recommendations will be evaluated annually.

1.1 Purpose of this Guide

This guideline consist the technical parameters within which all students must observe such as margin settings, spacing, format and style, the sequence of pages within the document, and items required for final submission. It is logical to encourage the use of this guide as reference for practices. It becomes necessary for students to understand the various elements of a manuscript and general formatting requirements.

The purpose of this guideline is to:

- a) Assist undergraduate students to write a thesis in accordance with the standard formatting.
- b) Briefly describe the concept that should be in the writing dissertation.
- c) Provide guidance to supervisors and the faculty of Social Sciences), thus providing the same viewpoint regarding the writing of a dissertation / thesis.

- d) Provide a standard template to be used by the students in the writing of a dissertation.
- e) A guide for writing the thesis but subjected to their respective fields of study.

2 Format and Appearance

2.1 Preliminary Pages

The preliminary pages consist of title page, dedication, abstracts, acknowledgement, approval sheets, declaration form, table of contents, list of tables, list of the figure, symbols and abbreviation, list of references and list of appendixes. The page number in the preliminary pages are to be in lower case Roman numerals centred at the bottom of the page except for the title page, which not numbered. Preliminary pages of the thesis normally consist of the following, in this order:

Title page

Abstract

Table of Contents

Acknowledgements

Dedication

List of Abbreviations

List of Figures

List of Tables

2.2 Title page

The title page is the first page after the front cover and consists of the following information: the title of the thesis, the full name of the author, a statement according to the mode of programme, the name of the University and the year of submission.

The text should be typed using Times New Roman, font size 14 with 1.15 pt—line spacing. The supervisor's name should not appear on the title page. The title page is not to be numbered.

Table 2-1 Statement on Title Page according to mode of programme

Title of the Theses

Candidate Name

Submitted in Fulfilment of the Requirements for
the Degree of (Name of Programme)

University Name

Year

2.3 Certification of Thesis and Thesis Copyright / Agreement Page

This form must be completed by the candidate and signed by Supervisor. The original signed form must be included in all copies of the research project/dissertation/thesis.

2.4 Declaration

Students are required to declare his/her works are original work except for quotations and citations which have been duly acknowledged and have not been previously or concurrently submitted for any other degree at Kelaniya University or other institution.

2.5 Acknowledgement

In this part is where student could convey their appreciation to those who have been getting involved and provided their assistance directly or indirectly in the thesis. Acknowledgement should be brief, simple. Acknowledgements contain expressions of appreciation to the individuals or institutions that have helped the author in any way during his/her studies.

2.6 Abstract

Abstract is a summary of the thesis with not more than 250 words excluding the keywords. The objective of an abstract is to give the reader a concise account of the thesis. Students are required to include keywords after the abstract paragraph. Keywords are the words and phrases that can help the researchers to find information on the research in any databases. The words and phrases of keywords must be in italic, one line below the abstract, and indent 0.5 inch. Every keyword is separated with commas. Do not insert full stop (.) in your keywords.

A good abstract should consist of brief description of the followings:

1. Statement of Problem
2. Objectives of the Study
3. Methodology
4. Findings
5. Conclusions

2.7 Text Format

2.7.1 Paper Size

In theses, a white and A4 size (21x29 size, 80g weight) of paper is used. All pages must be of the same size and proportion.

2.7.2 Font

Font Size 12 fonts should be used throughout. Headings and sub-headings can be made bold. Font Style is Times New Roman (English), FM Abhaya (Sinhala)

2.7.3 Line Spacing

Spacing: Double spacing, except for quotations and footnotes

Single page: Type only on one side of the page

Margins: 1.5-inch left margin and 1-inch margins on all three sides

Paper Size: The dissertation should be typed on A4-size white bond paper. If diagrams, maps, tables and similar presentations do not fit readily on this sheet size, B4 size may be used.

Align Text: Justify, Body Text, Chapter heading must be kept "Centre", all subheadings must use "Align text left"

Page break: Each item in front matter, back matter and all the chapters should start on a new page

2.7.4 Margins

A 4 cm gap is left for the gutter on the left side of the pages and a 2.5 cm gap is left for the other edges. If the page is used horizontally, the same margins are used. In the first pages, the main chapter headings start 5 cm below. Main chapters start with a new page.

2.7.5 Spine

The spine of the hardbound copy of the thesis should carry the name of the candidate with initials, name of the degree and the year of award, from bottom upwards in that order leaving 2.5 cm space on either end.

2.7.6 Title page

The title page is the first page after the front cover and should include:

1. The final research title which has been approved by the department.
2. Name of candidate according to the registration records.
3. A statement according to the mode of programme.
4. The year of submission.
5. The words on title page should be typed with Times New Roman font, font size 12 and spacing 1.5.

2.8 Table of Contents

Table of contents consist of preliminary pages, lists of the chapters, topics and sub-topics together with the page number. The sub-topic and the topics should be labelled according to the chapter.

2.9 List of Tables / Figure / Symbols / Abbreviation / Illustration / Glossary

List of tables / figure / symbols / abbreviation / illustration / glossary together with its page numbers which are found and listed throughout the text. The numbering system is according to chapter. Tables and figures must be numbered continuously throughout the proposal (1.1, 1.2, 1.3) and they must be placed as close as possible to their first mention in the main text. The heading of the table should be placed at the top of the table while the caption of the figure should be at the bottom of the figure. The list of tables should immediately follow the table of contents on a new page. Each entry should have the same number and the same caption or title used for a table in the text, although a long caption may be abbreviated to the extent of using only the first full sentence. As in the table of contents, each entry must have leader dots which connect it to its page number.

If abbreviations are used in the thesis, a list of them should be given after the Table and Figure page. Abbreviations consist of the initials of the relevant name. A full explanation is written across from each abbreviation. Abbreviations must follow the International standards. When an abbreviation is used in first time, it must be explained in the text. A separate list should be prepared for all abbreviations used in thesis/dissertation with their full meaning. The abbreviations in the list should be arranged according to the alphabetical order.

List of Illustrations, and List of Symbols If included, lists of figures, illustrations, or symbols must appear on separate pages and are governed by the same rules as the list of tables.

2.10 Bibliography/ References

Referencing, or citing, is an essential component of academic writing, as it acknowledges the sources of information you have used to complete your task. The Bibliography/References List starts on a new page and consistently follows the bibliographic citation format from the style guide used throughout the document. All references that you have quoted (or cited) in the text have to be included in the reference list. Reference style is APA (American Psychological Association) publication manual. The bibliography must include all references cited. Page of references must be separate to the text content.

2.10.1 APA Reference

The APA style is most commonly used to cite sources within the social sciences. Students are advised to check for the latest versions of references styles as the style are frequently updated.

2.10.2 Citing in the text

The purpose of citing in the text is to provide brief information about the source, sufficient for readers to find full details about the source in the reference list. In-text citations can be presented in two formats:

- a. (Author Date) – used to show the source of the information you are citing, usually placed at the end of a sentence.

Example:

Innovations could be adopted or rejected, (1) by an individual member of a system or (2) by the entire social system or (3) by relatively few individuals in the system who possess power, status, or technical expertise (Rogers, 2003; Bass, 1969)

- b. Author (Date) – used to emphasise the author by integrating author name into the sentence, followed immediately by date in brackets.

Example:

In the long run, Saarinen (2022) argues, development of tourism may not always be the most favourable use of natural and cultural resources ...

2.10.3 Citing a direct quote

Author name, publication year and page number(s) must be included when incorporating a direct quotation into a sentence. Use single quotation marks to enclose short quotations. Fit quotations within your sentences, making sure the sentences are grammatically correct.

Example:

When Hudson (2011, p. 1136) suggests that knowledge of tourism and hospitality labour 'clearly has a contribution to make to current wider societal debates' she is, as we are, reflecting on the shifting phenomenon of hospitality work.

2.10.4 Citing sources with single author

Using author James Cameron, this takes the form:

- (i) As part of sentence: Cameron (2017) states.....
- (ii) (ii) At the end of a sentence: (Cameron, 2017)

2.10.5 Two or three authors

If there are two or three authors for a cited reference, names should be written as below for first appearance:

- (i) As part of sentence: Mitchell, Thompson and Murphy (2017) states.....
- (ii) At the end of a sentence: (Mitchell, Thompson and Murphy, 2017)

And as shown below thereafter:

- (i) As part of sentence: Mitchell et al. (2017) states...
- (ii) At the end of a sentence: (Mitchell et al., 2017).

2.10.6 Multiple Works from the Same Author

References published in the same year by the same author are listed alphabetically according to the title of the work and a lower-case letter (a, b, c, ...) is added immediately after the date, in both the reference list and in-text citations.

- (i) As part of sentence: Campbell and Shiller (1988a, b)
- (ii) At the end of a sentence: (Campbell and Shiller, 1988a, b)

References published in the different year by the same author are listed alphabetically and chronologically.

- (iii) As part of sentence: Mitchell (2010; 2017)
- (iv) At the end of a sentence: (Mitchell, 2010; 2017)

2.10.7 Citing Multiple Works in One Parenthesis:

List the in-text citations in the normal way but with semicolons between different references:

- (i) At the end of a sentence: (Mitchell, 2017, p. 189; Smith, 200; Andrews, 1989, pp. 165-176).

2.11 Appendices:

If included, the list of appendices must appear on separate pages and are governed by the same rules as the list of tables. A sample list of appendices is provided in Appendix I.

2.12 Binding

The thesis/dissertation should be bound in hard cover. Students are required to ensure that all university requirements have been met and necessary signatures have been obtained before binding of the thesis. Check that all pages are in the correct order. The project paper should be bound with a black hard cover and the binding should be of a fixed kind in which pages are permanently secured.

2.13 Cover Title

The outside front board shall bear the title of the thesis in 24 point type in Times New Roman font. The title shall be in upper case with bold letters except scientific names.

2.13.1 Spine Title

The spine of thesis shall bear in at least 24 point type, name, degree and year of submission. The printing on the spine shall be along the length side when the volume is lying flat.

3 About the Chapters

The theses text is organised into chapters. There is no restriction on the total number of chapters but has to be agreed upon by the supervisor and the candidate. Generally, the basic structure of the research report, thesis or dissertation is as follows:

3.1 Chapter 1: Introduction

This chapter introduces following main components:

Background of the Study

Statement of the problem

Research aim and Objectives of the study

Research Questions

Significance of the study

Scope and Limitations of the Study

Organization of the Thesis

3.2 Chapter 2: Review of Literature

This section encompasses a critical and comprehensive review of the literature related to the topic of thesis. It is meant to act as a base for the experimental and analytical sections of the thesis. Literature selected must be up to date, and be analysed and synthesised logically. It is not simply a summary of works of different authors. This chapter discusses in detail a critical review of past literature by accredited scholars and researchers relevant to the study. The candidate can review in depth research conducted as necessary from older publications but should focus on recent/current publications within the latest five years.

Examples:

Morphometric analysis was for watershed characterization and prioritization (Chalam et al., 1996; Pandey et al., 2004; Dabral and Pansey, 2007).

Corresponding references should be written in the Reference Section as follows:

Chalam, B.N.S., Krishnaveni, M. and Karmegan, M. 1996. Correlation of runoff with geomorphic parameters. Journal of Applied Hydrology. 1(3): 24-31.

Pandey, A., Chowdary, V.M. and Mal, B.C. 2004. Morphological Analysis and Watershed Management using Geographic Information System. Hydrology Journal. 27:71-84.

Past tense should be used for citing references. For example, it is often written as, "Pandey and Kumar (1995) have demonstrated that ...".

This is not correct. When the year (1995) is mentioned, it is no more present perfect tense but past indefinite tense. Therefore, the correct form is, "Pandey and Kumar (1995) demonstrated that ...".

3.3 Chapter 3: Research Methodology

The methodology describes the methods and techniques as follows:

Research method

Population, sample and sampling

Data Collection

Data analysis

Data Collection Procedures

Techniques of Data Analysis

3.4 Chapter 4: Results/Findings

In this chapter, the findings must be presented in written text, with relevant tables and figures to answer the research questions. The interpretation of the findings must be presented in a scholarly manner. Analyses of data and findings of the research are described in this chapter. It presents complete results and analyses of the study in the form of figures, tables or text so that the key information is highlighted.

3.5 Chapter 5: Conclusions, Policy Suggestions and Recommendations

In this chapter, the conclusions of the research should be summarized to emphasize the key findings and their broader significance. Policy suggestions focus on providing strategic guidance for decision-makers, typically at institutional or governmental levels, aiming to influence or improve policies based on the research findings. In contrast, recommendations are specific, actionable steps directed at particular stakeholders, such as practitioners or organizations, to address practical aspects of implementing the findings. Additionally, future research suggestions (the way forward) can be included to identify gaps that remain unaddressed and propose directions for further studies to build on the current research.

4 List of References for Various Types of Publication Materials

All references cited should be listed in the List of References at the end of the last chapter. List the references alphabetically. If more than one published materials by the same author are cited, these materials should be listed chronologically.

4.1 Book

Table 4-1 List of References: Book

Type	Example
Books with 1 author	Greetham, B. (2001) How to write better essays. Basingstoke: Palgrave.
Books with 2-3 authors	Blaxter, L., Hughes, C. and Tight, M. (2010) How to research. Maidenhead: McGraw-Hill/Open University Press.
Books with more than 3 authors	Moore, S., Neville, C., Murphy, M. and Connolly, C. (2010) The ultimate study skills handbook. Maidenhead: Open University Press.
Books with later editions	Troy B.N. (2015) 'Harvard citation rules' in Williams, S.T. (ed.) A guide to citation rules. New York: NY Publishers, pp. 34-89.
Chapter in a book	Manning, N. (1998) Social needs, social problems and social welfare, in Alcock, P., Erskine, A. and May, M. (eds.) The student's companion to social policy. Oxford: Blackwell, pp. 31-36.
E-Book	Mitchell, J.A., Thomson, M. and Coyne, R.P. (2017) A guide to citation. E-book library [online]. Available at: https://www.mendeley.com/referencemanagement/reference-manager (Accessed: 10 September 2016).

4.2 Journal articles

Table 4-2 List of References: Journal Articles

Type	Example
Print	Lillis, T. and Turner, J. (2001) 'Student writing in higher education: contemporary confusion, traditional concerns', Teaching in Higher Education, 6(1), 57-68.
E-journal article with DOI (if available)	Lillis, T. and Turner, J. (2001) 'Student writing in higher education: contemporary confusion, traditional concerns', Teaching in Higher Education, 6(1), 57-68. doi: 10.1080/13562510020029608.

4.3 Other Materials

Table 4-3 List of References: Other Materials

Source	Format /Citation
Conference articles	Author (Year) Title of the article. Name of the conference. Date of the conference. Place, page. Example: Sheta, A. F. and De Jong, K. (1996) Parameter Estimation of Nonlinear Systems in Noisy Environments Using Genetic Algorithms. Proceedings of the 1996 IEEE International Symposium on Intelligent Control. 15-18 September. Dearborn, Michigan: IEEE, 360 - 365.
Thesis	Author (Year) Title of the thesis. Thesis award. Place published. Example: Adnan bin Hassan (2002) On-line Recognition of Developing Control Chart Patterns. PhD Thesis, Panjab University, India.
Legislations	Name of the country (year) Title of the legislation. Legislation number. Example: Malaysia (1983) Perintah Monumen Lama dan Tapak Tanah Bersejarah. P.V. (A) 41 1983.
Standards	British Standards Institution (1990) B.S. 764. London: British Standards Institution.

