

GUIDELINES FOR PREPARATION OF A THESIS (M.Sc.in Management / M.Sc. in Accounting & Finance)

Guidelines of the formatting

Paper: Leaf Size – A4 on good quality white paper (80 g.cm⁻²)

The text should be in double space type (font 12 – Times New Roman for body text) with the following margins:

Right side	-	2 cm
Top and Bottom	-	3 cm
Left side	-	4 cm (room for binding)

Thesis topic (font 24, bold), name, Degree and the year (font 18, bold) – Times New Roman

Front cover format

<p>Full Title</p> <p>By</p> <p>Full name of candidate (Student Registration Number)</p> <p>M.Sc. in Management/ M.Sc. in Accounting & Finance</p> <p>Year & Month of submission</p>

The first and last leaf should be blank and of thick (230 g.cm²) quality paper.

Spine of the thesis (Font 14, Bold, Times New Roman)

Name of the Author (Left Side) and the Year(Right Side)

Inner cover format (Font – 16, Double Spacing, Times New Roman)

<p>Full title</p> <p>By</p> <p>Full name of Candidate (Student Registration Number)</p> <p>Thesis submitted to the University of Peradeniya for the award of the Degree of M.Sc. in Management / M.Sc in Accounting & Finance</p>

Declaration page should have the following text and font sizes;

The work described in this thesis was carried out by me under the supervision of and a report on this has not been submitted in whole or in part to any university or any other institution for another Degree/ Diploma'.

Certificate of the supervisor

Should have a signed declaration with the date by the supervisor certifying the work of the candidate stating "I/ We certify that the date by the above statement made by the candidate is true and that this thesis is suitable for submission to the University for the purpose of evaluation'.

The following pages should be for table of contents in which the section of the text are numbered using Arabic numerals up to decimals. Further subsections should have Roman numerals.

The numbering of the page should start within the first page of the table of contents and simple Roman numerals should be up to end of the last page of the Abstract. Page numbers will appear at the bottom centre of each page.

<i>1st Numeral</i>	- <i>Bold Capital</i>	-	<i>Font 12</i>
<i>1st Numerals with decimal</i>	- <i>Bold Simple</i>	-	<i>Font 12</i>
<i>1st Numerals with 2 decimals</i>	- <i>Simple</i>	-	<i>Font 12</i>
<i>1st Numerals with 3 decimals</i>	- <i>Simple</i>	-	<i>Font 12</i>

The references and appendices should not have page numbers.

Lists of tables, figures and plates where required should follow the table of contents. (Numbered in simple Roman numeral)

Acknowledgements should in a fresh page & limit acknowledgements into one page.

The abstract should follow on a fresh page. On this page the title of the thesis should be given with the author's name below it and the word ABSTRACT printed below in capital letters. (Font – 14) Double space has to be left below the work ABSTRACT. Abstract should be written Font – 12 – Times New Roman, Double Spacing, Bold letters are only for Title and full name. It should not exceed two pages.

The thesis should contain the following sections under specification. It should be written Font – 12 – Times New Roman, Double Spacing, Bold letters are only for titles.

In sections and sub-sections heading should be as follows:

Organization of the Thesis

- Outer Cover Page
- Inner Cover Page
- Declaration of the Candidate
- Certification by Supervisor/s
- Table of Contents
- List of Tables
- List of Figures
- Acknowledgement

Abstract

Chapter 1: Introduction

Chapter 2: Literature Review

Chapter 3: Materials and Methods

Chapter 4: Results

Chapter 5: Discussion

Chapter 6: Conclusions

References

Appendices

- **Note:** Results and Discussion can be two chapters or one chapter based on the type of research study.

- Roman numerals will be used up to Abstract and then Arabic numerals will be used from Chapter 1. References and Appendices will not have page numbers.

However, page numbers in first and second pages will not be shown.

Numbering of pages starts from introduction and it should be Arabic numerals. (1,2,3, etc.)

List of references should be given immediately after the text of the thesis starting on a fresh page. References throughout the text of the thesis as well as a list of references should follow standard Harvard method. Refer to annexure 9 for a sample reference.

Font 12 – Times New Roman, Double Spacing, Bold letters only for titles. Use Italics only when indicating Latin words.

Appendices, if any, should follow this section. Appendices should be titled, numbered and when necessary, have explanatory notes.

Final binding

Black Cover for M.Sc. All lettering in gold.

(Thesis topic (font 24), name, Degree and the Year (font 18) – Times New Roman)