

Thesis Preparation and Formatting Guidelines
for
Undergraduate and Postgraduate Degree
Programmes

BINDING:

Cover Page

See **Appendix - I** for the format of the cover page. The lettering on the Cover should be in **GOLD**.

Final Submission

The final corrected copy of the thesis must be free from typographical, grammatical, and other errors when submitted. After making the alterations mentioned by the examiners/VIVA panelists, one (01) copy of the thesis should be hardbound with BLACK color.

The short name of the degree, the year submitted and the name of the candidate with initials should be indicated at the spine as shown in the following figure. The lettering on the cover should be in GOLD.

S. R. Ranaweera
Short Name of Degree
Year

Short Name of Degree (Examples):
B.Sc. (Hons) _____
B.M. (Hons) _____
B.A. (Hons) _____
B.Eng. (Hons) _____
M.Sc. _____
MBA/MIT/MBS

STRUCTURE:

Your thesis should contain the following sections in order:

- Title page
- Declaration of the Candidate
- Acknowledgement
- Abstract
- Table of Contents

- List of Figures
- List of Tables

- List of Abbreviations
- Introduction
- Objectives
- Literature Review
- Methodology
- Results
- Discussion and Conclusions
- References
- Appendices

■ Title Page

Refer to Appendix II.

■ Declaration

A statement that the work is original and the student's own effort, signed by the student (Refer to Appendix III).

■ Acknowledgments

Gratitude to supervisors, contributors, and supporting organizations.

■ Abstract

A summary of the study, including objectives, methods, main findings, and conclusions. The abstract is typically 200-300 words, but this may change based on your degree requirements.

A typical abstract would contain 1-2 sentences about the background to the project, 1 sentence describing the aims, a few sentences describing the methods, a few sentences describing the results and 1-2 sentences containing the conclusion(s). Although the abstract comes immediately after the title, it is best to write it after you have completed all the other sections.

■ **Table of Contents** (Refer to Appendix IV)

Include all headings and subheadings with page numbers.

■ **List of Figures** (Refer to Appendix V)

Provide separate list including the titles and page numbers of all included figures. Figures commonly refer to photographs, images, maps, charts, graphs, and drawings. These items should appear as close as possible to their first mention in the text.

List of figures should follow the table of contents (numbered in simple Roman numerals). Ensure that each figure has a caption.

■ **List of Tables** (Refer to Appendix VI)

Provide separate list including the titles and page numbers of all included tables. Tables generally list tabulated numerical data. These items should appear as close as possible to their first mention in the text.

List of tables, where required, should follow the table of contents (numbered in simple Roman numerals). Ensure that each table has a caption.

■ **List of Abbreviations** (Refer to Appendix VII)

All abbreviations used in the thesis must be listed in alphabetical order with their full meanings. The first time an abbreviation is used, it must be explained within the text.

■ **Introduction**

The introduction section describes the background to your project. It should answer questions such as why your area of investigation is important and worthy of investigation. Give an overview of the research that has been carried out in that area and identify any gaps in our knowledge. The final part of this section should be devoted to clearly defining your research questions/hypotheses.

■ **Objectives**

Include the general and specific objectives of your research.

■ **Literature Review**

This section provides an overview of existing research on your topic, setting the context for your study. Include a discussion of key theories and concepts related to your research, as well as a summary of major studies and their findings. Highlight gaps in knowledge, identify key debates, and point out areas of disagreement or conflicting results in the literature. Conclude

by linking the literature to your research question, emphasizing how your study fills a gap or contributes new insights to the field.

■ Methodology

The methodology section should provide a clear and detailed account of how the research was carried out and the approach taken to analyze the results. The description should include sufficient information to enable another researcher to replicate the study accurately.

■ Results

The results section should present a logical and coherent sequence of tables and figures to summarize your findings. Avoid including raw data unless specifically advised otherwise. Focus on summarizing and organizing your data into a cohesive "results story," even if this means presenting results in a different order from the experimental process. The goal is to communicate the key findings clearly and effectively without attempting to interpret them.

■ Discussion and Conclusions

In the discussion, further analyze your findings in relation to the study's rationale and existing literature. Acknowledge the limitations of your work and their potential impact on the validity or applicability of your conclusions. Discuss the implications of your results for theory, further research, and practical applications. Highlight potential future studies to address unanswered questions or expand on your findings. The conclusion is not a mere 'summary' of your research but needs to be 'conclusions' as to the main points that have emerged and what they mean for your field.

■ References

A list of references should be given immediately after the text of the thesis, starting on a fresh page. Include all sources cited in the thesis. Include citations for images adapted from research papers or other databases.

Use Vancouver, APA or IEEE referencing style as specified by your faculty.

■ Appendices

Include additional information such as questionnaires, raw data, ethical letters, or supplementary tables. Appendices must appear at the end of the document (after references) and not the chapter to which they pertain. When there is more than one appendix, assign each appendix a number. All appendix headings and titles must be included in the table of contents. Page numbering must continue throughout your appendix or appendices. Ensure each appendix complies with margin and pagination requirements.

FORMATTING: (Refer to Appendices VIII, IX and X)

■ Margins

The thesis or dissertation must be in A4 size and have the following uniform margins throughout the entire document:

- Left: 1" (or 1 1/4" to ensure sufficient room for binding the work if desired)
- Right: 1"
- Bottom: 1" (with allowances for page numbers)
- Top: 1"

■ Font Type and Size

Times New Roman, 12 pt

■ Spacing and Indentation

The text must appear in a single column on each page, and 1.5-line spacing should be applied throughout the document.

■ Pagination

Paginate your thesis or dissertation following these guidelines:

1. Use lower-case Roman numerals (ii, iii, iv, etc.) starting with the Inner Title page. The Inner Title page counts as page i, but the number does not appear. Therefore, the first page showing a number will be the "Declaration" with ii at the bottom, where Roman numbering ends with the Abbreviations section.
2. Arabic numerals (beginning with 1, 2, 3, 4, etc.) start at the Introduction. Arabic numbers must be included on all pages of the text, illustrations, notes, and any other materials that follow. Thus, the first page of chapter one/ Introduction will show an Arabic numeral 1, and the numbering of all subsequent pages will follow in order.
3. Page numbers will appear at the bottom center of each page.
4. Pages must not contain running headers or footers, aside from page numbers.
5. If your document contains landscape, make sure that your page numbers still appear in the same position and direction as they do on pages with standard portrait orientation for consistency.

■ Headings

Sections of the text should be numbered using Arabic numerals up to 3 decimals. Further, subsections should have Roman numerals.

- 1st Numeral – Bold capital – Font 12

Eg- **1 INTRODUCTION**

- 1st Numeral with decimals – Bold Simple – Font 12

Eg – **1.1 Justification**

- 1st Numeral with 2 decimals – Simple- Font 12 (Only first letter capitalized)

Eg – **1.2 Objectives**

1.2.1 General objective

1.2.2 Specific objectives

- 1st Numeral with 3 decimals – Simple – Font 12 (Only first letter capitalized)

Eg – 2.3.1.1 Factors affecting cutaneous vitamin D synthesis

■ Table Headings and Figure Captions

Captions for tables should appear above the table, and captions for figures should appear below the figure (Font 12). Avoid shading in table cells.

Tables and figures should be numbered using Arabic numerals, with the first digit representing the main section of the thesis and the second digit denoting the sequential number of the table or figure within that section.

For example:

Table 2.1: Table Caption (indicates the first table in Section 2)

Figure 1.2: Figure Caption (indicates the second figure in Section 1)

[Appendix – I: Cover page]

TITLE OF THESIS

(Times New Roman - All Capital – Bold - 16 Font Size – 1.5 Space - Centered)

FULL NAME

Times New Roman 14, Centered

Bachelor/Master of _____

Times New Roman 14, Centered

Department of _____

NSBM Green University

Sri Lanka

Month and Year of Submission

Times New Roman 14, Centered

[Appendix – II: Inner Title Page]

TITLE OF THESIS

(Times New Roman - All Capital – Bold - 16 Font Size – 1.5 Space - Centered)

A thesis submitted to NSBM Green University for the degree of
Bachelor/Master of _____

By

STUDENT’S FULL NAME

Times New Roman 14, Centered

Department of _____

Faculty of _____

NSBM Green University

Sri Lanka

Month and Year of Submission

Times New Roman 14, Centered

[Appendix – III: Declaration]

DECLARATION

I declare that the content of this undergraduate/postgraduate thesis titled is my own work and this dissertation does not incorporate without acknowledgement any material previously submitted for any other degree in any university or institution of higher learning.

Signature

.....

Name

Date

Signature of the Supervisors

.....

Dr./Mr./Ms.

Principal Supervisor

Senior Lecturer/Lecturer

Department of _____,

NSBM Green University

[Appendix – IV: Table of Contents]

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Table 2.2	Table heading	20

[Appendix – VII: List of Abbreviations]

Abbreviation	Description
ACM	Association for Computing Machinery
IEEE	Institute of Electrical and Electronic Engineers
OPAC	Online Public Access Catalogue

[Appendix – VIII: Paragraph Formatting]

5 RESULTS

5.1 Socioeconomic characteristics of pregnant women

A total of 110 pregnant women were recruited (Figure 4.1) at the booking visit, and socioeconomic characteristics are shown in Table 5.1. There was no significant difference in the ethnic distribution among the studied women. Ninety-five (86.4%) of the women had secondary education. Five had a tertiary qualification. Five women did not go to school and did not receive any formal education. Ninety-four (85.5%) women were unemployed, while 16 (15.5%) were employed. Eighty-six women had a monthly family income of less than Sri Lankan Rupees (LKR) 50,000 (~USD 294).

[Appendix – IX: Figure Formatting]

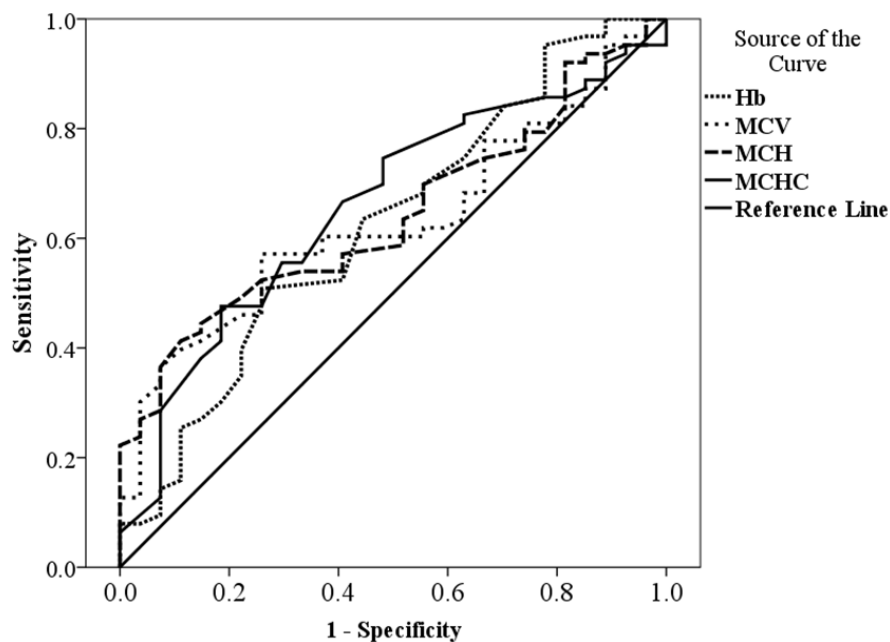


Figure 5.1 Receiver operating characteristic curves of red cell indices in the prediction of early iron deficiency at baseline.

[Appendix – X: Table Formatting]

Table 5.10 Characteristics of the newborn (n=80)

Characteristics	At delivery	6-8 weeks postpartum
Gestational age, weeks (& days)	39 (2) ± 1(2)	
Weight, kg	2.968 ± 0.452	4.718 ± 0.662
Length, cm	51.4 ± 3.4	57.3 ± 2.6
Head circumference, cm	32.8 ± 1.1	38.8 ± 2.1