1. **GENERAL GUIDELINES**

***(Applicable to proposal writing & thesis work writing:***

1. **Page number: Top right**
2. **Times New Roman Font 12 points text; (May be reduced in** tables if required).
3. **Margins**-**left & top 1.5 inch & right and bottom 1 inch**
4. **Line spacing**–**1.5 spacing**, throughout. **(Maybe reduced in** tables if required).
5. **Alignment: text: Justified**
6. **Between Paragraphs vertical gap 12 points or as appropriate**
7. **Never underline** throughout**,** use *italics* instead if you want to highlight
8. Use commas when you have to present numbers having more than 3 digits (e.g. Rs. 10,000).
9. **Use body note**; **Never use footnote**
10. **Never use bullets** but use (i), (ii), (iii), and (iv) in sub points sub chapters
11. In body note: for **direct quote** (i.e. “…..”), provide page no. (Shrestha, 2014, pp.122-123); for indirect quote no page no. is required. (Davis & Whalen, 2001).
12. Define the abbreviation when used for the first time.
13. Print one side only
14. *The research should contain accurate and factual information.*
15. *(i) Use* ***formal business English*** *(flawless) not colloquial (ii) Use simple & short sentences &paragraphs (iii) Use present tense or past tense; do not use future tense unless necessary or in research proposal.*
16. *Use* ***A4 size*** *white paper; Page layout* ***size A4****.*
17. **No hard and fast rule regarding page no (about 10-15 pages for proposal; about 50-60 pages excluding appendices)**
18. Four (4) hard copies (black bounded) and a soft copy of the finalized report submitted to the Research Committee of the Central Department of Management.
19. **But** Title page centered : First line

Chapter heading**:** centered: Second line

Sub headings: left aligned

1. Follow **APA 6th edition format for citations and referencing**
2. **Write only what you understand. Understand what you have written.**
3. **GUIDELINES FOR PROPOSAL WRITING**
4. Using present and future tense is recommended
5. Proposal must be only in one’s **specialization area.** It may be linked with non-specialization area
6. **Must be based on an international research article.International research article must be attached to the proposal.**

**The proposal should contain the following 3 components.**

**(a) Title page:** All fonts 12 times new roman except title font:14 **all caps block**

|  |
| --- |
| **TITLE OF THE PROPOSED THESIS**  **A Thesis Proposal**  **By**  **Candidate’s Full Name**  Central Department of Management  Roll. No…………..  Registration No. …………  *Submitted in Partial Fulfilment of the Requirement of Degree of*  **Masters of Business Studies (MBS)**  in the  **Faculty of Management**  **Tribhuvan University**  Place of Submission Month, Year |

**(b) Body**

* 1. Background of the study
  2. Problem statement and research questions
  3. Purpose of the study
* (4) Conceptual framework (Only if required)
* (5) Hypothesis (Only if required)
  1. Significance of the study
  2. Limitations of the study
  3. Literature review (briefly reviewing latest available literature with body notes)
  4. Methodology (briefly explained in future tense)
  5. Research design
  6. Population and sample
  7. Sources of data
  8. Data collection & processing procedure
  9. Data analysis tools and techniques

(Statistical, financial, mathematical tools, software packages to be used in the research)

* 1. Chapter Plan

**(c) References**

**Note: # Page No. begins from “Background of the Study” and continues for “References” too.**

**(C) THESIS WRITING FORMAT**

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*Certificate of Authorship…………………………………………………………………………….ii*

*Supervisor’s Recommendation Letter…………………………………….………………………...iii*

*Approval Sheet………………..………………………………………………………….……………iv*

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*Table of Contents………………………………………………………………………………………vi*

*List of Tables……………………………………………………………………………………….….vii*

*List of Figures…………………………………………………………………………………………viii*

*Abbreviations……………………………………………………………………………………….….ix*

*Abstracts…………………………………………………………………………………………………x*

**Chapter 1: Introduction…………………………………………………….…1-6**

* 1. Background of the study…………………………………………………………….…..1
  2. Problem statement and research questions……………………………………….….....3
  3. Purpose of the study………………………………..………….……………...…………4
  4. Significance of the study……………………………………………………………..….5
  5. Limitations of the study…………………………………………………………………6
  6. Chapter plan………….…………………………..……………………………………..7

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2.2 Review of previous works……………………………………………………………….21

2.2.1 Review of articles in the journal………………………………………………….21

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**Chapter 4: RESULTS…………………...……………………………………..….…. 37-55**

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**REFERENCES………………………………………………………………………….…..63**

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**(D) GUIDELINES FOR THESIS REPORT WRITING**

1. Four (4) hard copies (black bounded) and a soft copy of the finalized report submitted to the Research Committee of the Central Department of Management.
2. **The thesis report consists of 3 sections:(a)Preliminary (b) Body (c) Supplementary**
3. **PRELIMINARY**

**Pagination:** for preliminary pages: roman numbers *(i.e. ii, iii, ..)* before chapter 1.

1. ***Title Page***

* **Counted as page “i” but does not appear; centered**

|  |
| --- |
| **TITLE OF THE THESIS**    **A Thesis**  **Submitted** **By** **CANDIDATE’S NAME**  Central Department of Management  Roll No.  Registration No.  *In Partial Fulfillment of the Requirements for the Degree of* **Master of Business Studies (MBS)**  In the  **Faculty of Management**  **Tribhuvan University**  **Place of Submission** **Month, Year** |

**● TITLE (14) & STUDENT’S NAME (12) all CAPILAZIED and BOLD; title, not more than 3 lines**

**● Spell out all acronyms in full; never use abbreviation in the title of the thesis**

**● Write only current month and year, not the day**

1. ***Certificate of Authorship***

* **Signed by the Researcher that this is his/her original research not published anywhere**
* **Counted as page ii and appears.**

|  |
| --- |
| **Certification of Authorship**  I certify that the work in this thesis has not previously been submitted for a degree nor has it been submitted as part of requirements for a degree except as fully acknowledged within the text.  I also certify that the thesis has been written by me. Any help that I have received in my research work and the preparation of the thesis itself has been acknowledged. In addition, I certify that all information sources and literature used are indicated in the reference section of the thesis.  (Signature…………..)  Name of the Candidate  Date |

1. ***Supervisor’s Recommendation***

|  |
| --- |
| **Supervisor’s Recommendation**  **I certify that the thesis submitted by NAME OF THE STUDENT entitled TITLE OF THESIS has been prepared as per the format prescribed and approved by the Faculty of Management, Tribhuvan University. This research work has been completed under my supervision and guidance. To the best of my knowledge, this thesis is the candidate’s original research work and has fulfilled all the requirements of Master of Business Studies degree, Faculty of Management, Tribhuvan University. I, therefore, recommend this thesis for evaluation and for the award of master’s degree.**  **………………………**  **Name of the Supervisor**  **Central Department of Management**  **Tribhuvan University, Kirtipur**  **Kathmandu, Nepal** |

1. ***Approval Sheet***

* In the “Central Department of Management” Letter Head
* **No page no appears, but counted as page (iii)**
* **In the Department’s letterhead.**

|  |
| --- |
| **Central Department of Management**  **Faculty of Management** **Tribhuvan University**  **APPROVAL-SHEET**  We, the undersigned, have examined the thesis entitled……………………………presented by ……………………..……..…, a candidate for the degree of **Master of Business Studies** (MBS) and conducted the viva voce examination of the candidate. We hereby certify that the thesis is worthy of acceptance.  (Signature………)  Thesis Supervisor  (Signature………)  Internal  (Signature………)  External  (Signature………)  Chairperson, Research Committee  (Signature………)  Head of the Department  Date |

***4. Acknowledgements***

* **Page no. appears as “iv”**
* **Not more than one page; giving credit &gratitude to the concerned people who helped you in your thesis work.**
* **Name of the student at the end only (but no signature is required)**

***5. Table of Contents***

Page no. appears as “v” and “vi”.

***6****.* ***List of Tables***

Page no. appears as “vii”

***7. List of Figures***

Page no. appears as “viii”

***8. Abbreviations***

Page no. appears as “ix”

***9. Abstracts***

* Page no counted as “x” and appears
* Should be up to 350 words (not more than 1 page)
* **Abstract should be:** concise, objective, and specific summary of most important points of the whole paper without your evaluation or opinion. It may contain **objective, research methodology,** and **conclusion**.

**(b). BODY**

1. Be coherent (art of storytelling) for easy reading; all relevant information must be organized in logical & orderly manner. Present the evidence with pertinent chart, graphs, data, pictures etc.
2. Use 1, 2, 3, etc. from chapter 1 till the end including **references,** including **appendices.**
3. **Title of the chapter: chaptered, bold, and New Times Roman font sized 12 all caps bold.**
4. Do not present statistical or financial computation in the report.
5. Start each chapter of the thesis on new page.
6. There are **5 chapters** in the project report typically

**(1) Introduction (2) Literature Review (3) Methodology (4) Results (5) Conclusion**

**Chapter 1: Introduction**

1.1 Background of the study

1.2 Problem statement

1.3 Purpose of the study

\* (1.4) Conceptual frame work if required

\* (1.5) Hypothesis if required

1.4 Significance of the study

1.5 Limitations of the study

1.6 Chapter plan

“Conceptual framework” & “Hypothesis” not compulsory, comes just after “Purpose of the study”.

**Chapter 2: Literature Review**

*(Do not define what literature review is, just review the related literature.)*

2.1 Conceptual review

2.2 Review of journal articles

2.3 Review of previous theses

2.4 Research gap

**Chapter 3: Methodology**

Do not define what research methodology and components but explain only the specific methodology used by the researcher. Should **not** use future tense but either past or present tense.

3.1 Research design

3.2 Population and sample (Sample size, Explain sampling method/procedure used & rationale behind using the method)

3.3 Sources of data

3.4 Data collection procedure (including data collection instrument, reliability test, etc.)

3.5 Data processing procedure

3.6 Data analysis tools and techniques (statistical/financial/mathematical; scale; variables)

-Mention only the tools applied in the research; use only the relevant/appropriate

**Chapter 4: Results**

* 1. **Data presentation and analysis**

*-Data are* ***presented & analyzed.*** Only 2 digits after decimal (e.g. 2.96) (except in P value, etc).

-**Do not describe each data but only special and critical ones**.

-Explain the trend/tendency of the data presented.

-Do not write “above table or below table” instead write table no. 4.1.

-As far as possible, present table in single page even by reducing the font to fit in the same page

* 1. **Major findings**

**Findings:** Gist/sum up of results; supported by relevant data/fact numbered as i, ii, not in bullets

**4.3 Discussion**

-interpret & explain your results, why you found what you did in your study. State whether or not your hypotheses were supported and why is that so. How do your findings fit in with previous theory and literature? Are your results consistent or inconsistent with findings in the past? If they are inconsistent, how can you explain this? Within 1-2 pages

**Chapter 5: Conclusion**

**5.1 Summary**

Summary of chapter 1, 2, 3, and 4, within 2-3 pages.

**5.2 Conclusion**

***(of/based on objectives, major finding, discussion); within 1-2 pages***

**5.3 Implications**

**5.3.1 General implication**

(To different stakeholders like management, investors, governments, customers, etc.)

**5.3.2 Implication for future studies**

-Implications of conclusion for practical application or additional directions for future research/studies/researchers/research ideas (**based on limitation of the present research**)

-what you would do different next time, if you conducted a similar study.

-implications of your findings to theory and practice

-Implication should be present research based (i.e. not swapping statements.), i.e. based on results and conclusion.

**(c) SUPPLEMENTARY**

* **Page no. continues throughout references including appendices**

**1. References**

**(Contains only the literature that is cited in the project work, not referred during research)**

**Book / Report by a Individual or Corporate Author, e.g. Organization, Government**

**Surname, Name Middle Name. (Year of Publication). *Name of book in italics.* City of**

**Publication: Name of Publisher.**

**Shrestha, S.K. (2014). *Business strategy.* Second Edition. Kathmandu: Icon Nepal**

**Infotainment.**  
International Labor Organization. (2007). *Equality at work: Tackling the*  
 *challenges* (International Labor Conference report). Geneva, Switzerland:  
 Author.

**Journal Article**  
Lustig, R. H. (2012). Public health: The toxic truth about sugar. *Nature and Environment*  
 *482*(7383), 27-29.

**Magazine/Newspaper Article – Popular/Trade/General Interest**  
Goodwin, D. K. (2002, February 4). How I caused that story. *Time, 159*(5), 69.

**Thesis**-**Institutional or Personal Webpage - Outside the US**  
Liu, G. (2014). *Improving corporate internet reporting in China* (Doctoral Thesis,  
 University of Waikato, Hamilton, New Zealand). Retrieved from  
 <http://researchcommons.waikato.ac.nz/handle/10289/2241>

**Webpage**  
New Zealand Trade and Enterprise. (n.d.). *Agribusiness*. Retrieved from  
 https://www.nzte.govt.nz/en/export/market-research/agribusiness/

**2. Appendices**

***Contains Tables, Charts, Figures, and Calculations,*** *Master Schedule, Consolidated Balance Sheet, Consolidated Profit and Loss Account, Questionnaire if any,*

**(E) GUIDELINES FOR POWER POINT PRESENTATION (PPT) OF THESIS**

1. The recommended font size for power point presentation is **Times New Roman 32 or above**.
2. The power point slide should **not contain paragraphs & long sentences** but should contain words, phrases, but **no complete** sentences.
3. About 9-12 slides would suffice.
4. The power point slides should contain the following titles and contents.
5. Title of thesis along with the **name of the researcher & supervisor**
6. Background (issues, rationale, etc.) 1 slide only
7. Problem statement and research questions
8. Purpose of the study

* Conceptual framework (if there in thesis)
* Hypothesis (if there in thesis)

1. Methodology (including research design, population & sample, sampling technique, data sources, data collection, research tools/techniques)
2. Major findings (supported by relevant data/fact)
3. Discussion
4. Conclusion
5. Implication
6. The candidate is allowed 10 minutes to complete his presentation.
7. **Only after the candidate finishes his presentation, question-answer session should begin.**
8. The researcher is expected to make notes of the comments of the viva voce expert, and has to make needful correction and thereafter has to present his thesis in proper binding.
9. The presenter should speak loud enough, have eye contact, and have presence of mind.
10. The presenter is expected to be thoroughly prepared prior to presentation for the viva voce and has to be precise/to the point and confident during the presentation.
11. Presentation should be **preferably** in English (or can be mixed with Nepali)