**GENERAL GUIDELINES FOR THESIS WRITING**

1. **No hard and fast rule regarding page no (about 50-60 pages) excluding appendices**
2. **Page number: Top right**
3. **Times New Roman Font 12 points text; (May be reduced in** tables if required).
4. **Margins**-**left 1.5 inch & 1 inch all**
5. **Line spacing**–**1.5 spacing**, throughout the report. **(May be reduced in** tables if required).
6. **Alignment: text: Justified**
7. **But** Title page & Chapter heading**:** centered; sub headings: left aligned
8. **Between Paragraphs vertical gap 12 points as appropriate**
9. **Never underline** throughout the thesis repot**,** use *italics* instead if you want to highlight
10. **Never use bullets** but use (i), (ii), (iii), and (iv) in sub points of………………….
11. Use commas when you have to present numbers having more than 3 digits (e.g. Rs. 10,000).
12. **Use body note**; **Never use footnote;** Print one side only
13. 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).
14. Use words to write number less than 10; use words to express number beginning the sentence
15. Define the abbreviation when used for the first time.
16. *The research should contain accurate and factual information.*
17. *Use* ***English Language. Use formal business English*** *(flawless) not colloquial (ii) Use simple and short sentences & paragraphs (iii) Use present tense or past tense; do not use future tense unless necessary or in project research proposal.*
18. *Use* ***A4 size*** *white paper; Page layout* ***size A4****.*
19. 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.

**GUIDELINES FOR PROPOSAL WRITING**

1. Using present and future tense is recommended
2. Only in **specialization area**
3. **Proposal must be based on an international research article.**

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

**(a) Title page:** title font times new roman 14 all caps block; other 12

|  |
| --- |
| **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. Objectives of the study
  4. Conceptual Framework (Optional, only if required)
  5. Significance of the Study
  6. Limitations of the Study
  7. Literature Review (briefly reviewing latest available literature)
  8. Methodology (briefly explained in future tense)
  9. Research design
  10. Population and sample
  11. Sources of data
  12. Data collection & processing procedure
  13. 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” also.**

**# 3 International research article must be attached to the proposal.**

**Table of Contents**

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*Title page …………………………………………………………………………………………......i*

*Certificate of authorship…………………………………………………………………………….ii*

*Approval sheet………………..………………………………………………………….…………..iii*

*Acknowledgements……………………………………………………………………………………iv*

*Table of contents………………………………………………………………………………………v*

*List of tables……………………………………………………………………………………….….vii*

*List of figures…………………………………………………………………………………………viii*

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

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

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

* 1. Background of the study…………………………………………………………….…..1
  2. Statement of the problem & 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

**Chapter 2: Literature review………………………………………………..9-28**

2.1 Conceptual review ……………………………………………………………………….9

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

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

2.2.2 Review of previous theses…………………………………………………………24

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

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**APPENDICES ……………………………………………………………………………...65**

**GUIDELINES FOR THESIS REPORT WRITING**

1. Three (3) 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 Full 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, 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. ***Approval Sheet***

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

|  |
| --- |
| **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 (approximately 1-2 pages)
* **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) Conclusions

**Chapter 1: Introduction**

1.1 Background of the study

1.2 Problem statement and research questions

1.3 Purpose of the study

1.4 Significance of the study

1.5 Limitations of the study

1.6 Chapter plan

**Note**: “Conceptual framework” and “Hypothesis” are optional. If you want to include them, include them in 1.4 & 1.5 just after “Purpose of the Study” or before “Significance of the Study”.

**Chapter 2: Literature Review**

2.1 Conceptual review

2.2 Review of journal articles

2.3 Review of previous theses

2.4 Research gap

**Chapter 3: Methodology**

No theory on research methodology is to be explained but methodology actually used by the researcher should be explained, i.e. specific aspect of your research not generalized definitive statements. Should **not** use future tense but either past or present tense.

3.1 Research design

3.2 Population and sample (Explain sampling method used & rationale behind using the method)

3.3 Sources of data

3.4 Data collection procedure

3.5 Data processing procedure

3.6 Data analysis tools and techniques

-Variables (to be defined); Measurement (scale); Statistical, financial, mathematical tools, software packages used in the research

**Chapter 4: Results**

* 1. **Data Presentation and Analysis**

*-Data are* ***presented and analyzed.*** *Use tables to describe your results.* Only 2 digits after decimal (e.g. 2.96).Do not describe each data but only special and critical ones.

-Explain the trend or tendency of the data presented.

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

- Keep tables from breaking across pages unless the table is too large for a single page.

* 1. **Major findings**

Findings/gist/sum up of results; it must be supported with data.

**4.3 Discussion**

-interpret and explain your results, i.e. the reasons of (whys); explain why you found what you did in your study. State whether or not your hypotheses were supported; explain why the hypotheses were or were not supported; Is it what you predicted? If not, why? 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?

**Chapter 5: Conclusions**

**5.1 Conclusion**

***(of / based on discussion)***

**5.3 Implications**

**5.3.1** **General implication** and **specific action plan** (if applicable)

**5.3.2 Implication for future studies**

-Implications of conclusion for practical application or future studies/researchers /research ideas/additional directions for future research (**due to limitation on 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 Corporate Author, e. g. Organization, Association, Government**

**Department**

**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* *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*

**GUIDELINES FOR POWER POINT PRESENTATION 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, or few very short sentences.
3. The researcher is allowed about 5-7 minutes to complete his presentation.
4. About **13 slides** would be sufficient. The slides must be signed by the **supervisor** and **research head.**
5. The presenter is expected to be well prepared for the viva voce and has to be precise and to the point during the presentation.
6. The power point slides must contain the following titles and contents.

**Slide 1**: Title of thesis along with the name of the researcher & supervisor

**Slide 2**: Statement of the problem & research questions

**Slide 3**: Purpose of the study

**Slide 4**: Limitations of the study

**Slide 5**: Research gap

**Slide 6**: Research Methodology (including research design, population & sample, sampling

technique, data sources, data collection, research tools)

**Slide 7** and slide 8: Results (in summarized master tables)

**Slide 9** and slide 10: Major findings (with data evidences)

**Slide 11**: Discussion

**Slide 12**: Conclusion

**Slide 13**: Implication

1. After the viva voce, the researcher is expected to make needful correction as per the (i) internal expert’s comments and viva voce expert’s comments and voce expert and thereafter has to be approved from research head in loos binding. And 5 had bound copies later.
2. The presenter should speak loud enough, have eye contact, and have presence of mind.
3. The presenter should be confident and confidence is built up after thorough preparation & understanding, prior to presentation.