

Guidelines for

MBA_{Kelaniya}

Dissertation / Research Paper

Master of Business Administration

Faculty of Commerce and Management Studies

University of Kelaniya

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Please Note: This version of the MBA Kelaniya formatting manual is subject to change. It is intended to serve as an information source of the style and format required for preparation of theses, project reports, and dissertations.

PREFACE

The primary objective of this Handbook along with the accompanying appendixes containing guidelines for content, style, and process is to assist those presently enrolled or contemplating enrollment for a thesis project in the Masters of Business Administration program at University of Kelaniya. The thesis is intended to provide the student with an opportunity to synthesize and apply the knowledge gained from his or her related coursework while at the same time affording him or her to focus on a particular area of interest. It also affords the student a way to generate a level of expertise not otherwise possible by delving deep into an area of specific interest.

There is no chance that all of the thesis questions that you might have will be answered here, but a thorough reading of this handbook should provide you with some pointers in the right direction. Additionally, I hope this serves as a useful reference throughout the process. Please read it carefully and particularly note all the forms and other requirements you are supposed to complete. Finally, the guidelines are reviewed regularly and occasionally change, so please be sure that you have a current copy of the handbook.

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1. INTRODUCTION

In the process of completing a Master of Business Administration Degree Programme (MBA Kelaniya) in the University of Kelaniya and being awarded the degree, a candidate may be required to submit either a dissertation or research paper.

In view of this requirement, the Faculty of Graduate Studies, MBA Kelaniya has taken the initiative to provide general guidelines for the submission of dissertation / research paper. These guidelines will assist students to meet the minimal format requirements set by the University to complete the final form of a dissertation or research paper

2. GENERAL INFORMATION

Aim of the Dissertation and the Research Paper:

MBA Kelaniya defines a dissertation and a research paper as follows:

Dissertation

A Dissertation is a significant original body of work produced by a student and put in written form. A master's Dissertation must show that the student is able to work in a scholarly manner and is acquainted with the principal works published on the subject of the thesis. As much as possible, it should be an original contribution...

A good dissertation is thoroughly researched; demonstrates rigorous critical thinking and analysis; presents a detailed methodology and accurate results; and, includes tenacious verification of knowledge claims.

Research Paper

The research paper, is shorter than a dissertation, and consists of extensive research and a strict methodology. The student must show the ability to work independently in a scholarly manner, just as with a dissertation. In some disciplines...the research paper may be either a case study or take the form of a more theoretical paper.

The overall goal in both instances is to conduct a scholarly investigation, under the supervision of a member of staff, of an issue that is relevant to the content of the MBA program.

Length of the Dissertation and Research Paper

- Theses submitted for the MBA in Communication should be not more than 30,000 words (approximately 125 pages) in length (excluding bibliographic references and any appendices which provide supporting information).
- The research paper submitted for the MBA shall not exceed 12,500 (approximately 50 pages) words excluding tables, annexes and figures etc.

3. MILESTONES

Submission of dissertation / Research Paper Proposals

All MBA Kelaniya students must submit for review a research proposal that has been approved by their supervisor. The standard format of a dissertation/ research paper proposal comprises a summary of the proposed work, its rationale, objectives and likely methodology, and the time scale of the different components of the project.

Evaluation of proposals

Students will meet with a committee of no less than two (2) faculty members to discuss their proposed research and to answer questions about the proposed undertaking. The dissertation/ research paper supervisor may be also present.

The purpose of the meeting is for students to obtain feedback and support from staff on the progress and direction of their research. Its aim is to consolidate the subject-specific guidance already received from supervisors and the work already done by students on methodology and analytical techniques. Each meeting will be approximately 30 minutes in duration.

Pending the outcome of the meeting, students may be asked to revise and resubmit their research proposal to reflect changes in the scope, substance, and/or organization of the research. Students may meet again members of the committee, if they so wish.

Approval of dissertation/ research paper title

Students are required to have the title page of your thesis approved by the Senate of the university. For that they have to submit **Form No MBA/D/01: The Approval of Dissertation/Research paper Topic** (appendix 01)

Evaluation of the Progress of the dissertation/ research paper

The progress must be evaluated the progress of the dissertation in the middle of the time allocation for the dissertation. The MBA Kelaniya student and the thesis supervisor are supposed to summon the meeting. It is suggested that the evaluation will be conducted following a seminar where the student gives a progress report of her/his own work.

Purpose of this evaluation

- To monitor the progress of the dissertation; to reveal circumstances, which might compromise the successful completion of the thesis research within the usual time frame.

Process

Student's Report - One week prior to the meeting, the MBA Kelaniya student will send a summary of his/her thesis work (2-3 pages) to the MBA Kelaniya Office and it will be distributed among all members of the committee prior to the meeting. This summary must be prepared by the student him/herself.

Brief presentation - The MBA Kelaniya student will give a presentation of his/her research work in the presence of the committee.

The discussion during and after the presentation is aimed at assessing both the technical and the scientific quality of the work and the scientific progress of the student.

Protocol - Finally, a brief statement should be written that includes the major result of the evaluation and indicates whether the progress and plans adequately aim at reaching the goal of the dissertation.

The record of MBA dissertation evaluation committee should be completed and signed by the supervisor and the other members. The student keeps the form in his/her portfolio. It serves as a confirmation of the evaluation.

4. SUPERVISION AND PROGRESS

Supervisor for the research project should be an academic staff member/ members of University of Kelaniya holding a post of senior lecturer or above. However, in case, the board of study recommends any other member in service of this university or any other institution or a retired member can be appointed as a supervisor.

In order to ensure that research students are making sufficient progress and receiving adequate supervision, the students have to be submit their monthly progress (**Form no MBA/D/02 - Monthly Dissertation/ Research Paper - Progress Report**) to the MBA Kelaniya office at the end of each month until deadline of submission.

The role of the supervisor is to advise MBA candidates on all aspects of the research project including:

- The topic area and relevant literature.
- The feasibility of the proposed research.
- The specification of research questions.
- The time scale of the research.
- The structure and style of the dissertation or research paper.

Note: It is students' responsibility to make initial contact with their supervisor and to attend all subsequent agreed meetings.

If the candidate has changed the topic of the Research Project, it has to be submitted to the senate for approval, 03 months prior to the submission of the Research Project, through the Board of Studies with the approval of the supervisor

5. GUIDANCE NOTES ON THE WRITING OF THE MBA DISSERTATION AND RESEARCH PAPER PROPOSALS

Students are required to submit a research proposal before formally starting the research for their dissertation or research paper. The process of writing a dissertation is one of investigation and discovery. The same is true for an MBA Kelaniya research paper.

A research proposal can be considered a “road map” in which one outlines the steps that will be taken during the execution of one’s research project. The proposal should locate the project within the major theoretical tradition that informs the work and outline the major substantive research findings in the field. The key is to review the assumptions and claims others have made about the research domain to be investigated and to discuss the strengths and weaknesses of these assessments as well as the reasons underpinning one’s position. The main issue to bear in mind is that one is trying to “locate” one’s central research question within a broader intellectual context, and not to reproduce all the work previously done in the area. By writing an MBA Kelaniya dissertation or MBA Kelaniya research paper, a student is making the claim that s/he has something to say, and some foundation, perspective, and evidence upon which to advance the understanding of the issue(s) being investigated.

Given that the proposal is the initial statement of one’s research project, it normally begins with a brief, concise, and clear statement of the central research question. The central research question can be thought of as a “puzzle” or problem one is attempting to resolve. At the proposal stage, one is not expected to have the answer – the problem will be investigated during the research. That said, one should however specify a “working thesis” – i.e. tentative answer or line of reasoning.

Structure/Content of the Dissertation and Research Paper Proposals

Format

The dissertation and research paper proposals should:

- Not exceed 3,000 words (i.e. 12 pages) in length (excluding cover page, abstract, table of contents, and bibliography).
- Be 1.5lines spaced.
- Be typed, using Times New Roman 12 pt font.
- Be properly referenced using the APA referencing format (see page 15).

Cover page

- Dissertation / research paper title.
- Student name, student number.
- Date.
- Keywords: 2 on concepts, 2 on methods, 1 on the field of observation.

Short summary/abstract (100 words)

- The abstract for a research proposal typically provides the following information:
 - What is the subject/topic/issue at hand?
 - What is the conceptual/theoretical framework guiding the study and the central research problem/question?
 - What is the proposed methodology to be employed (dissertation .research paper dependent)?
 - What are the expected/anticipated finding(s) and their implications?

Table of Contents

Introduction (1-1.5 pages)

Statement of:

- Context/ rationale for the proposed study;
- Central research problem; and
- Research objectives.

Literature review (4-5 pages)

The primary aim of this section is to provide evidence that you understand the broader issues associated with the topic selected. The text should be presented in essay format. In this part of the research proposal, it is important to define the key concepts that will be used to guide the research including, how they are contested and where they are located within the broad theoretical paradigm in which the project is situated.

In the literature review you **are not stating your opinion or presenting an argument**. Instead, the aim is to demonstrate your familiarity with the literature concerning the topic selected.

The discussion in the first part of this section should summarize the key points/concepts/ideas/arguments in the relevant literature and the implications of these claims vis-à-vis the topic selected. The types of issues that need to be addressed include:

- What is the argument(s) being made, or the position taken, by various authors writing in domain to be investigated?
- What assumptions underpin these positions/arguments?
- What is the basis for the arguments presented? (i.e. is it an exercise in

pontification or is it based on evidence? If it is based on evidence, what type?); and

- What, if any, are the implications of argument(s) presented?

The discussion in the concluding part of this section should:

- clearly set out the conceptual/theoretical framework to be used for the study; and
- show how the central research question and/or hypotheses to be investigated emerge from the existing literature;

Methodology (3-4 pages)

In this section it is important to:

- outline the proposed research methodology to be used;
- address some of the strengths and weaknesses of your approach and to specify what your method tends to reveal that other methods may conceal; and
- identify the sources of information or data that will be used for the study and provide any information you have about the quality or availability of such data.

Note: It is crucial that the student demonstrates how using the proposed methodology will produce evidence that is related to the “working thesis”.

Conclusion (1-2 paragraphs)

The research proposal should conclude with a brief discussion outlining why addressing the proposed research problem is important, of value, beneficial, etc. Attention also should be given to how or why the findings contribute to the advancement of knowledge in the domain studied and how they might be applicable.

Dissertation or Research Paper Plan (1-1.5 pages)

Listing of chapter titles and brief summary (i.e. 3-4 sentences maximum) of chapter content

Research Timetable (1 page)

Provide an estimated timetable for completing the work outlined in the proposal. This is not to be considered as a contractual obligation. Rather, it is intended as a reasonable expectation of what is to be accomplished. The process of applying for ethics clearance may take a fair amount of time. If applicable, students should include this phase in their planning when they prepare their research timetables.

Bibliography/References:

This should include work cited in the proposal and other relevant work in the area of study.

6. GUIDANCE NOTES ON THE WRITING OF THE MBA KELANIYA DISSERTATION /RESEARCH PAPER

The MBA Kelaniya dissertation/ research paper should reveal that the candidate is able to work in a scholarly manner and is acquainted with the principal works published on the subject of the thesis. Insofar as it is possible an MBA Kelaniya dissertation/ research paper should be an original contribution to the advancement of knowledge.

As in other forms of assessment, it is the written text that is evaluated. Regardless of the time and effort that has gone into the research work, ultimately, the assessment stands or falls on the quality of the report submitted (and in the case of MBA Kelaniya dissertation/ research paper, the oral defence as well). To this extent the structure and clarity of the dissertation is crucial. There is no one right way to write a dissertation because each dissertation is unique and a body of research results is multi-faceted, inviting a variety of different interpretations. That said, there are ways and means of writing a good dissertation and/or research paper.

The following guidance notes set out the broad structure and other considerations to be taken into account.

Structure/Content of the Dissertation and Research paper

A. Format

- **Language** -The candidate should submit the dissertation / research paper including the results of the research in English language and in the format given.
- **Font** - The text of the thesis must be typed or computer generated, using Times New Roman font, size 12. For mathematical texts, the use of Equation Editor or Latex is advisable. Script fonts are not permitted.
- **Printing Quality** - Manuscripts should be printed on high quality A4 paper (201 X 297 mm; 80 grams). Computer pin-feed printout paper is not permitted. A high quality laser should be used for the printing. The final manuscript, in hardbound copies, must be typed and duplicated by offset printing or good quality photocopying. All copies must be clean and neat in order to ensure easy reading.
- **Margins** - Every page of the dissertation, including all appendices, notes, and the bibliography, must have a left margin of at least 4 cm), and top, right, and bottom margins of at least 2.5cm. Nothing can appear in the margins, which means that no page numbers, text, tables, graphs, charts, parts of illustrations,

etc., can appear in the margin area. Before submitting the final version of the dissertation, the MBA Kelaniya suggests printing sample pages to measure the margins and ensure that they conform to the specifications outlined above.

- **Spacing** - The dissertation / research paper must be 1.5lines spaced, with exceptions. Single spacing is used in
 - multiline headings (i.e., chapter headings, section headings, and appendix headings that are more than one line in length)
 - block quotations
 - table titles, figure captions
 - **lengthy lists or tables (i.e., a list or a table that is more than one page long)**
 - footnotes
 - reference or bibliographic entries (single space each entry and 1.5lines space between entries)
 - the table of contents, list of tables, and list of figures
 - documents reproduced illustratively in appendices (e.g., survey questionnaires).

- **Numbering of Pages** - Beginning with the first page of the declaration, all preliminary pages preceding the actual text must be numbered in lowercase Roman numerals; e.g., iii, iv, v, etc. These numerals must be cantered under the text with at least 2.5cm of space between the number and the bottom of the page. The first page of the text begins at Arabic numeral 1. All pages within the text must contain an Arabic page number, bottom-cantered, at least one cm from the bottom edge of the page.

The first page of every major section (chapters, appendices, bibliography, etc.) must begin on a new page. Page numbers must be typed in the same font and size as the text and cannot be embellished with dashes or parentheses, i.e., - 39- or (39).

Page/Section	Required	Pagination
Title Page	Yes	No
Declaration	yes	Yes, begin “i” here (small Roman numerals)
Recommendation of Supervisor	yes	Yes (small Roman numerals)
Acknowledgement	No	Yes (small Roman numerals)
Abstract	No	Yes (small Roman numerals)
Table of Contents	Yes	Yes (small Roman numerals)
List of Tables	Yes (if tables used)	Yes (small Roman numerals)

List of Figures	Yes (if figures used)	Yes (small Roman numerals)
Other Items (List of Abbreviations, etc.)	Yes (if included)	Yes (small Roman numerals)
Body	Yes	Yes, begin "1" here
Bibliography	Yes	Yes (Arabic numbers continued from the body of text)
Appendices	No	Yes (Arabic numbers continued)

- **Table of Contents** -The Table of Contents must be placed before the text and any lists of tables, figures, etc. It consists of section titles, chapter titles, and as many or few subheadings as the author feels are necessary. The section and chapter titles listed on the Table of Contents must exactly match the titles as they appear within the text. Chapters labelled in the **Table of Contents with Arabic numbers (Chapter 3) must not lapse into Roman numerals (Chapter III)** when they appear again in the text. Page numbers for chapters and subheadings are right justified on the Table of Contents and preceded by a dot leader.
- In the text of the thesis or report, major sections must begin on a fresh page and be designated in the Table of Contents by left justified headings (not indented). Sub-sections, which do not need to begin on fresh pages, must be indented in the Table of Contents. The page numbers listed on the Table of Contents must correlate with the beginning of each section or chapter.
- Table of Contents entries are **generally 1.5linespaced**. However, chapter titles and subheadings, when more than one line long, should be indented at the second line and single-spaced.
- **General Text:**
 - Justified: Both left and right
 - Start new paragraph after two returns
 - In-text emphasis: Use *italics* or **bold typeface**.
 - Paragraphs are distinguished by a 0.5" indentation.
 - Extra lines are not inserted between paragraphs.
- **Bottom Margin** - Do not type more than one sentence after the bottom margin. If it is necessary to do so, it should only be for a footnote or the completion of the last sentence of the chapter, topic or sub-topic or information in a figure.
- **Last paragraph of the page** - The last paragraph of the page should contain at least two sentences. If it does not, the paragraph should begin on the next page.

- **Quotations -**
 - Single line-spacing
 - Indented left and right
 - Justified left and right
 - Must include author name, date, number referring to the parent text
 - Must be preceded and followed by a line space

- **Headings:**
 - Chapter Headings Print **size 16 in bold typeface** Sub-Headings Print **size 14 in bold typeface**
- Main Chapter headings in **block capitals (Size 18 in bold)**
- **Chapter headings centered justified at the top of a new page**
- All other headings justified and followed by a single line space
- Sub-headings: Use sub-headings together with a numbering system used in this document thus giving structure to your work. Subheadings - Style for subheadings is optional but the style should be consistent throughout. Subheadings within a chapter (or section) do not begin on a new page unless the preceding page is filled. Continue the text to the bottom of the page unless at the end of a chapter. Subheadings at the bottom of a page require two lines of text following the heading and at least two lines of text on the next page

- The References or Bibliography heading is a major heading and the formatting needs to match chapter headings.

- **Tables** -Tables are printed within the body of the text at the centre of the frame and labelled according to the chapter in which they appear. **Thus, for example, tables in Chapter 3 are numbered sequentially: Table 3.1, Table 3.2.** If the table occupies more than one page, the continued table on the following page should indicate that it is a continuation: for example: **“Table 3.7, continued”**. If the table contains a citation, the source of the reference should be placed below the table.

- **Label** -The label should be placed above the table itself and has the following format: Table 3.1 : Short Title

- **Figures** - Figures, like tables are printed within the body of the text at the centre of the frame and labelled according to the chapter in which they appear. Thus, for example, figures in **Chapter 3 are numbered sequentially: Figure 3.1, Figure 3.2.** **Figures**, unlike text or tables, contain graphs, illustrations or photographs and their labels are placed at the bottom of the figure rather than at the top (using the same format used for tables). If the figure occupies more than one page, the continued figure on the following page should indicate that it is a continuation: for example: **“Figure 3.7, continued”**. If the figure contains a citation, the source of the reference should be placed at the bottom, after the label.

- **Other points** - The numbering of figures, tables etc. and the citation and reference formats should follow the **American Psychological Association (APA)** guidelines given by the Faculty Board of Study.

A. Submission

- The candidate should notify the Coordinator – MBA Kelaniya of her/his intention to submit the thesis on a specific date, at least one month prior to the date of submission through “**Form No MBA/D/3 -Notice of Submission of Research paper/ Dissertation**” (Appendix 3). If for some reason, the candidate is unable to submit the thesis on the notified date, s/he should apply to the Dean, FGS for an extension **Form No : MBA/D/4 - Request to Renew the Registration**
- Candidates should provide proof of payment for the degree sought, before submission of thesis. (it should be attached to the **Form No MBA/D/3 – “Notice of Submission of Research paper/ Dissertation”**)
- Submission of dissertation/research paper has to be done within the candidature period. Three (3) preliminary softbound copies of the manuscript and a soft copy (CD) should be submitted together with the “**Form No. MBA/D/5 - Submission of Dissertation/Research paper for Examination/Re-examination**” form (Appendix 4) to the Coordinator – MBA degree programme. (*Temporarily bound means spiral binding or any other similar type of binding*).
- **Final Formatting Review** – This is mandatory. It is expected that the dissertation or research paper being presented has been thoroughly examined for format compliance with the Guidelines for MBA Kelaniya dissertation/research paper before the final submission, and any format errors have been resolved. During the final formatting review, all sections of the dissertation/research paper will be examined, and necessary formatting revisions will be addressed, identified and resolved.

Students will bring with them

- a completed and signed copy of the format checklist, and
- an unbound copy of all sections of their dissertation/research paper. The copy must be clean without editorial notations; the preliminary pages must be completed. (It is understood that all sections of the dissertation/ research paper will undergo further revision, before final submission.)
- On submission, the thesis will be sent to examiners, after nominating then by board of study (BOS) meeting, if all other requirements have been met.

C. Examination

- On submission of the thesis, and the receipt of the examiners reports, the candidate will be called for an oral examination. After the oral examination, the examiners may recommend:

- a. Acceptance of the thesis as is
- b. Acceptance of the thesis subject to minor corrections
- c. Acceptance of the thesis subject to major corrections

If any major corrections are found, to consider for awarding the degree when submitted after the corrections and approved by the Supervisor/Coordinator/Examiner

- d. Rejection of the thesis
- In the case of the oral examination (also called viva voce), the Board of Examiners will consist of the Dean of the FCMS (Chair), Coordinator –MBA Kelanya Programme, the Supervisor, Examiners and the assistant/senior assistant/ deputy register of the faculty . This is an opportunity for the candidate to defend her/his work.
 - The candidate will be given either three months (for minor corrections) or six months (for major corrections), at the discretion of the Board of Examiners, to re-submit the thesis, based on the changes pointed out at the examination.
 - If the dissertation/ research paper is accepted and recommended for awarding the degree, 03 copies of the Research Project prepared in the approved format in Hard Bound form, and **two CDs** (one for abstract and one for total report) (Refer appendix 7 and 8) with the approval of the supervisor have to be handed over to the coordinator of the MBA Kelaniya programme with the **Form No MBA/D/6 -“Final Submission for Dissertation/Research paper after Examination”** (Appendix 6).
 - Once the changes are made, and accepted the Supervisor, the candidate must present three hardbound copies along with electronic version of the dissertation / research paper to the Examination Department through the Coordinator- MBA Kelaniya with the **“Form No MBA/D/6 –“Final Submission for Dissertation/Research paper after Examination” form** (Appendix 6).
 - The validity date of the degree is the date on which the Dissertation/Research paper is submitted to the MBA Programme office. However the validity date for a Dissertation/Research paper with major corrections is the date of resubmission.
 - The front cover for final copies should be made from rexine and the colour should be Red for both dissertation and research paper. The letters for the

Front Cover should be printed in gold of font size 15, font type Times New Roman and in uppercase letters.

- Dissertation/Research paper The front cover page of the dissertation/research paper should contain the title of the research project, name & the student number of the candidate, the programme of post graduate studies for which the Research Project is submitted, year and the month of submission, name of the university and the name of the Faculty of Commerce and Management Studies (Appendix 9)
- One copy of the final thesis will be deposited in MBA Kelaniya Programme office; another copy will be deposited in the University Library, and thereafter will be subjected to the rules and regulations governing the Library. The third copy will be returned to the candidate.

All the required forms can be downloaded from the MBA website at <http://www.commerce.kln.ac.lk/mba/>.

7. ORDER OF CONTENTS OF DISSERTATION / RESEARCH PAPER

The structure of the dissertation or research paper is based on a standard format which contains the following sections:

- ❖ Preliminary pages
- ❖ Text
- ❖ Supplementary

Preliminary pages

This section consists of the following:

- **Title Page** - The title page is the first page after the front cover and should include the research title which has been approved by the University, name of candidate according to the registration records, registration number and the statement "...submission of dissertation/research paper for the partial fulfillment of the Master of Business Administration" and finally the year of submission. (Refer to Appendix 9 for example of front cover and Appendix 10 for examples of the title page.)
- **Original Work Declaration** - Page two should have a statement by the candidate to the effect that the facts shown in the dissertation/research paper are candidates own independent findings and the said facts have not been submitted for a degree in this university or any other university, with the certification of the supervisor. This subsection is compulsory. Please refer to the format given in Appendix 8.
- **Recommendation of Supervisor** - Student should get the recommendation of him/hers supervisor themselves before submit to the MBA Kelaniya Program office.
- **Acknowledgements** - Although acknowledgments are optional, they are a courteous way of recognizing people to whom the author is indebted for guidance, assistance, or special aid. The dissertation/ research paper is a formal document, and the acknowledgment should reflect the same degree of professionalism. If included in the manuscript, it should be a concise statement of no more than one page in length. Only the following can be acknowledged:
 - thesis supervisor,
 - Chairman of the program / Coordinator of the program (optional)
 - fellow students who have made a technical contribution to the thesis,
 - external sources of information, products, or financial support,
 - copyright owners who have provided permission to reprint their copyrighted material,
 - Immediate family members.
- The heading is spelled ACKNOWLEDGMENTS not ACKNOWLEDGEMENTS

- **Abstract : This** is a concise and accurate summary of the thesis. This
 - may not exceed one single spaced page
 - should include a statement or brief description of the problem, the methods or procedures followed in its solution, and important conclusions or results
 - must not contain tables, graphs or illustrations
 - should summarize the thesis emphasizing what has been accomplished through research efforts
 - should contain keywords that will facilitate automated information retrieval
 - must be the only abstract in the thesis

Table of Contents - The Table of Contents lists the chapters, topics and sub-topics together with their page numbers.

List of Tables - This list contains the titles of tables, together with their page numbers, which are listed in the text. The numbering system is according to chapter, for e.g.: tables in Chapter 3 are numbered sequentially: Table 3.1, Table 3.2.

List of Figures - This list contains the titles of figures, together with their page numbers, which are listed in the text. For e.g., figures in Chapter 3 are numbered sequentially: Figure 3.1, Figure 3.2.

List of Symbols and Abbreviations - The symbols and abbreviations must be in accordance to international convention.

List of Appendices - This list is optional and contains the titles of appendices placed in the supplementary section.

Text

Normally, the text consists of the following chapters:

Chapter 1: Introduction

The introduction sets the scene. It sets out the broad parameters of the domain to be addressed and provides a “taste” or “road map” of what follows. Among other things, the introduction should deal with the questions that inspired your research interest and set them in context. Regardless of whether the research problem is inspired by a contemporary or historical social, political, economic, cultural, media issue or by a specific problem raised in the literature, it should be set in its broader conceptual context, and the potential contribution of the proposed research explained.

Chapter 2: Literature Review

First, the relevant research literature should be critically reviewed, leading to a specification of the research questions or hypotheses addressed by the thesis. Obviously, it is not possible to cover all the

literature on most topics. A particular skill that the dissertation helps to foster is determining what the relevant literature is, and what is not so relevant. Thus it is incumbent on students to make their selections carefully and thoughtfully, highlighting the key findings and controversies that provide the justification for the research that is conducted.

This should be followed by a statement of the conceptual framework in doing the research. That is, the main aspects of the theoretical approach that you have used to frame your research project. At the end of this sub-section the central research question and/or hypo dissertation of the research project should be clearly stated.

This chapter should end with a clear, concise discussion of the rationale for the research, its objectives and how addressing the central research question will contribute to the understanding of the phenomenon being examined and go beyond what is already known.

Chapter 3: Research Design and Methodology

What is required in this chapter is a justification for what one has done. The first part of this chapter should concentrate on outlining the research strategy employed and present a justification for the particular approach selected to investigate the stated research question(s) and/or hypothesis. The aim is not to simply chronicle the smallest minutia of everything one has done to obtain their data and results. Instead, this involves engaging in a discussion that seeks to persuade the examiners that the research strategy employed and the research tools used were appropriate.

The second task in this chapter is to summarize the particular methods and procedures adopted.

Regardless of the approach (empirical versus theoretical/interpretive) one follows, a justification/rationale for its use should be provided. This involves specifying and discussing the (i) criteria employed in determining why the method used can be considered to be appropriate; and (ii) the reasons why other approaches were rejected. Here, it may be useful to think in terms of selecting the appropriate methodology in the same way that different medical interventions are used for different illnesses.

A. The sampling or selection of data

- Whether the design involves content analysis, an experiment, a survey or a set of qualitative interviews the issue of sampling needs to be discussed in detail. On what basis was the sample selected and why?
- For surveys this involves sampling respondents from some population.
- For qualitative interviewing the issue may be one of sampling significant currents of opinion or sampling an appropriate range of media users or producers.
- Where media or documentary material is being analysed, the procedure for selecting materials from a “population” whose full extent may not be known should be described.

In the context of an MBA Dissertation it may be helpful to outline the ideal strategy that one might employ without time or other resource constraints, and then to state how the actual method was

selected and what limitations, in terms of data quality, this more feasible and practicable strategy entails. Some caution must be exercised when engaging in this form of “self-critique” because it may potentially have a negative impact on the readers.

B. The design of research tools

Research tools refer to questionnaires, topic guides for interviews, and coding frames for content analysis. Whatever the tool(s) used, it should be fully documented and any developmental/pilot work briefly reported. For a content analysis, the inter-coder reliability tests employed should be discussed.

The procedures adopted in selecting and/or developing your research tools, and the way(s) in which they have been applied needs to be summarised. The procedure described is the „recipe“ for conducting the research, after all the ingredients are assembled.

Note: For example, how were the interviews conducted, were they recorded and later transcribed? How was the coding done? Ultimately, the reader should be able to replicate what you did on the basis of the information provided.

Chapter 4: Results and Analysis

There is no one correct way of presenting the results and analysis. The presentation style adopted is primarily linked to whether the findings are quantitative or qualitative in nature. Students are encouraged to seek the advice of their supervisor(s) before deciding on which presentation format to adopt.

Regardless of how the data and basic analysis are presented, there should follow a discussion that reviews the key findings and sets these in the context of both the research questions and the literature outlined in the introduction. Explanations for surprising findings should be offered and reflective comments on the research design and methodology given. However, it is very important to avoid introducing new ideas/concepts that have not been dealt with up to this stage in the thesis.

A. Quantitative Research

Results

In this sub-section the main results, in terms of summary statistics, appropriate graphics and significance tests, should be reported. The results follow from the research question(s) as specified in a previous section of the dissertation and state whether the relevant hypotheses have been supported or not.

Discussion

The discussion should be structured in parallel with the central argument of the thesis. Hence, the findings are interpreted in the light of the hypotheses or research questions, and then discussed in the context of the literature reviewed in the introduction. In other words, what has been empirically observed is set in the context of the research objectives and design and in relation to the broader problem area. Explanations for should be offered for hypotheses that were not supported, and

reflective comments on the research design and methodology given. Finally the implications should be discussed and further research outlined.

B. Qualitative Research

In qualitative research, the results and analysis often go hand in hand, but in some cases it may be possible to offer results and discussion separately. Results may be based on the outcome of a manual analytic procedure or taken from the output of one of the computer packages for textual analysis.

With qualitative research the results and the analysis are usually reported simultaneously. In such instances, it is advisable to structure the presentation of the basis of commonly occurring themes, illustrating these with direct quotations from the transcripts. An explanation should be offered as to how the quotations were selected and the basis on which these are judged to be of importance.

If the results and analysis are to be presented separately, it may be useful to present the key findings from a set of interviews in an N by N tabular form. For example, the topic guide issues would be the column headings, and in each row correspond to one interview, with cells of the table offering a short summary of what the interviewees said on that topic. There would then follow the identification of the commonly occurring themes relevant to the broader research questions, which would be developed further through quotations from the transcripts (with references back to the tables for clarification).

Chapter 5: Conclusion

This section should comprise a concise “punchy” summary of the key insights and implications (Theoretical, methodological, empirical) of the thesis. It also should provide a brief outline of the possibilities for further research.

Elements addressed in the conclusion

- Summary of findings.
- Why the findings are important, and/or contradict expected outcomes?
- Discussion of the “real world” implications of the findings.
- Reflections on those aspects of the dissertation you feel need to be addressed (i.e. limitations, possibilities for further research).

Note: The last paragraph of the dissertation is very important! A punchy concluding paragraph conveys to the examiner a fixed-sense that the dissertation has strong central conclusions.

Supplementary

Specific items which were not included in the main body of the text, should be put in this Supplementary Section. Typically, this section includes the following:

Instrumentation - Research instruments such as questionnaires.

Appendix

Appendices consist of additional illustration of data sources, raw data and quoted citations which are

too long to be placed in the text. The appendix supports the written text of the research report/dissertation/thesis. Appendices can be divided into Appendix A, B, C.

Bibliography

All works or studies referred to in the research, report/dissertation/ thesis in the form of quotations or citations must be included in the bibliography. The references should be written consistently in the American Psychological Association (APA) format or Harvard method approved by the faculty. Each reference should be written in single spacing format and a double space should be left between references. This list of references should not be numbered.

8. RESEARCH ETHICS

Research Ethics involves all the moral and professional issues relating to research. The most serious breach of ethical standards in writing dissertation/research paper is the offence of plagiarism: the expropriation of the intellectual property of another. Plagiarism is defined as the use of original work, ideas or actual texts created by others, without acknowledging the original source. Such acknowledgement should be made by:

including the source in the bibliography; and/or

including the citation by acknowledging the source in the text. For example:

“The leading argument for this generational succession is the belief that family members can gather social capital, resources and specific knowledge on running the firm in a more efficient and profitable manner (Bjuggren and Sund, 2001).”

If the quoted citation contains more than four sentences, it should be placed within a paragraph of its own with a 1 cm indentation. For example:

“The family business is a business governed and/or managed with the intention to shape and pursue the vision of the business held by a dominant coalition controlled by members of the same family or a small number of families in a manner that is potentially sustainable across generations of the family or families (Chua and Chrisman 1999)”

If only part of the quotation is cited, the citation should be marked with an ellipsis (...), for example:

If the author interprets the writings of others, the interpretation should be placed in a square parenthesis, for example:

„The principle [sanctity of contracts] is closely associated with that of freedom of contract...” (Peden, 1982).

If a primary source cannot be found, the candidate is allowed to quote the secondary source in the text. Both sources need to be acknowledged, for example:

Skinner (1968), quoted by Conant (1972), was...

The final dissertation/research paper submitted must be produced by the candidate

9. DISSERTATION EVALUATION CRITERION

Criterion for Success

Examiners are looking for a number of qualities in a successful dissertation. There are three broad categories under which a dissertation and/or research paper is evaluated. Each of these elements is important and is outlined below. These are only informal guidelines listing the types of factors that usually are taken into account by dissertation and/or research paper examiners.

Presentation

- Clarity of expression.
- A coherent and consistent structure (with appropriate chapters, titles and subtitles).
- Satisfactory abstract.
- Complete, correct and consistent referencing of the relevant literature.
- Satisfactory appendices (including, as appropriate, details of complex statistical procedures and relevant outputs, coding frames, code books, individual interviews and focus groups topic guide, questionnaires, statistical tables and transcripts judged to be essential in the evaluation of main text (full interview transcripts are not necessary)).
- Content
 - Quality and breadth of literature survey.
 - Fit between assessment of the literature and choice of research focus.
 - Appropriateness of overall research design and strategy.
 - Selection and implementation of research methods and techniques.
 - Quality/adequacy of data integration and data analysis.
 - Interpretation of results in relation to the literature.
 - Identification of research gaps and shortcomings.
 - Discussion of further research.
 - Critical Judgment
 - Depth of interpretation.
 - Theoretical sophistication.
- Critical appraisal.
- Thoroughness of analysis.
- Imaginativeness, flair, boldness.
- Awareness of the limitations of the study and/or its major conclusions.
- Criterion for possible failure

Failure to demonstrate substantial effort in the Dissertation or research paper.

- Demonstrating a fundamental lack of understanding of what a dissertation and/or major research paper (compared to an essay) involves.
- Fundamental errors in analysis/interpretation of data/evidence.
- Fundamental flaws in the logic of arguments presented.
- Lack of connection between evidence and claims made in the thesis.



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University of Kelaniya

MBA
KELANIYA

The Approval of Dissertation/Research paper Topic

MBA/D/01

NAME: (Mr./Ms./Mrs.) _____

Registration number: _____

TEL : _____

E-mail _____

PROPOSED TOPIC:

STATEMENT OF ACKNOWLEDGEMENT

I, hereby, confirm that the thesis would be conducted in an honest, ethical and legal way.

1. I, hereby, assure this thesis would not contain any plagiarism. (See Note Below) The core of this research and the analysis of the findings would be original work of my own.
2. I would honestly put my own effort in doing this research, and I assure that I would not employ or request other people to do the research for me, except some assistants who help distribute the questions and the computer specialist who help run the statistical computer package, but the analysis and synthesis would be my own work.
3. From moral and ethical standpoint, I assure that this thesis would not become a scandal, supporting anything that is immoral or unethical.
4. I assure the committee that this thesis would not violate the rights of any persons or organizations to avoid litigation.

***STUDENT' S SIGNATURE:** _____ **DATE :** ____/____/____

Approval of Supervisor

Signature and Date



**MASTER OF BUSINESS ADMINISTRATION
PROGRAMME**
Faculty of Commerce and Management Studies
University of Kelaniya



Monthly Dissertation/ Research Paper - Progress Report MBA/D/2
Month :

When: This form should be submitted to MBA office in first week of every months throughout Submission Pending period.

Purpose: Use this form to record and review your progress in writing the thesis throughout the Submission Pending period.

Basic Information	
Report Number	
Student Name	
Student Number	
Title of the report	
Name of the Supervisor	
Date	
Work Carried out between this meeting and Previous Meeting	
Problems Encountered	

Planned work that were unable to carry out with reasons

Work planned until next meeting

Supervisor's Comment

Student				
has done	<input type="checkbox"/> More than enough	<input type="checkbox"/> Sufficient	<input type="checkbox"/> Not enough	<input type="checkbox"/> No
Student is Progressing	<input type="checkbox"/> Well ahead	<input type="checkbox"/> Sufficiently	<input type="checkbox"/> Not enough	

Further Comments (if any)

Student Signature

Supervisors Signature

--

Office use only

MBA Seal with the date

If Late, tick here

--



MASTER OF BUSINESS ADMINISTRATION PROGRAMME
Faculty of Commerce and Management Studies
University of Kelaniya



Request to Renew the Registration

Form No : MBA/D/3

Academic Year:

PLEASE WRITE WITH CAPITAL LETTERS

- 1. Student's Reg. No:
- 2. Student's Name (Mr./Ms)
- 3. Approved Title of the Research:
.....
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.....
- 4. Reason for request of extension :
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.....
- 5. Student's Signature:
- 6. Name of the Supervisor:
- 7. Supervisor's recommendation and signature:
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For office Use Only

Recommendation of the Coordinator.

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Recommended/Not Recommended

Coordinator - MBA Programme



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Faculty of Commerce and Management Studies
University of Kelaniya



NOTOCE OF DESSERTATION. RESEARCH PAPER SUBMISSION

MBA/D/ 4

Name : -----

Student Registration No :-----

Notice of submission

There is to inform you that I will submit my dissertation/ research paper one months from the above date

Thanking you

Student's Signature

Date



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Faculty of Commerce and Management Studies
University of Kelaniya



Form No : MBA/D/5

Dissertation/ Research paper Submission

Mr./ Ms. _____

Reg. No. _____

Contact No. _____ E-mail : _____

Supervisor _____

Topic:.....
.....
.....
.....

Signature

Date

Required documents *****
2 copies of Final Thesis and CD (soft copy)
(With approval signature from supervisor)



MASTER OF BUSINESS ADMINISTRATION PROGRAMME
Faculty of Commerce and Management Studies
University of Kelaniya



Form No : MBA/D/6

Final Submission for Dissertation/Research paper after viva voce examination

Mr./ Ms. _____

Reg. No. _____

Title of the report : _____

Date of Viva Voce Examination: _____

Date of submission after corrections:

Period taken for final submission: _____

Required documents *****

- 3 copies of Final Thesis ((With approval signature from supervisor) 1 CD (abstract)
1 CD (Full Report)

Office use only

Recommendation of the Examination Committee

- A Acceptance of the thesis as is
B Acceptance of the thesis subject to minor corrections
C Acceptance of the thesis subject to major corrections

Three empty boxes for marking recommendations

Date of viva voce:

Date of submission after corrections:.....

Period taken for final submission : (for B and C only) _____

Coordinator- MBA Programme



CD COVER FOR **ABTRACT**

**“THE INFLUENCE OF FAMILY ON
BUSINESS SUCCESSION PROCESS: A
MULTIGENERATIONAL PERSPECTIVE”**

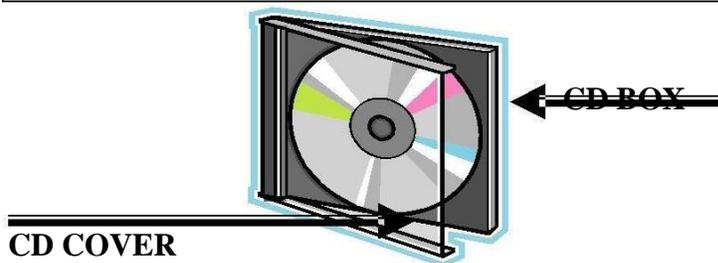
← Time New Roman (point 12)

MR. M.A. S .SAMARAWEEERA

FGS/MBA/2010/12

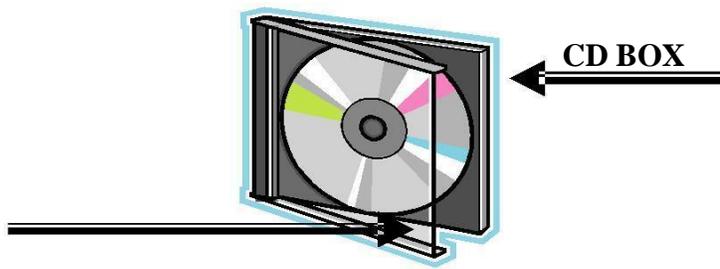
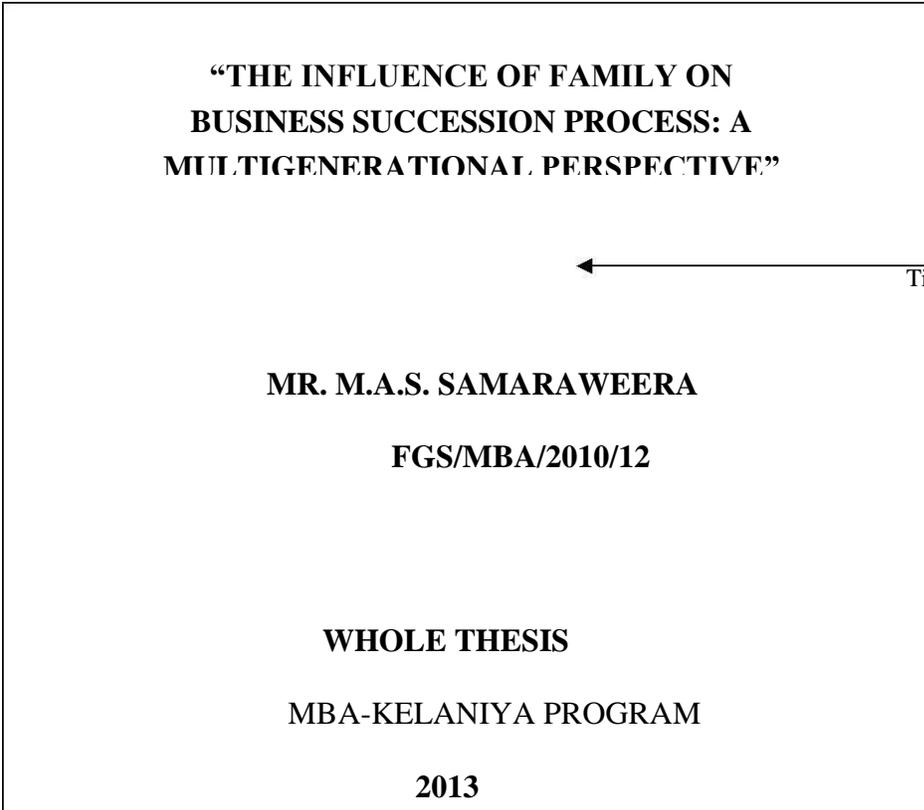
ABTRACT

MBA- KELANIYA PROGRAM



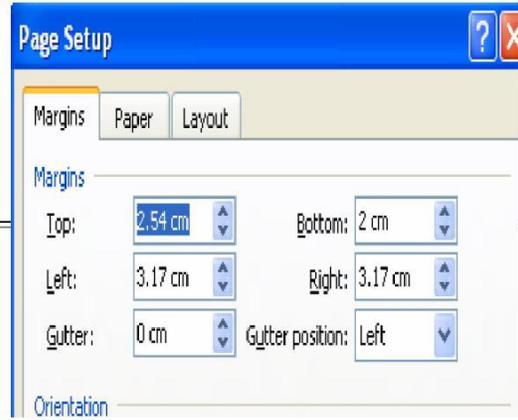
SAMPLE

CD COVER FOR **WHOLE THESIS**



CD COVER

Title Page



TITLE OF DISSERTATION

Time New Roman 15, Bold, Uppercase , Center text

NAME OF THE STUDENT

REGISTRATION

Time New Roman 15, Bold, Uppercase , Center text

MASTER OF BUSINESS ADMINISTRATION

FACULTY OF GRADUATE STUDIES

UNIVERSITY OF KELANIYA

KELANIYA

Time New Roman 15, Bold, , sentence case, centr text

MONTH

YEAR

Time New Roman 15, Bold, Uppercase , Center text

Guidance for title page

TITLE OF DISSERTATION/ RESEARCH PAPER

NAME OF THE STUDENT

REGISTRATION NUMBER

**DISSERTATION / RESEARCH PAPER SUBMITTED IN PARTIAL FULFILMENT OF
THE REQUIREMENTS FOR THE DEGREE OF MASTER OF BUSINESS
ADMINISTRATION AT UNIVERSITY OF KELANIYA, SRI LANKA**

**MASTER OF BUSINESS ADMINISTRATION
FACULTY OF GRADUATE STUDIES
UNIVERSITY OF KELANIYA
KELANIYA**

MONTH AND YEAR

Declaration

I declare that no portion of the work referred to in the dissertation has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning. Further, all the work in this dissertation is entirely my own, unless referenced in the text as a specific source and included in the bibliography.

Signature of the student

Date

Registration No:

Recommendation of the supervisor

As I have been educated by the candidate this study has not been conducted by any of the researcher previously and this was thoroughly conducted under my supervision. Therefore it could be accepted in partial fulfilment of the requirements of Master of Business Administration Degree.

Signature of the Supervisor

Date

Name of the Supervisor :-----

Position :-----

Address :-----

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University of Kelaniya

APPENDIX 13



MBA/D/8

DISSERTATION / RESEARCH PAPER REVIEW FROM

Student's Name:

Registration No:

Title of the Dissertation/ research paper -----

Date:

*Key to marking scheme: 0 = no evidence of meeting criteria
10 = totally exceeds criteria*

Justification of Study

Clearly explains problem/issue, justifying its importance; provides precisely written research question(s) and objectives	0 1 2 3 4 5 6 7 8 9 10
---	------------------------

Critical Review of Literature

Critically reviews literature; contrast and compares relevant debates, concepts and theories	0 1 2 3 4 5 6 7 8 9 10
--	------------------------

Justifies literature in relation to research question(s); clearly links literature to objectives; incorporates current or recent literature	0 1 2 3 4 5 6 7 8 9 10
---	------------------------

Methodological Considerations

Justifies methodological approach in relation to research question(s) and objectives; clearly links discussion to own topic	0 1 2 3 4 5 6 7 8 9 10
---	------------------------

Justifies appropriateness of research design and data collection methods; presents reliable and valid data; justifies rejection of alternative methods	0 1 2 3 4 5 6 7 8 9 10
--	------------------------

Discussion and Conclusion

Synthesises study data and concepts, models etc. identified	0 1 2 3 4 5 6 7 8 9 10
---	------------------------

in literature; explores alternative outcomes	
Identifies and explains links within data; analysis contributes new developments to discussion	0 1 2 3 4 5 6 7 8 9 10
Concludes in relation to research question(s) & objectives; draws from analysis; discusses limitations; provides reasoned recommendations supported by concepts	0 1 2 3 4 5 6 7 8 9 10

Reflections on Learning

Appraises own learning (audits knowledge and skills development); evaluates how learning occurred; identifies how learning can be applied; employs concepts throughout	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
--	-------------------------------------

Effective Communication

Presents material in logical order; error free in respect to grammar, spelling, typos, referencing; uses appropriate academic style; presents full, detailed bibliography	0 1 2 3 4 5
---	-------------

Numerical grading relates to the 'grading criteria' hand out, whilst comments below provide qualitative feedback on your research proposal.

Key strengths of this dissertation:

Main areas for improvement:

Final Mark:

.....
Signature of the Reviewer

Date _____

.....



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FORMAT CHECKLIST

- Compare this checklist with a hard copy of your dissertation/research paper. Shaded column is for MBA Kelaniya program office use only.
- This form must accompany your dissertation or research paper when being submitted to the Guideline for MBA Kelaniya Dissertation / research paper.
- The form must be signed and dated.
- When submitting your dissertation or research paper for review, your dissertation/research paper must include all sections: all mandatory preliminary pages, chapters, appendices and references.

COVER PAGE

	Is the format consistent with the sample provided?
	Are the margins for this page consistent with the requirements? Please measure a hard copy.
	Have you used upper and lower case letters, as demonstrated in the sample?
	Did you leave this page unnumbered, as required?
	Is the title of your dissertation/research paper worded exactly as it appears on the title and abstract pages?
	Does your full name appear on your cover page exactly as it does on your academic record?
	Does the degree name agree with that appearing on your academic record?
	Have you listed the year in which you will receive your degree?

PRELIMINARY PAGES (GENERAL)

	Are the margins for each of the preliminary pages consistent with the requirements? Please measure.
	Are all the preliminary pages typed using the same font type and font size?
	Are all of the preliminary pages in the correct order?
	Are the pages, except for the title page, numbered consecutively with lowercase roman numerals?
	Are all the page numbers situated 2.5cm from the bottom of the page? Please measure a hard copy.

TITLE PAGE (REQUIRED)

	Is the format consistent with the sample provided?
	Have you used upper case letters, as demonstrated in the sample?
	Did you leave the title page unnumbered?
	Is the title of your dissertation/research paper worded exactly as it appears on the cover and abstract pages?
	Does your full name appear on your title page exactly as it does on your academic record?
	Does the degree name agree with that appearing on your academic record?
	Have you listed the year in which your degree will be conferred?
	Does this page appear in the correct preliminary page sequence?

DECLARATION

		Is the text single spaced?
		Did you remember to include a heading on this page?
		Does this page appear in the correct preliminary page sequence?

RECOMMENDATION OF SUPERVISOR

		Is the text single spaced?
		Did you remember to include a heading on this page?
		Does this page appear in the correct preliminary page sequence?

ACKNOWLEDGMENTS (OPTIONAL)

		Is the format consistent with the sample provided?
		Is the heading spelled correctly, i.e., ACKNOWLEDGMENTS not ACKNOWLEDGEMENTS.
		Are copyright owners who have given you permission to use their work acknowledged on this page?
		If you received funding from an outside grant, have you acknowledged the source?
		Does this page appear in the correct preliminary page sequence?
		Is the acknowledgments statement no more than one page in length?
		Is your acknowledgments statement professional, in nature?
		Does your acknowledgments statement reference only those persons referred to in the Guide?

TABLE OF CONTENTS (REQUIRED)

		Is the format consistent with the sample provided?
		Does this page appear in the correct preliminary page sequence?
		Did you include all the preliminary pages, except the title page?
		Does the wording and capitalization of the section headings match exactly those in the body of your dissertation/research paper?
		Do the page numbers associated with headings match exactly those in the body of your dissertation/research paper?
		Are the page numbers aligned with the right margin?
		Where headings are more than one line in length, are they single spaced?
		Where headings are more than one line in length, are the page numbers aligned with the last typed line?
		If the Table of Contents continues to successive pages, have you included TABLE OF CONTENTS—Continued at the top of each successive page?

LIST OF TABLES (REQUIRED, IF PERTINENT)

		Does this page appear in the correct preliminary page sequence?
		Does the wording and capitalization of the table titles match exactly those in the body of your dissertation/research paper?
		Do the page numbers associated with table titles match exactly those in the body of your dissertation/research paper?
		Do the titles and page numbers match exactly those in the body of the dissertation/research paper?
		Are the page numbers aligned with the right margin?
		Where headings are more than one line in length, are the page numbers aligned with the last typed line?
		Where headings are more than one line in length, are they single spaced?
		If the list continues to successive pages, have you included LIST OF TABLES—Continued on each successive page?

LIST OF FIGURES (REQUIRED, IF PERTINENT)

		Does this page appear in the correct preliminary page sequence?
		Does the wording and capitalization of the figure captions match exactly those in the body of your dissertation/research paper?
		Do the page numbers associated with figure captions match exactly those in the body of your dissertation/research paper?
		Are the page numbers aligned with the right margin?
		Where headings are more than one line in length, are they single spaced?
		Where headings are more than one line in length, are the page numbers aligned with the last typed line?
		If the list continues to successive pages, have you included LIST OF FIGURES—Continued on each successive page?

LIST OF ABBREVIATIONS

		Does this page appear in the correct preliminary page sequence?
		If the list continues to successive pages, have you included LIST OF ABBREVIATIONS—Continued on each successive page.

TEXT

		Are the margins for each chapter/major section consistent with the requirements, after printing or reproduction? If you have placed each chapter/major section in separate computer files, please check the margin settings for each file and measure the printed results.
		Does any text protrude into the margin areas?
		Are all the chapters typed using the same font type and font size?
		Have you used 1.5lines spacing in the text portion of your manuscript, except for headings, footnotes, block quotes, table titles, figure captions, lengthy lists and tables.
		Are all the pages numbered consecutively with Arabic numerals?
		Are the page numbers centered at the bottom of the page? Are they placed 2.5cm above the bottom edge of the page?
		Are all the chapter headings consistent in position and style with the sample provided?
		Are subheading styles and organization consistent throughout your dissertation/research paper?
		Have you eliminated “widows” and “orphans”?
		Is the first line of each paragraph indented no more than ½ inch?
		Have all partially filled pages been filled with text?
		Is the format for your numbered and bulleted lists consistent throughout the manuscript?

TABLES

		Are all your tables referred to in the text by number
		Do your tables fit inside the margins?
		Are all the tables typed using the same font type and font size?
		Is the table format consistent with your discipline’s style manual or the sample provided?
		Does each table number and its title appear above the table?
		If more than one line in length, are the table titles single spaced?
		Do the table columns have headings?
		Is the data 1.5lines spaced, with the exception of very long tables which may be single spaced?
		Are tables separated from text by two double lines?
		If a table is placed in the middle of a page with text, does the table begin and end on the same page?
		Does a table that continues to other pages start at the top of a new page then continue to successive pages?
		If a table continues to successive pages, have you included TABLE XXX—Continued on each successive page?

		If a table has been continued to other pages, have you included the column headings on each successive page?
--	--	--

FIGURES (GRAPHS, CHARTS, PHOTOGRAPHS, ETC.)

		Do the figures fit within the margins?
		Does the figure number and caption appear below the figure?
		If more than one line in length, are figure captions single spaced?
		Are figures separated from the text by two double lines?
		Do the figures appear after they are first mentioned in the text not before?
		Does the font size used in the figures meet the minimum/maximum font size requirements?
		Do photoreproduced or scanned figures meet quality standards?
		Is figure placement consistent with the samples provided?

Student signature Date

Confirmation

Dissertation / Research paper is / is not free from formatting errors.

Date

Signature of the MBA Coordinator

Coerce outline – Dissertation

Course Code	: MBA 6207Z
Title	: Dissertation
Status	: Compulsory
Aims & Objectives	: The aim of the Dissertation is to discover springs of interest and creatively to make student is carrying out meaningful research which makes a distinct contribution to the body of knowledge ,at the end of the research student will be able to master the body of knowledge , including an ability to make critical use of published work and source of materials with an appreciation of the relationship of the special theme to the wider field of knowledge . Competence in research process , including and understanding of, an competence in appropriate research techniques and marking a distinct contribution to knowledge through an original and individual investigation of ideas which is worthy, in part, of publication.
Contents tables, figures etc.	: Dissertation shall not exceed 30,000 words excluding annexes and
Methodology	:A student who is reading for a specialized MBA should select an issue(s)/a problem(s) in his/ her area of specialization with the approval of the study board of the Faculty of Commerce and Management Studies and required to complete the independent research under the supervision of appointed supervisor.
Scheme of evaluation	: Students are expected to make oral presentations periodically on their progress. Students are required to submit the Dissertation to the faculty board and then send to the external examiner for evaluation. Finally, be subjected to a viva voce.

Course Outline – Research paper
(This is relevant up to MBA Kelaniya -7th Batch)

Course Code : MBA62086
Title : Research Paper
Status : Compulsory

Aims & Objectives: : The aim of the research paper is to demonstrate his depth of knowledge and understanding in a chosen area of study via an extensive study/survey of existing knowledge, innovative formulation of problems and their analysis, analysis and interpretation of data and Information

Contents : The research paper shall not exceed 12,500 words excluding tables, annexes and figures etc.

Methodology :A student who is reading for a specialized MBA should elect a salient issue prevailing in own organizations/industry or any other organization that is familiar with the researcher with the approval of the study board of the Faculty of Commerce and Management Studies and required to complete the independent research under the supervision of appointed supervisor.

Scheme of evaluation : Students are expected to make oral presentations periodically on their progress. Students are required to submit the research paper to the faculty board and then send to the external examiner for evaluation. Finally, be subjected to a viva voce.