



MGT 419
Research Project

RESEARCH PROJECT HAND BOOK

| Academic Year 2021/22

The Research Project Handbook provides the set of guidelines to our undergraduates in relation to the preparation of level four dissertation as a partial fulfillment of the requirement of the B.Sc. Honours Degree in Business Management of Department of Business Management, Faculty of Business Studies & Finance, Wayamba University of Sri Lanka. Students are expected to adhere to the given guidelines in preparation of their dissertation.



Department of Business Management
Faculty of Business Studies and Finance
Wayamba University of Sri Lanka

Table of Content

Dissertation	01
Process of Assessment	01
Marking Scheme	03
Time Schedule	05
Annexures	
Annexure I: Guidelines for preparing the research proposal	08
Annexure II: Guidelines for preparing the Dissertation	10
Annexure III: Guidelines for referencing	15
Annexure IV: guidelines for formatting the dissertation	20
Annexure V: guidelines for formatting extended abstract	29
Annexure VI: Progress Record	32
Annexure VII: Guideline for formatting Hard Bind of the Dissertation	35
Annexure VIII: Report of the corrections in the Dissertation	38

1. Dissertation

In pertinent with the Research Project (MGT 4†19), students are expected to conduct an independent study and write a Dissertation, in an area related to Business Management under the supervision of an academic member allocated by the Department. The Department will conduct a series of workshops, which will assist the students to refresh their knowledge on applying principles of research methodology and data analysis tools. Further, progress review sessions will be conducted to identify required areas of improvement in the research study and to provide feedback. The students are allowed to conduct a survey, an audit, an evaluative study, an experiment, causal comparative study or any systematic study under this subject. At the end, the undergraduates should submit the dissertation on or before the deadline decided by the Department.

2. Process of Assessment

- Proposal and Proposal Defense
- Progress Reviews
- Dissertation (Spiral Bind) and Viva VOCE
- Extended Abstract
- Dissertation (Hard Bind)

2.1. To complete the research project following activities are compulsory.

- To be eligible for the proposal defense: Submission of the research proposal on time.
- To be eligible for the 1st progress review: Submission of chapter 01, 02 and 03.
- To be eligible for the 2nd progress review: Submission of chapter 04 and 05.
- To be eligible for the Viva VOCE examination: Submission of the spiral bind of the complete report (all five chapters), completion of 1st and 2nd progress reviews and Attendance to more than 4 workshops.
- To obtain the final result: Submission of the Dissertation (Hard Bind).

2.2. Proposal and Proposal Defense

Students are expected to submit their research proposal on or before the deadline to the approval of the Department and for the supervision of an academic staff member. After the submission, the Department will conduct proposal defense to evaluate the research proposal. (See Annexure I for Guidelines on preparing the Research Proposal).

2.2 Progress Review

The Department conducts two progress reviews and marks will be allocated for each. The 1st progress review will be conducted after the completion of 2nd and 3rd chapters and the second progress review will be conducted after the completion of the 4th and 5th chapters. The students will receive feedback from a panel consisting two members of the academic staff on the areas of improvement.

2.3 Dissertation (Spiral Bind) and Viva VOCE

Students are expected to submit the spiral bind of their Dissertation on or before the deadline given by the Department. Following the submission, the Viva VOCE Examination will be conducted on a date decided by the Department. Marks are allocated for both the Dissertation and for the Viva VOCE Examination. (See Annexure II - Guidelines for preparing the Dissertation, Annexure III - Guidelines for referencing, Annexure IV - Guidelines for formatting).

2.4 Extended Abstract

Upon completion of Viva VOCE students are expected to prepare an extended abstract and submit it on or before the deadline given by the Department. Marks will be allocated to the extended abstract by the respective research supervisor. (Annexure V - Guidelines for preparing the Extended Abstract)

2.5 Dissertation (Hard Bind)

The students are required to address the comments given to them during the Viva VOCE and submit the hard bind of their Dissertation on or before the deadline. The submission of the research supervisor's confirmation on addressing the comments by the student is mandate at this stage. In addition to that, students are required to submit the duly completed progress record along with the Hard Bind Dissertation.

(Annexure VI – Progress Record, Annexure VII – Guideline for formatting Hard Bind of the Dissertation)

3. Marking Scheme

Detailed assessment criteria are available in following table.

Research Proposal Submission		15%
<i>Proposal Evaluation</i>	10%	
<i>Proposal Defense</i>	5%	
Progress Review		10%
<i>1st Progress Review (Based on the 2nd and 3rd chapters)</i>	5%	
<i>2nd Progress Review (Based on 4th and 5th Chapter)</i>	5%	
Dissertation (Spiral Bind) and Viva VOCE		25%
<i>Viva VOCE Examination</i>	20%	
Extended Abstract	5%	
Dissertation (Hard Bind)		50%
Total		100%

3.1. Detailed Marking Scheme for Proposal Defense

Proposal Evaluation- Criteria	Marks (100%)
Research Problem and Justification	20
Research Objective	10
Research Questions	10
Significance	05
Scope	05
Literature	25
Research Methodology, Conceptual Framework, Operationalization	15
Overall Proposal	10

Proposal Defense Evaluation- Criteria	Marks (50%)
Justification of the problem and research gaps using relevant literature	15
Convince the comprehension on scientific methodology	15
Defend questions and arguments	10
Presentation skills and time management	05
Q & A	05

3.2. Detailed marking scheme for Progress Reviews

1st Progress Review Evaluation- Criteria	Marks (100%)
Theoretical Literature	20
Empirical Literature	20
Research Philosophy	10
Approaches	10
Strategies	10
Data Collection Methods	15
Model Development	15

2nd Progress Review Evaluation- Criteria	Marks (100%)
Data Presenting	10
Descriptive Statistics	10
Data Analysis	10
Results Interpretation and Hypotheses Testing	20
Conclusion	20
Findings	15
Recommendations	15

3.3. Detailed Marking Scheme for Viva VOCE and Extended Abstract

Viva VOCE Evaluation- Criteria	Marks (100%)
Introduction	10
Literature	10
Research Methodology	15
Analysis and Discussion	15
Conclusions, Findings and Recommendations	15
Q and A	30
Overall (presentation skills and time management)	05

Extended Abstract Evaluation- Criteria	Marks (100%)
Title is matched with the focus/scope of the study	10
Introduction	20
Methodology	20
Results	20
Conclusions	10
References and in-text citations	10
Quality of communication and Grammatical accuracy	10

3.4. Dissertation (Hard Bind) Evaluation

Dissertation (Hard Bind) Evaluation- Criteria	Marks (100%)
Introduction	10
Literature Review	10
Research Methodology	20
Data Presentation & Analysis	20
Conclusion & Recommendations	20
Formatting of the report	10
Overall Student Engagement with the Research Project	10

4. Time Schedule

Date	Time	Topic	Mode of Delivery
15 th November 2023 (Wednesday)	4 hours	Workshop 01: How to Prepare a Research Proposal	Physical
29 th November 2023 (Wednesday)	4 hours	Workshop 02: How to Defend Your Research Proposal	Physical
06 th December 2023 (Wednesday)	Submission of the Research Topic		Online / Google Form
23 rd February 2024 (1 week after the semester 2 examination – 1 st week of the vacation)	Submission of the Research Proposal		Physical / Spiral Bind Copy
26 th / 27 th February 2024 (Monday/Tuesday – 2 nd week of the vacation)	2 days	Proposal Defence Presentations	Physical
6 th March 2024 (1 st week of the semester 2)	4 hours	Workshop 03: How to do Literature Survey How to Construct a Conceptual Framework? How to do Referencing	Physical
22 nd March 2024 (3 weeks after the proposal submission – 3 rd week of the semester 2)	Submission of the Chapter One		Online / Email
27 th March 2024 (Wednesday – 4 th week of the semester 2)	4 hours	Workshop 04: How to prepare the research methodology	Physical
19 th April 2024 (1 month after the 1 st chapter submission – 6 th week of the semester 2)	Submission of the Chapter Two		Online / Email
8 th May 2023 (Wednesday)	4 hours	Workshop 05: How to make an effective presentation	Physical
10 th May 2024 (3 weeks after the 2 nd chapter submission – 9 th week of the semester 2)	Submission of the Chapter Three with Questionnaire		Online / Email
13 th / 14 th / 15 th May 2024 (Monday/Tuesday/Wednesday – 10 th week of the semester 2)	First Progress Review		Online / Zoom

22 nd May 2024 (Wednesday)	4 hours	Workshop 06: Data Analysis using SPSS	Online
12 th June 2024 (Wednesday)	4 hours	Workshop 07: How to prepare the conclusion and recommendation?	Physical
14 st June 2024 (5 weeks after the 3 rd chapter submission – 13 th week of the semester 2)	Submission of the Chapter Four		Online / Email
19 th June 2024 (Wednesday)	4 hours	Workshop 08: How to develop a research article (Both Abstract & Extended Abstract)	Physical
12 th July 2024 (3 weeks after the 4 th chapter submission – Beginning of the examination, semester 02)	Submission of the Chapter Five		Online / Email
15 th /16 th / 17 th /18 th / 19 th June 2024 (During the examination)	Second Progress Review		Online / Zoom
Will be communicated by the Faculty	Pre-submission (<i>Submission of the Spiral Bind or Soft Copy to the Research Supervisor</i>)		Physical
Dates & Times after Spiral Bind submission	Viva VOCE Examination		Physical
Will be communicated by the Faculty	Submission of the Hard Bind and Article		Physical

4.1. Student's Progress Report

Each student is required to maintain a progress report (Annex VI) after consulting the supervisor for their research. It is the responsibility of candidate to obtain remarks and the signature of the academic supervisor at the end of each activity/meeting which ensures that all the instruction given by the supervisor are adhered and incorporated.

The student should submit this report along with the dissertation, when the dissertation is submitted for examination.

22 nd May 2024 (Wednesday)	4 hours	Workshop 06: Data Analysis using SPSS	Online
12 th June 2024 (Wednesday)	4 hours	Workshop 07: How to prepare the conclusion and recommendation?	Physical
14 st June 2024 (5 weeks after the 3 rd chapter submission – 13 th week of the semester 2)	Submission of the Chapter Four		Online / Email
19 th June 2024 (Wednesday)	4 hours	Workshop 08: How to develop a research article (Both Abstract & Extended Abstract)	Physical
12 th July 2024 (3 weeks after the 4 th chapter submission – Beginning of the examination, semester 02)	Submission of the Chapter Five		Online / Email
15 th /16 th / 17 th /18 th / 19 th June 2024 (During the examination)	Second Progress Review		Online / Zoom
Will be communicated by the Faculty	Pre-submission (<i>Submission of the Spiral Bind or Soft Copy to the Research Supervisor</i>)		Physical
Dates & Times after Spiral Bind submission	Viva VOCE Examination		Physical
Will be communicated by the Faculty	Submission of the Hard Bind and Article		Physical

4.1. Student's Progress Report

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The student should submit this report along with the dissertation, when the dissertation is submitted for examination.

Annexure I

GUIDELINES FOR PREPARING THE RESEARCH PROPOSAL

Research Proposal Format:

Title – This should be mentioned clearly, so that the subject matter is conveyed to the reader and ideally stated as the relationship between two concepts. The title needs to be short with approximately 12 words and not be stated as a question.

The proposal should be written under separate sections and not as chapters.

1. Introduction

- 1.1 Background
- 1.2 Problem Statement (Clear and brief statement of the nature of the problem)
- 1.3 Research Questions
- 1.4 Objectives of the study (Stated specifically using action verbs)
- 1.5 Significance of the research (It should be clearly mentioned how the study intends to fill the knowledge gap and how the practical recommendations made by the researcher would help decision making and problem solving in respective context)
- 1.6 Scope of the research
- 1.7 Chapter Framework

2. Literature Review

- 2.1 Relationship between the Theoretical Literature and the research problem
- 2.2 Relationships Between the Empirical Literature and the research variables (literature review should logically lead to the conceptual framework/relationship between the concepts in the research model)
- 2.3 Conceptual Framework/ Theoretical Framework
 - 2.3.1 Definition of the concepts (Derivation of the hypotheses supported by literature)
 - 2.3.2 Conceptual Framework / Theoretical Framework
 - 2.3.3 Operationalization of the concepts

3. Methodology

- 3.1 Research Philosophy (Discuss why you select Positivism and why not interpretivism and vice versa)
- 3.2 Research Approach (Discuss why you select Deductive and why not Inductive and vice versa)
- 3.3 Research Strategy (Discuss why you select Qualitative and why not Quantitative and vice versa)
- 3.4 Research Method (Survey/interview)
- 3.5 Unit of Analysis
- 3.6 Time horizon (Discuss why you select Cross sectional and why not Longitudinal and vice versa)
- 3.7 Research Instruments (Questionnaire)
- 3.8 Sample Process (Population, Sample size, Sampling method)

4. Plan of study

Give a time schedule, an estimate of resources required, and how you (as the researcher) will devote your time during the plan period.

5. References

- Based on APA 7th Edition Format
- Minimum of 10 articles to be included into the reference list.

Formatting of the Proposal

The proposal should be type written as per the guidelines given below:

- Paper size: A4
- Font: Times New Roman
- Font size: 12
- Line spacing: 1.5
- Alignment: Justified
- Number of pages: 10 - 12 pages maximum

Annexure II

GUIDELINES FOR PREPARING THE DISSERTATION

Table of Contents

Declaration	I
Supervisor's Attest	II
Dedication	III
Acknowledgement	VI
Abstract	VII
List of Tables	VIII
List of Figures	IX
List of Abbreviations (if any)	X

Chapter 1: INTRODUCTION

- 1.1. Background
- 1.2. Research Problem
- 1.3. Research Objectives
- 1.4. Research Questions
- 1.5. Significance of the Study
- 1.6. Scope of the Study
- 1.7. Chapter Framework
- 1.8 Chapter Summary

Chapter 2: LITERATURE REVIEW

- 2.1 Introduction
- 2.2 Theoretical Literature
 - 221. Theoretical Gap
- 2.3 Empirical Literature
 - 231. Empirical Gap
- 2.4 Conceptualization of the Research Model
- 2.5 Chapter Summary

Chapter 3: METHODOLOGY

- 3.1 Introduction
- 3.2 Study Design
- 3.3 Population, Sample & Sampling Technique
- 3.4 Conceptualization
- 3.5 Formation of Hypotheses
- 3.4 Operationalization
- 3.5 Data Collection
- 3.6 Data Presentation & Analysis
- 3.7 Chapter Summary

Chapter 4: DATA PRESENTATION AND ANALYSIS

- 4.1 Introduction
- 4.2 Description of the Actual Sample
- 4.3 Examining the Data (Data cleaning and organizing)
- 4.4 Descriptive Analysis
- 4.5 Inferential Statistical Analysis
- 4.6 Testing of the Hypotheses
- 4.7 Chapter Summary

Chapter 5: CONCLUSION AND RECOMMENDATIONS

- 5.1 Introduction
- 5.2 Summary of the Findings
- 5.3 Conclusion and Recommendations
- 5.4 Implications of the Study
- 5.5 Limitations and Suggestions for Future Research
- 5.6 Chapter Summary

List of References: Bibliography

Appendices

- Copies of instruments that will be used (Questionnaire).
- Result of the pilot studies (actual data).

Description of the Chapters in Research Project

Chapter 1: Introduction

1. Mention the background of the research.
2. Mention the problem/issue should clearly, describe in detail going into all its dimensions and aspects, and substantiate with hard evidence to show that it is a real (and not an imaginary) problem
3. Mention the research questions specifically.
4. Mention the specific objectives of the study using action verbs.
5. Mention the significance of the study, both from a research angle (fills a knowledge gap), and its practical significance (i.e., offered through the researcher's recommendations).
6. Mention the scope of the study (e.g., Content scope; Functional scope; Geographic scope; Periodic scope; etc.)
7. State the chapter framework briefly, which describes contents of each chapter in the report.

Chapter 2: Literature Review

1. The Literature review should be relevant to the research problem and not an unconnected assemblage of extracts from texts.
2. It must cover the important readings on the problem/ issues studied.
3. It must include latest details.
4. Any extracts drawn from texts must be acknowledged as plagiarism is a serious offense.
5. The literature review must help the researcher to develop the conceptual framework and identify the variables to be studied.
6. It also helps the writer to conduct a useful discussion of the findings later.
7. Should be able to derive the Conceptual Framework from the literature review.
8. Independent variables explaining the dependent variable must be clearly identified and described.

Chapter 3: Methodology

Quantitative research process

1. Conceptualization and Conceptual Framework/theoreticalframework must be presented.
2. Hypotheses must be clear and specified.
3. Hypotheses must be testable variables must be reduced to observable and measurable terms.
4. Hypotheses must be stated in advance.
5. In a quantitative study, state the hypotheses using subscripts (H1, H2, etc.)
6. For each hypothesis, first show the previous literature or theoretical support for developing hypotheses.

7. Operationalization
8. Operationalization of the variables should be stated.
9. Operationalization table should be presented.
10. The sampling techniques should be clearly mentioned.
11. The selection of the sample must be done carefully to represent the population.
12. The procedure of data collection must be clearly indicated (questionnaire, interview guide, etc)
13. Issues of validity and reliability must be addressed through the questionnaire.
14. Data presentation and analysis techniques should be explained clearly.

Qualitative research process

The general process of conducting qualitative research can be depicted as follows.

1. Formulate the research problem, questions, and the objectives.
2. Select a strategy of inquiry under qualitative methodology, if applicable (Case study, Grounded theory, Ethnography, Narrative research, Phenomenology, Ethnomethodology, Discourse analysis)
3. Select a sampling strategy:
 - Establish the context/ site of the research.
 - Select the participants.
4. Collect data informed by the specific strategy of inquiry selected (in depth interviews, focus group discussions, document analysis, and observation)
5. Start the analysis with the first set of data being collected, again informed by the specific strategy of inquiry selected.
6. Engage in an iterative process of data collection and analysis.
7. Finalize the story.
8. Findings, discussion and write up.

Chapter 4: Data Analysis and Findings

1. Data presenting and discussion.
2. Descriptive Statistics should be presented.
3. Data analysis
4. Present clear tables and figures and provide a description under each.
5. The title of the tables and number of the table should be at the top and the source at the bottom.
6. Results interpretation and hypotheses testing logically discussed.
7. Hypotheses testing should be matched with the previous literature.
8. Findings need to be derived from data analysis and not based on researcher's personal experiences.

9. Discussion must relate to the hypotheses that were formulated. It should be present the summary table and show whether the hypotheses are accepted or rejected.
10. Discuss the results of hypotheses and check whether the research objective/s are achieved or not.

Chapter 5: Conclusion and Recommendations

1. Discuss the findings and must flow from the discussion of results interpretation.
2. Conclusion and recommendations.
3. Recommendations must be based on the findings. These should be practical and actionable.
4. Arrange recommendations in a hierarchy according to the findings presented earlier.
5. The limitations of the study and suggestions for future research should be mentioned

Annexure III

GUIDELINES FOR REFERENCING

Based on the American Psychological Association (APA) referencing style 7th edition.

General Principles of Referencing

Referencing in the APA style is a two-part process:

In- text citation: this is the brief indication of the source within the text of the work immediately following the use of the material whether quoted or paraphrased.

Reference list: a complete list of all the cited references used in the work with full details, to allow the reader to follow up these references and find the original text.

In addition, bibliography includes all the material consulted in writing the work, even if it is not cited within it.

1. In- text citation

The in-text citation appears within the body of the paper (or in a table, figure, footnote, or appendix) and briefly identifies the cited work by its author and date of publication and used for all format (books, journal article, web document).

In text citation has two formats:

i. Parenthetical Citation:

Both the author and the date, separated by a comma, appear in parentheses for a parenthetical citation.

Example: Falsely balanced news coverage can distort the public's perception of expert consensus on an issue (Koehler, 2016).

ii. Narrative Citation:

The author appears in running text and the date appears in parentheses immediately after the author name for a narrative citation.

Example: Koehler (2016) mentioned that falsely balanced news coverage can distort the public's perception of expert consensus on an issue.

Examples of basic in-text citation styles:

Author type	Parenthetical Citation	Narrative Citation
One Author	(Smith, 2018)	Smith (2018)
Two authors	(Eifert & Yildiz, 2018)	Eifert and Yildiz (2018)
Three or more authors	(Luna et al., 2019)	Luna et al. (2019)

iii. Secondary Sources

In scholarly work, a primary source reports original content; a secondary source refers to content first reported in another source. Follow these directions when citing a secondary source:

Example: If you read a work by Lyon et al. (2014) in which Rabbitt (1982) was cited, and you were unable to read Rabbitt's work yourself, cite Rabbitt's work as the original source, followed by Lyon et al.'s work as the secondary source. Only Lyon et al.'s work appears in the reference list. (Rabbitt, 1982, as cited in Lyon et al., 2014)

Citing Multiple Works

1. Parenthetical Citation:

When citing multiple sources parenthetically, place the citations in alphabetical order, separating them with semicolons.

Example: (Adams et al., 2019; Shumway & Shulman, 2015; Westinghouse, 2017)

2. Narrative Citation:

If multiple sources are cited within the narrative of a sentence, they can appear in any order.

Example: Suliman (2018), Gutiérrez (2012, 2017), and Medina and Reyes (2019) examined

b. Reference List

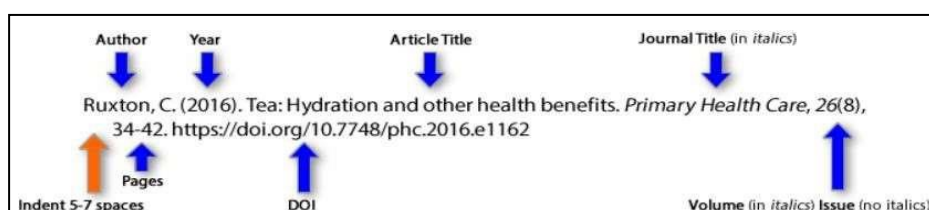
Only the references cited in the work should be included in the reference list. All references should have a hanging indent. That is, all lines of a reference subsequent to the first line should be 0.5 inches indented. References should be listed alphabetically by the last name of the first author of each work. Names of authors within a reference should appear in the order listed on its title page, and not in alphabetical order.

1. Journal Article

A journal article appearing in the reference list must include:

1. Author or authors. The surname is followed by first initials.
2. Year of publication of the article (in round brackets).
3. Article title.
4. Journal title (in italics).
5. Volume of journal (in italics).
6. Issue number of journal in round brackets (no italics).
7. Page range of article.
8. DOI or URL
9. The first line of each citation is left adjusted. Every subsequent line is indented 5-7 spaces.

Example (one author):



Example for two authors:

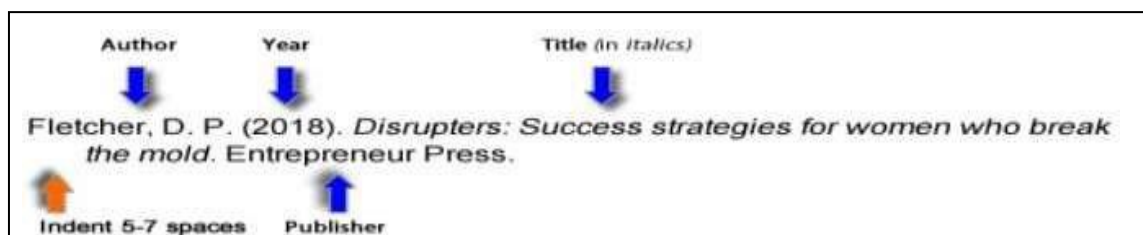
McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic model of child language development. *Psychological Review*, 126(1), 1-51. <https://doi.org/10.1037/rev0000126>

2. Books

A book appearing in the reference list must include:

1. Author or authors. The surname is followed by first initials.
2. Year of publication of the book (in round brackets).
3. Book title (in italics)
4. Edition (in round brackets), if other than first.
5. Publisher.
6. DOI. Include a DOI for all works that have one, regardless of whether you used the online version or print version.
7. The first line of each citation is left adjusted. Every subsequent line is indented 5- 7 spaces.

Example (one author):



3. Reports

A report appearing in the reference list must include:

- Author or authors. The surname is followed by first initials. The Author may be a government or corporate entity.
- Year
- Title of report (In italics. Include the report number in brackets where relevant)
- Publisher information (if the author and the publisher are the same, omit the publisher)
- DOI or URL
- The first line of each citation is left adjusted. Every subsequent line is indented 5- 7 spaces.

Example:

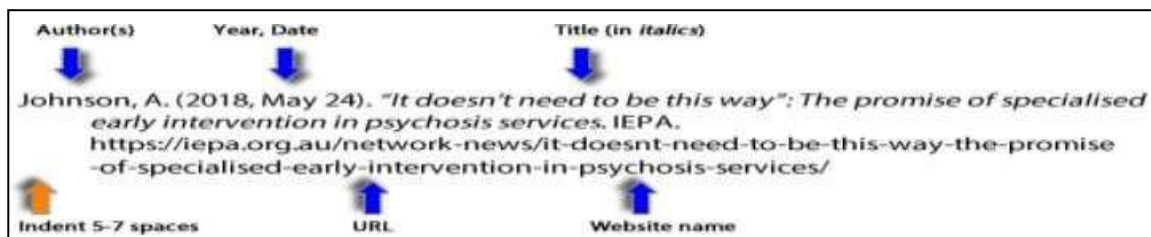


3. Website

A website with an individual author appearing in the reference list must include:

- Author or authors. The surname is followed by first initials.
- Year, Month Day (in round brackets). Use the most exact date possible
- Title (in italics).
- Website name.
- URL.
- The first line of each citation is left adjusted. Every subsequent line is indented 5-7 spaces.

Example:



Sample Reference List as Follows:

Abumrad, J., & Krulwich, R. (Hosts). (2018, February 14). Smarty plants [Audio podcast episode]. In Radiolab. WNYC.
<https://www.wnycstudios.org/podcasts/radiolab/articles/smarty-plants>

Australian Bureau of Statistics. (2017). Childhood education and care (No.4402.0). <https://www.abs.gov.au/AUSSTATS/abs@.nsf/Lookup/4402.0Main+Features1June%202017?>

Blakey, N., Guinea, S., & Saghafi, F. (2017). Transforming undergraduate nursing curriculum by aligning models of clinical reasoning through simulation. In R. Walker & S. Bedford (Eds.), *Research and Development in Higher Education: Vol. 40. Curriculum Transformation* (pp. 25-37). Higher Education Research and Development Society of Australasia. <http://www.hersa.org.au/research-and-development-higher-education-vol-40-25>

Department of the Prime Minister and Cabinet. (2017). Understanding the needs of Aboriginal and Torres Strait Islander women and girls: A joint project with the Australian Human Rights Commission. Australian Government. <https://pmc.gov.au/sites/default/files/publications/factsheet-supporting-indigenous-women-girls.pdf>

Egan, D. (Writer), & Weyr, T. N. (Director). (2019, October 14). Take my hand (Season 3, Episode 4) [TV series episode]. In D. Shore (Executive producer), *The good doctor*. ABC Studios; Sony Pictures Television.

Fletcher, D. P. (2018). *Disrupters: Success strategies from women who break the mold*. Entrepreneur Press.

- Hernández-Romero, L. (2017). *Re-evaluating creativity: The individual, society, and education*. Palgrave Macmillan.
- Haile, L., Gallagher, M., & Robertson, R. J. (2015). *Perceived exertion laboratory manual: From standard practice to contemporary application*. Springer. <https://doi-org/10.1007/978-1-4939-1917-8>
- Idato, M. (2018, May 10). *Art of cutting humanity down to size*. *The Age: Green Guide*, 20. Ireland, P. (Director). (2016). *Pawno* [Film]. Toothless Pictures.
- Johnson, A. (2018, May 24). "It doesn't need to be this way": The promise of specialised early intervention in psychosis services. IEPA. <https://iepa.org.au/network-news/it-doesnt-need-to-be-this-way-the-promise-of-specialised-early-intervention-in-psychosis-services/>
- Marion, T., Reese, V., & Wagner, R. F. (2018). Dermatologic features in good film characters who turn evil: The transformation. *Dermatology Online Journal*, 24(9), Article 4. <https://escholarship.org/uc/item/1666h4z5>

Annexure IV

GUIDELINES FOR FORMATTING THE DISSERTATION

1. Cover Page

The cover page must include the university name, degree title, title of the Dissertation, student's personal information, supervisor's name and completion date of the Research Project (See sample cover page).

2. Author's Statement and Supervisor's Attest

See sample Author's and Supervisor's statement.

3. Title and Author's Name

Title's Order: The title, author's name and the date of completion should be in a single page before the "Author's Statement" page.

Title Requirements: Title should not exceed 20 words. If the title is too long, it is permitted to add subtitle, there should be a colon before the subtitle, like "XXXXXXXX: XXXXXXXX". (See sample title page).

Format for Author's Name: The author's name should be placed in the next line after the title of Research Project. Font size should be 12, Time New Romans, bold, centered and one blank line before the paragraph.

Format for Date of Completion: Research Project's date of completion should be mentioned at the bottom of the page. Font size should be 12, Time New Romans, bold, centered and two lines of space after paragraph.

4. Abstract and Keywords

Abstract format: Abstract should be written in font size 11, Times New Roman, centered, with single line spacing and one blank line after and before the paragraphs.

Keywords format: The heading "Keywords" must be written right after the body of the abstract, font size 12, bold. Leave one blank line before the paragraph. Each keyword should be written in size 11 and separated with "; ". The first letter of each keyword should be capital (See sample abstract). 3-5 keywords should be included in alphabetical order.

5. Table of Contents

The heading "Table of Contents" should be written in font size 12, Times New Roman, Bold with single line spacing and centered, leave one blank line before and after the paragraph. The directory of Table of Contents must be listed only with three levels i.e. Chapter headings like ("1") with font size 10, bold, Left aligned; Section Headings like "(1.1)" with size 10, Times New Roman and with left indent of two spaces; Sub-sections like ("1.1.1") with size 10, italic, Times New Romans and with left indent of four spaces. All corresponding page numbers should be right aligned (see sample content page).

6. Body of the Research Project

Body of the Research Project must include the Introduction, theory and literature review, research methodology, data presentations and analysis, conclusion and recommendations chapters. The body of the Research Project must contain more than 10,000 words. The body should be written in Times New Roman, font size 12, 1.5 spacing, one blank line before and after each paragraph and with justified alignment.

7. Tables and Figures

All the tables and figures should be included in the body of the Research Project. While writing the tables, the heading of table should be given at the top, but the heading of the figures must be shown in the bottom of figures (font size 10).

Table 4.1: Kruskal-Wallis Test results for the Internet experience vs. user category

User Category	N	Median	Ave Rank	Z
Academics	73	5.000	233.5	6.90
Postgraduates	87	5.000	189.9	2.78
Undergraduates	139	4.000	130.1	-
ITUM Students	31	4.000	95.5	-
Overall	330		165.5	4.29

Source: Surname, (2023)

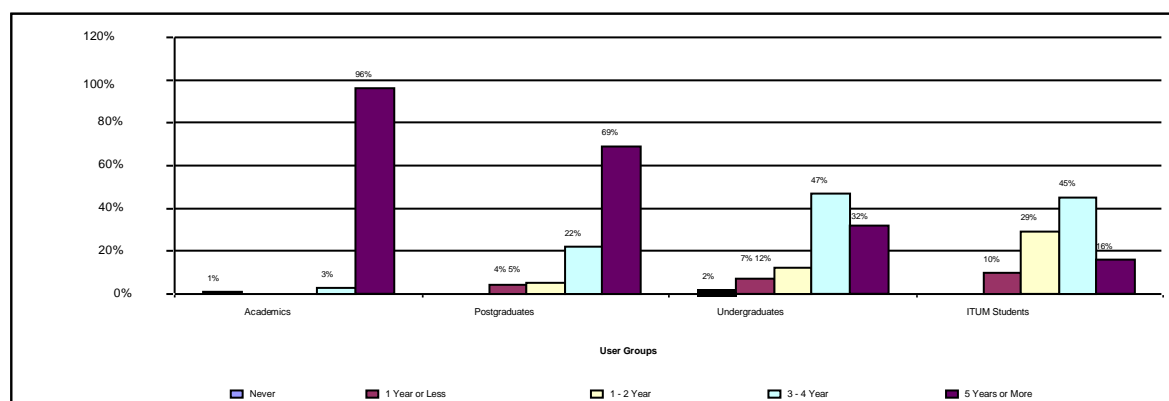


Figure 1: No of Hours Spent on Internet by the Each Academic Group

Source: Surname, (2023)

8. Margins

Margins of 40 mm on left & bottom and 25 mm on top and right should be used.

9. Number of Copies

Student must submit One (01) hardbound copy and One (01) soft copy of the theses to the respective Department.

10. Paper Quality

International A4 white paper (80 gsm/single-side) should be used. Other papers may be used if required (e.g.: for maps) on the instructions of the internal supervisor.

11. Pagination

Each page should have page numbers except the “Title” page. Lower case Roman numerals should be assigned centered at the bottom of the page to all “preliminary pages”. Pagination of the body text and appendices is to be in Arabic numerals centered at the right bottom of the page. The pagination begins with the first page of the first chapter and continues throughout the rest of the text.

SAMPLE TITLE PAGE

INSERT YOUR TITLE HERE (bold, font 14)

By

Surname, A.B.C.

(Name with Initials, Bold, Font Size 12)

**The Research Project is submitted to the Wayamba University of Sri Lanka in
partial fulfillment of the requirements of the Degree of B.Sc. Honours in
Business Management**

**(Name of the Department)
Faculty of Business Studies and Finance
Wayamba University of Sri Lanka**

Month/Year

SAMPLE INNER PAGE



WAYAMBA UNIVERSITY OF SRI LANKA
(B.Sc. Honours in Business Management)

Title of the Dissertation:

Student's Name:

Student Index No:

Supervisor's Name:

Date of Completion:

AUTHOR'S DECLARATION (Bold, Font Size 14)

The Research Project was written independently by me under the supervision and guidance of my supervisor. There is no plagiarism and other violations of ethics and academic standards. All the individuals and collectives that have made important contributions to this Research Project have been marked clearly and no part of this Research Project has been submitted for any other degree or diploma conducted by other academic institutions.

Signature of Author:

Date:

SUPERVISOR'S ATTEST

This Research Project has been prepared under my supervision and guidance. It has reached the standard requirement of the B.Sc. Honours in Business Management and is approved for its defense.

Signature of the Supervisor:

Date:

ACKNOWLEDGEMENT

Write the acknowledgement in a one page.

SAMPLE ABSTRACT

ABSTRACT

Financial literacy is defined as the possession of knowledge and skills that enable informed and effective money management. Financial literacy is enhancing the financial developments and economic growth of the country. In the face of these developments, it is important to assess if the younger generation, especially undergraduates who are seen as the future investors, movers and transformers of the economy, have the necessary knowledge of financial concepts. This study examines the impact of financial literacy on investing decisions among undergraduates in the western province in Sri Lanka. A total of 200 students from 4 government universities in the western province of Sri Lanka participated in this study. The present study employed a few determinants to assess financial literacy as students' knowledge about financial products, Accessing financial products, money management, knowledge about financial investment options, and financial skills. The study focused on examining how a student's level of financial literacy influences his/her financial opinions, decisions and practices. The findings revealed that financial literacy positively and significantly influenced the undergraduates' investment decisions. Further, when it focused on the dimensions of financial literacy, the most significant dimension was financial skills. The knowledge about the financial product is identified as the least significant dimension on investment decisions of the undergraduates. Finally, the researcher provides some suggestions for financial institutions and policy decision-makers to develop financial literacy level by promoting financial knowledge for enhancing the investment decision making power among the young generation in Sri Lanka

Keywords: Financial Knowledge, Financial Literacy, Financial Products, Money Management

SAMPLE CONTENT PAGE	
Table of Contents	Page
Author's Statement	ii
Supervisor's Attest	iii
Dedication	iv
Acknowledgement	v
Abstract	vi
List of Tables	x
List of Figures	xii
List of Abbreviations	xiii
1. INTRODUCTION	01
1.1 Section Title	03
1.1.1 Sub-title - 1	12
1.1.2 Sub-title - 2	15
1.1.3 Sub-title - 3	20
2. THEORY AND LITERATURE REVIEW	25
3. RESEARCH METHODOLOGY	35
3.1 Section Title	37
3.1.1 Sub-title - 1	38
3.1.2 Sub-title - 2	39
3.2 Section Title	40
3.2.1 Sub-title - 1	41
3.2.2 Sub-title - 2	42
4. DATA PRESENTATION AND ANALYSIS	45
4.1 Section Title	47
4.2 Section Title	49
4.3 Section Title	52
5 CONCLUSION AND RECOMMENDATIONS	55
5.1 Section Title	55
5.2 Section Title	56
REFERENCES	58
APPENDIX	

Annexure V

GUIDELINES FOR PREPARING THE EXTENDED ABSTRACT

EXTENDED ABSTRACT TITLE

(TIMES NEW ROMAN, 14 FONT SIZE, BOLD, ALL CAPS, CENTERED)

Author's Name and Surname¹, Author's Name and Surname² (11 Font size)

¹Organization information that the author is
committed to ²Organization information that the
author is committed to ¹E-mail, ²E-mail

ABSTRACT (11 Font Size, bold, all caps, centered)

Abstract should be written in 200 words and with 10 font size, Times New Roman, justified, single line spacing. Objectives, methods and findings are summarized in this section.

Keywords: Keywords regarding the work are stated in this section. Said section should contain maximum 5 words that are written with 10 font size and separated with semi-colon.

1. INTRODUCTION (Title Times New Roman, 12 font size, bold)

Extended abstracts should be written according to the underlying structure of the structured abstract and in a form that is shorter than the full text. Subtitles of the extended abstract should be composed from the sections of **abstract and keywords, introduction and objective, method, findings and argument, conclusion and suggestions.** Extended abstract of the full paper shall be written with Times New Roman font, single line spacing and 11 font size. Extended abstracts can contain figures, tables, formulations or images. Extended abstracts should be in a structure that explains the content of the declaration therefore the preparation phase of the said work. Page margins are formed regarding the A4 page size and are 2.5 cm wide from the right, left, top and bottom. End of the lines should be aligned to the right and there should be no syllable segmentation. **Extended abstracts should not exceed 4 pages including the references** and pages should not be numbered.

Current literature regarding the work subject should be examined and the differences of the said work from the past, similar works should be presented clearly in the introduction section.

2. MATERIALS AND METHODS

All materials and methods that have been used in the work must be stated clearly and subtitles should be used when necessary.

2.1. Subtitle

First degree titles (2.) should be written left aligned, all caps and bold. Second and 3rd degree subtitles (2.1, 2.1.1) should be written left aligned, bold and with title case. A blank line should be placed between the paragraphs and there should not be any paragraph indentation.

3. RESULTS AND DISCUSSION

3.1. Subtitle

All of the tables, images and figures should be centered. Figures and images should be numbered together (Figure 2) and figure definitions should be placed under the figure or image; as for the tables, they should also be numbered (Table 2) and the table header should be placed at the top of the chart. Table, image and figure headers should be written with upper case initial letters, bold and should be centered. References (if any) of the tables, figures and images should be presented just under the tables, figures and images in the form of author surname and publication date.

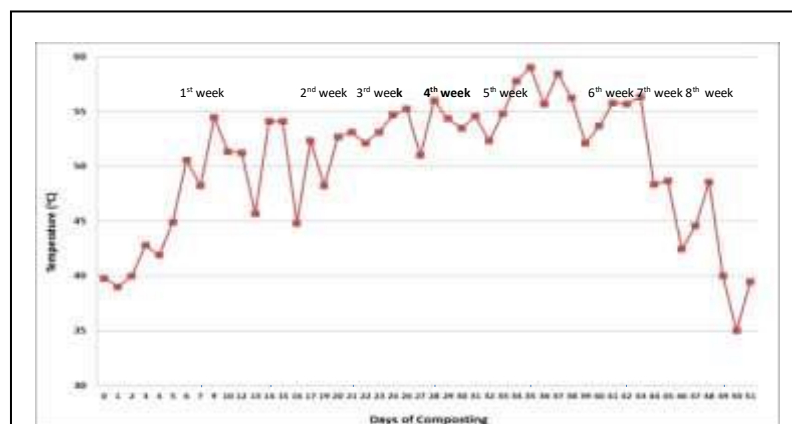


Figure 2. Figure Header (Font 11)

3.2. Subtitle

Table 2. Table Header (Font 11)

Factor (Font 10)	Unit	Low	High
Final temperatures	°C	200	600
Heating rate	°C/min	1	10
Holding time	Min	0	60
N2 flow rate	L/min	0.2	1.0
Condensing temperature	°C	0	10

Source: Author surname and publication date (eg: George, 2009)

4. CONCLUSION

Please conclude your work incorporating your most important finding as well as future works (3- 4 lines).

ACKNOWLEDGEMENT

Please acknowledge your research grant, organization, scholarship (where relevant)

REFERENCES

Resources that have been presented inside () in the text with numbers should be listed according to their order in the text. Total no. of references must not exceed 15.



Progress Record

MGT 419– Research Project – Academic Year 2021/22

Department of Business Management

Name of the Student :

Registration No. :

Name of the Supervisor :

Title of the Dissertation

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. Each student is required to maintain this record after consulting the supervisor for their research. It is the responsibility of candidate to obtain remarks and the signature of the academic supervisor at the end of each activity/meeting which ensures that all the instruction given by the supervisor are adhered and incorporated.

Supervisor Visits

Date	Method of Communication	Comments given by the Supervisor	Signature of the Supervisor
1			
2			
3			
4			
5			

6			
7			
8			
9			
10			

Activity Completion

Ser. No.	Completed Tasks	Submitted on time	Signature of the Supervisor
01	Workshop 01	-----	
02	Workshop 02	-----	
03	Submission of the Research Proposal	Yes / No	
04	Proposal Defense Presentation	-----	
05	Workshop 03	-----	
06	Submission of the Chapter One	Yes / No	
07	Workshop 04	-----	
08	Submission of the Chapter Two	Yes / No	
09	Workshop 05	-----	
10	Submission of the Chapter Three	Yes / No	
11	Submission of the Questionnaire	Yes / No	
12	First Progress Review	-----	
13	Workshop 06	-----	
14	Workshop 07	-----	
15	Submission of the Chapter Four	Yes / No	
16	Workshop 08	-----	

17	Submission of the Chapter Five	Yes / No	
18	Second Progress Review	-----	
19	Submission of the Spiral Bind	Yes / No	
20	Viva VOCE Examination	-----	
21	Submission of the Hard Bind	Yes / No	
22	Submission of the Extended Abstract	Yes / No	

Signature of the student.....

Date.....

Important:

- Every student needs to complete all the above tasks.
- To complete the research project following activities are compulsory.
 - To be eligible for the **proposal defense**: Submission of the **research proposal** on time.
 - To be eligible for the **1st progress review**: Submission of **chapter 01, 02 and 03**.
 - To be eligible for the **2nd progress review**: Submission of **chapter 04 and 05**.
 - To be eligible for the Viva **VOCE examination**: Submission of the **spiral bind complete report**, completion of **1st and 2nd progress reviews** and Attendance to **more than 4 workshops**.
 - To obtain the **final result**: Submission of the **hard bind report**.
- It is the duty of the supervisor not to recommend such dissertation for examination.
- The student should submit this report along with the dissertation, when the dissertation is submitted for examination.

This student has completed all the millstones and recommended for final evaluations.

Signature of the supervisor.....

Date.....

Annexure VII

GUIDELINES FOR SUBMITTING HARD BIND COPIES (FINAL VERSION) OF THE DISSERTATION.

1. Colour of the **Cover** should be **Black**.
2. Should use a **Hard Cover**.
3. The Title of the Dissertation along with the **Name, Name of the Degree & the University, Year** of submission should be printed on the cover as follows;


Title - Font Size - **18**, Font Style - **Times New Roman, Uppercase, Centered, Bold** in **Gold Coloured** letters embossed on the cover.

Name - Font size - **16**, Font Style – **Times New Roman, Uppercase, Centered, Bold in Gold Coloured**

Name of Degree - Font size - **14**, Font Style – **Times New Roman, Uppercase, Centered, Bold in Gold Coloured**

Name of University & Year - Font size - **14**, Font Style – **Times New Roman, Uppercase, Centered, Bold in Gold Coloured**

4. Alignment of page should be centered
5. On the bound side of the Dissertation the Title of the Research, Name of the author and year of submission should be printed (embossed) in gold coloured letters Font size – **10**, Font style – **Times New Roman in Block Capitals**
6. Two numbers of hard bind copies of the Dissertation duly certified by the supervisor should be submitted to the Head/ Department of Business Management of the Wayamba University of Sri Lanka on or before **due date**.

<p>TITLE</p> <p>NAME OF STUDENT WITH INITIALS</p> <p>YEAR</p>	 <div style="position: absolute; top: 95px; left: 575px;">↑</div> <div style="position: absolute; top: 165px; left: 575px;">↓</div> <div style="position: absolute; top: 135px; left: 680px;">3.5 cm</div> <div style="position: absolute; top: 165px; left: 630px;">Colour Printing for</div> <div style="position: absolute; top: 195px; left: 468px;">↔</div> <div style="position: absolute; top: 215px; left: 485px;">2.5 cm</div> <p>TITLE</p> <p>(Font Size - 18, Font Style - Times New Roman, Uppercase, Centered, Bold in Gold Coloured letters embossed on the cover)</p> <p>NAME OF STUDENT WITH INITIALS</p> <p>(Font size - 16, Font Style - Times New Roman, Uppercase, Centered, Bold in Gold Coloured)</p> <p>NAME OF DEGREE</p> <p>(Eg. B.SC. (SP.) DEGREE IN BUSINESS MANAGEMENT)</p> <p>WAYAMBA UNIVERSITY OF SRI LANKA</p> <p>YEAR</p> <p>(Font size - 14, Font Style - Times New Roman, Uppercase, Centered, Bold in Gold Coloured)</p>
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Note :-

The Right, Top & Bottom margins should be 1", Left margin should be 1.5" in A₄ paper.



Corrections of the Dissertation

MGT 419- Research Project – Academic Year 2021/22

Department of Business Management

Name of the Student :

Registration No. :

Name of the Supervisor :

Title of the Dissertation Study

.....

.....

Supervisor Comment	Corrections			
	From		To	
	Page	Paragraph	Page	Paragraph

I hereby certify that above candidate has made the corrections in his Dissertation suggested at the Viva Voce Examination under my guidance.

Date.....

Signature

Name of the Supervisor