



Far Western University

Faculty of Education

Guidelines for M. Phil/PhD: Thesis Structure and Format, 2022

In order to maintain uniformity in M. Phil/PhD thesis, the following guidelines have been prepared for the various departments of the Faculty of Education under Far Western University.

Cover page:

TITLE OF THE M. Phil/ Ph.D. THESIS

A Thesis/ Dissertation Submitted for the Award of
the M. Phil/ Ph. D. degree in Education,



Submitted by:

Name.....

Reg No.....

Under the Supervision of

.....

Submitted to

Dean's Office

Faculty of Education

Far Western University, Kanchanpur Nepal

Date

Preliminary Section

The preliminary section should be strictly maintained, and it should have the following components:

- i. Cover Page
- ii. Blank Page
- iii. Inner Cover Page
- iv. Declaration
- v. Recommendation by the Supervisor(s)
- vi. Letter of Approval
- vii. Acknowledgements
- viii. Abstract
- ix. Table of Contents
- x. List of Acronyms and Abbreviations
- xi. List of Symbols (if any)
- xii. List of Tables
- xiii. List of Figures

CHAPTER 1
INTRODUCTION

Background
Statement of the Problem
Rationale of the Study
Purposes /Objectives of the Study
Research Questions/ Research Hypotheses
Delimitations of the Study
Organization of the Thesis

CHAPTER 2
LITERATURE REVIEW

Theoretical Reviews
(Thematic Subheadings, if any)
Empirical Reviews
Policy Reviews (If any)
(Thematic Subheadings, if any)
Critical Reflection over the Reviews
Research Gap
Theoretical Framework

CHAPTER 3
METHODOLOGY

Philosophical Foundations
Research Paradigm(s)
Research Design
Methodological Choices (methods of inquiry)
Research Instruments/ Tools/ Protocols
Sample Selection (unit of analysis)
Data Collection, Analysis, and Interpretation
Quality Standards
Ethical Considerations
Conceptual Framework

CHAPTER 4

RESULTS AND DISCUSSION

Analysis of Data

(The researcher must answer the research questions/objectives in the analysis of the data section. They must write topics and sub-topics clearly.)

Discussion of Findings

(Discussion of the findings must contain theoretical discussion; philosophical discussion; and discussion over applicability.)

[Note: Each research question/objective may have an additional chapter. This means the number of chapters depends on the nature of the thesis (M. Phil) / PhD.]

CHAPTER 5

SUMMARY, CONCLUSION AND IMPLICATIONS

CHAPTER 6

REFLECTION AND SUGGESTIONS FOR FURTHER STUDY

REFERENCE (APA 7th edition)

APPENDIX

(Scientific Publication, questionnaires etc.)

1. General Styles, Citation and References

I. General Style

Font: Times New Roman, 12 Points, left align (for English) and main title, 12 in bold; (**for Nepali:**

Preeti \ Kantipur, 16 points, left align or Unicode: Jaga Manjari (14) and Kokila 16 point)

- a) **Page layout:** A4, 1.3 point left side and 1 inch space remaining sides.
- b) **Page number:** Place the page number in the top right. Begin the body or first chapter on page 1 but hide the page number on the page where the chapter begins. Use Roman numbers (i, ii, iii...) in the initial section.
- c) **Spacing:** 1.5 spacing (Line by line), **Indentation:** 0.5-inch paragraph space
- d) Do not use full justification.

Level of Heading

The heading style recommended by APA 7th edition consists of five possible formatting arrangements. (See Table 1).

Table 1

Format for Five Levels of Heading

Level	Heading Format
1	Centre, Bold, Title Case Heading Text begins as a new paragraph
2	Flash left, Bold, Title Case Heading Text begins as a new paragraph
3	<i>Flash left, Bold Italic, Title Case Heading</i> Text begins as a new paragraph
4	Intended, Bold, Title Case Heading, Ending with a Period. Text begins on the same line and continues as a regular paragraph
5	<i>Intended, Bold Italic, Title Case Heading, Ending with a Period.</i> Text begins on the same line and continues as a regular paragraph

e) Consistency

Number all tables sequentially as you refer to them in the text (Table 1, Table 2, etc.), likewise for figures. (Figure 1, Figure 2 etc.). Abbreviations, terminology, probability level values must be consistent across tables and figures in the same article or report. Likewise, formats, titles, and headings must be consistent.

Quan/qual terms

- a) **Qualitative words:** explore, explain, discover, identify, generate, describe, find out, what/why/how
- b) **Quantitative words:** relate, influence, impact, effect, cause, test, experiment, predict, generalize, what, how many/how much

f) APA in-text Citation Styles

An APA in-text citation consists of the author's last name and the year of publication (date). If you're citing a specific part of a source, you should also include a locator such as a page number. For example: (Freire, 1970, p. 56).

- a) **Parenthetical citation:** According to new research ... (Smith, 2020).
- b) **Narrative citation:** Freire (1970) notes that ...

Multiple authors and corporate authors

Author type	Parenthetical citation	Narrative citation
One author	(Smith, 2020)	Smith (2020)
Two authors	(Freire & Horton, 1990)	Freire and Horton (1990)
Three or more authors	(Mahmoudi et al., 2014)	Mahmoudi et al. (2014)
Organization	(Scribbr, 2021)	Scribbr (2021)

Missing information

Missing element	What to do	Parenthetical citation
Author	Use the source title.	(<i>Source Title</i> , 2020)
Date	Write "n.d." for "no date".	(Dewey, n.d.)
Page number	Either use an alternative locator or omit the page number.	(Smith, 2020, Chapter 3) or (Smith, 2020)

Quotation

There are three main rules for citing in APA style:

- a) If the quote is less than 40 words, enclose it in **double quotation marks**.
- b) If the quote is 40 words or more, format it as a **block quote**. Or **Indent 0.5 without double quotation**.
- c) Cite the author, year, and page number with an APA in-text citation.

For example: according to Freire, "banking education suffers from narrative illness" (Chalaune, 2021, p.57).

APA 7 reference

Four basic elements for reference list entries:

- 1) Author's name, 2) date of publication 3) title of work 4) source of retrieve

Keeping these four elements in mind will help to create references for any type of work.

Things to consider when writing the references (guidelines):

1. References begin with a new page after the text and the "reference" word should appear in bold in upper and lower case and be centered at the top of the page.

2. Write the author's surname first and put the references in alphabetical order.
3. Make 1.5 spaces in the entire reference list.
4. Make a 0.5 inch hanging indent in each reference entry or flush the left and then indent 0.5 inch from the left margin of the next line.
5. Reverse the names of all the individual authors; first provide the surname, then the commas and initials: author, A. A.
6. Use commas to separate the author's initials from additional author names, even if there are only two authors; Use ampersand (&) before last author name: author, A. A., & author, B. B.
7. Use serial commas with three or more authors before ampersand (&). Provide surnames and initials for up to 20 authors.
8. If there are more than 20, list the first 19 authors, followed by an ellipsis (. . .) and the last author's name. author, A. A., B. B., C. C., ...J. J.
9. Do not use commas to separate authors from two groups: Centre Bureau of Statistic & Department of Education.
10. Use one space between initials.
11. Periodical (Journal, Magazine, Newspaper, Newspaper, or Blog) Sources When writing a reference list, provide periodical title, volume number, issue number, and page range or article number. For example, *Far West Review*, 1 (1), 50-66.
12. Capitalize the title of a periodical using title case, italicize it up to the volume number, and do not italicize subsequent issue number, and page number.
13. Separate page range by dashes (-), then separate the discontinuous page numbers with commas. For example, 20-35, 42.
14. Write the DOI or URL after writing the periodic information part of the source.

For Table

Table Number should be in bold and just below it should be the title of the table in italic with first spelling of the content words capital. The size of the lettering should be no smaller than 8 points and no larger than 14 points.

Table 1

Number of Dalit Students per Grade

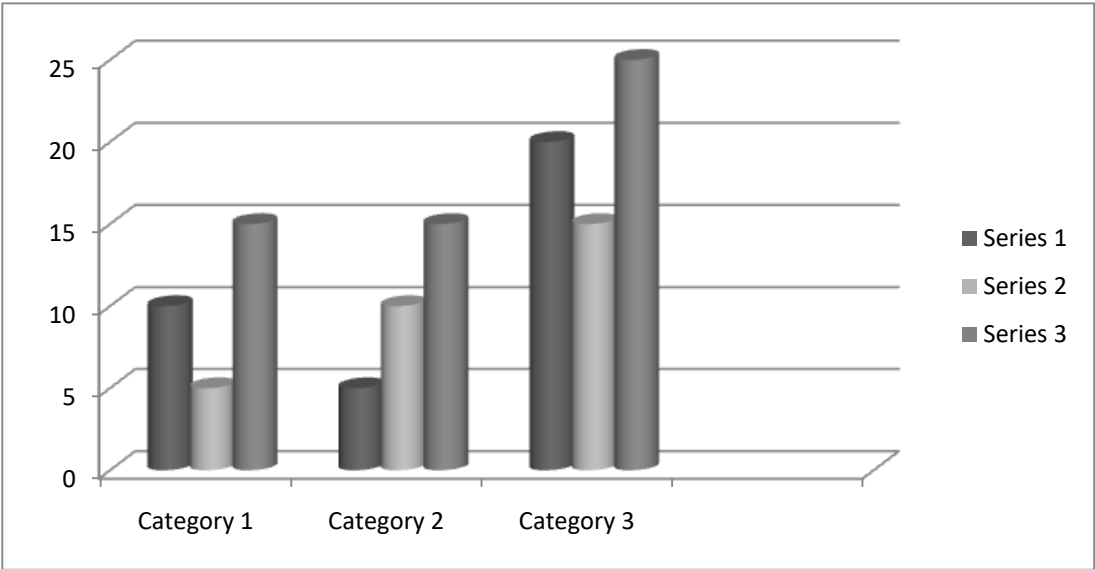
Grade	Boys	Girls
6	60	55
7	70	60
8	45	40
Total	715	515

II. For Figure

Figure Number should be in bold and just below it should be the title of the figure in italic with first spelling of the content words capital.

Figure 1

Sample Figure Title



Note. A note describing content in the figure would appear here.

Declaration

I Mr./Ms./Mrs. hereby declare that the research work incorporated in the present thesis entitled is my Original work. This thesis (in full or in part) has not been submitted to any university for an award or a degree and for any other academic purposes. Wherever necessary, I have appropriately acknowledged the material collected from secondary sources and all information sources and literature used have been cited in the references section of the thesis. I am solely responsible for the originality of the entire content.

Date of submission (AD):

.....
Signature of the Candidate

Recommendation Letter

Mr./Mrs./Mshas successfully completed the research work
on entitled
..... under my guidance and suggestions. I am satisfied with his/her
research report, and I recommend submitting it to the research committee for final Viva voce.

Name of Supervisor:

Position:

Submission date (AD)

Approval Letter

We have examined the thesis entitled
..... presented by for the
degree of Master/ Doctor of We hereby certify that the
thesis/dissertation is acceptable for the award of a degree.

Name

Dean/Head of Research Committee

Name

Supervisor

Name

External Examiner

Name

Member of Research Committee

Name

Member of Research Committee

Date of approval (in AD):

Sample of Cover Page for MPhil/PhD

STUDENTS MIGRATION FROM SUDURPASCHIM PROVINCE: LEVEL, TREND, PATTERN AND
CHALLENGES

A Thesis/ Dissertation Submitted for the Award of the
M.Phil/ Ph. D. degree in (Discipline) Education



Submitted By

Name:

Reg.No.

Under the Supervision of

.....

Submitted to

Dean's Office

Faculty of Education

Far Western University, Kanchanpur Nepal

Date

Sample of cover page for M. Phil Proposal

THE ATTITUDE OF TEACHERS TOWARDS STUDENTS IN SECONDARY SCHOOLS OF
KAILALI DISTRICT

A Research Proposal

In Partial Fulfillment of the Requirements for the Master of Philosophy Degree in (discipline)

Submitted by

Name:

Reg.No.

Submitted to

Dean's Office

Faculty of Education

Far Western University, Kanchanpur Nepal

Date

Proposal Approval by Research Committee

Mr /Mrs./Ms. has defended the research proposal entitled*Itaic*..... successfully. Research committee registered thesis for further progress. It is recommended to act as per the suggestions and guidance of the supervisor

Name of Head of Research Committee:

Position:

Signature:

Name of Supervisor:

Position:

Signature:

Name of Member of Research Committee: ...

Position:

Signature:

Member of Research Committee: ...

Position:

Signature:

Member of Research Committee:

Position:

Signature:

Member of Research Committee:

Position:

Signature:

Approval Date (in AD):