

Guidelines for Graduate Level Thesis Writing



Far Western University
Faculty of Education
Mahendranagar, Kanchanpur

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Foreword

This guideline summarizes the procedures for thesis writing for students who are planning to write a thesis for their master's degree or graduate studies and research work under the Faculty of Education. This manual is intended to guide students to the elements and structures typically included in a thesis, as well as to provide references to appropriate style manuals and other writing resources. It may also have guidelines for the task of thesis writing for campuses or departments running graduate programs and also for research committees including thesis supervisors. This guideline is not meant to supplant but to supplement the thesis process. The Office of the Dean of Education has high expectations that this guide will be helpful in managing the thesis writing task at the M.Ed level.

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1. Thesis Guidelines

Thesis guideline is designed as a guide to help Master's level students establish minimum requirements, academic standards, physical format and appearance of the thesis. It aims to provide the necessary academic requirements and structural guidelines for thesis writing to students under the faculty of education, Far Western University (FWU). The Office of the Dean of Education encourages and directs students to prepare a report by meeting the criteria set before submitting the thesis report. The submission of this report is the final step in a programme leading to the award of the master's degree.

This thesis guideline provides students of Faculty of Education, FWU with the necessary information on how to prepare and present research theses in an acceptable structure for the graduate level. It also provides topics ranging from writing style to the completion of required format.

Thesis Writing

Thesis writing is the systematic study of natural phenomena or materials or sources or the existing state of society to identify facts or to obtain more information and draw new conclusions. It is a creation process, which requires new inputs to generate new knowledge and can use new and existing knowledge to produce technology that can ultimately lead to economic prosperity of the country and human world. Therefore, to make the thesis report qualitative, the researcher should try to express, not to impress, more elaborately and accurately, the thesis report or the findings of a research study.

A thesis is a formal academic document guided by certain rules. It should include chapters on introduction, literature review, analysis and justification of selected data for research methodology, analysis of data providing findings and recommendations. The thesis will be approved by the thesis supervisor and the research/ thesis approval committee in the range of appropriate subjects related to the subject area of the researcher's master's degree.

It should demonstrate that the researcher is proficient in identifying areas suitable for research: setting research objectives; to find, organize and critically analyze relevant secondary data and authentic literature; developing appropriate research methodology; present and triangulate analysis of selected primary data; draw conclusions; and, if necessary, make relevant recommendations and indicate areas for further research.

2. Responsibilities of Research Committee and Students

Each campus and department will have a research committee / teaching committee according to the subject area. The Dean's Office established guidelines to ensure uniformity in style and structure, and it will be the responsibility of the Research Committee / Teaching Committee and the researcher/student to meet the standards.

3. Ethical Issues

Ethical issues have come up in research writing. All students have a responsibility to conduct and report the results of their research in an ethical manner.

Therefore, researcher students are advised to be aware of ethical issues, especially the following:

- a) **Information retention and sharing:** It is the duty of the researcher to keep and share the information used in the study. The researcher should keep on discussing the data obtained with the supervisor while doing the research. The researcher should keep them ready at the time of viva voce and produce them as evidence on demand.
- b) **Plagiarism:** Plagiarism is the act of presenting someone else's work or ideas as one's own, with or without their consent, without full acknowledgement. It is strictly forbidden. The researcher must obtain permission for all copyright materials.

4. Regulation of Graduates Thesis Writing

A. Things to be considered by the Campus / Department / Research Committee

- i. The work of writing thesis of 6 credits at the fourth semester curriculum of graduate level under FOE, Far Western University will be completed at two phases by writing thesis proposal and thesis.
- ii. There will be an evaluation/ research committee for each subject to evaluate the thesis.
- iii. Thesis process should start from the first semester. Students should first of all choose their area of interest, write a term paper, do a presentation, etc. from the beginning. The topic of the thesis should be chosen on the basis of such work.

- iv. Faculty members of the campus and department should be the supervisor only. But co-supervisors can be hired from outside the campus.
- v. Teaching / Research Committee should keep a record of each student's proposal registration date, date of submission of thesis and title of thesis as well as date of Viva Voce.
- vi. As far as possible, the subject matter expert should be appointed as the research supervisor.
- vii. Within 15 days after the end of the examination of the fourth semester, each campus and department should conduct at least a seven-day orientation programme on thesis writing.
- viii. Viva-voce should be conducted in the presence of an external examiner (appointed by Dean's Office), supervisor, subject matter expert (if available) and head of research committee / subject committee.
- ix. Before the final viva voce, it seems necessary to check the plagiarism of the manuscript prepared by the student, and if possible, the research committee should check it. Plagiarism will be accepted only up to 20% overall.
- x. After the department has kept the record of the date of submission of the thesis, it should be sent to the External Examiner or Viva Voce Expert. After the external examiner has thoroughly studied the thesis, then the student's viva voce should be conducted.
- xi. The remunerations of the supervisors, external examiners, experts and head of the research committee will be as prescribed.
- xii. The fees to be paid by the researchers/ students for the thesis will be as prescribed.
- xiii. Remuneration for thesis supervisor, external examiner and head of Viva voce committee will be paid from the respective campus or department.

B. Proposal Submission

- i. Students will only be able to prepare proposal on topics approved by the research committee of the respective campus and department.
- ii. Students may submit a research proposal to the respective campus/department by approving the research title within one month of the final examination of the 4th semester and may work under the close supervision of the designated supervisor.
- iii. The thesis/ proposal must be written in English language of English subject and in Nepali language of Nepali subject. In other subjects, writing can be done in English / Nepali language as per the decision of the concerned faculty or department.
- iv. The candidate should defend the thesis proposal in the research Committee of the Campus / Department.

C. Preparation, Viva Voce and Approval of Thesis

- i. The research report should be original, accurate and clear and meet the academic criteria as per the guidelines of the Dean's Office for writing graduate level thesis at Far Western University.
- ii. The expression and presentation in the report should reach a satisfactory level.
- iii. Any other educational award should not be presented in full or in part in any institution.
- iv. Students must submit a draft of thesis to the Research Committee at least 15 days before to the viva voce defense.
- v. Before viva voce, the student has to submit the thesis on loose binding to the concerned department.
- vi. The time gap or interval between the acceptance of the research proposal and the viva voce date of the thesis should be at least 3 months (90 days). However, the entire duration of the thesis will be of 6 months.
- vii. The thesis must be duly signed by the Supervisor, viva voce Expert and Head of the Research Committee.
- viii. Students will be eligible to take the viva voce exam only after passing all the other subjects of four semesters.
- ix. External examiners should evaluate the thesis up to 4 researchers in a day and conduct oral interviews.
- x. The main body of the thesis should be 50 to 80 pages. Generally, a thesis of less than 50 pages in the main section will not be accepted.

D. After Viva Voce and Approval of Thesis

- i. After viva voce, the candidate should submit 4 copies of hardbound thesis and a soft copy (in pdf) in the form of CD to the concerned department within maximum seven days including the necessary suggestions of external examiner and viva voce committee.
- ii. Students should write the title, date and thesis number on the back side of the hard binding of the thesis.
- iii. Out of 4 copies 1 copy should be kept by campus / department, 1 copy by dean's office, 1 copy by examination control office and 1 copy by student.
- iv. Within seven days of the final viva voce, the external examiner has to seal the marks obtained by the researcher-student in the prescribed format and submit it to the examination control office.

- v. When scoring the student's research work, the reason for giving less than 60 percent and more than 90 percent should be clearly stated. And its information should be given to the dean's office.

5. Proposal Writing

The proposal is the first step that a student must take to complete his or her thesis. A thesis proposal is a document that outlines the thesis topic, defines the issues the thesis addresses, and explains why the topic is needed for further research. It must identify the problem and find a solution.

Length of Thesis Proposal: Generally, the proposal should not exceed 10 pages except title page and appendix.

| Elements of a Qualitative Research Proposal | Elements of a Quantitative Research Proposal |
|--|---|
| <p>TITLE</p> <p>Introduction/Background of the Study</p> <p>Statement of the Problem</p> <p>Significance/ Rationale of the Study</p> <p>Purpose of the Study</p> <p>Research Questions</p> <p>Literature Review and Theoretical Framework</p> <p>Research Method and Research Design</p> <p>Participants and Tools</p> <p>Data Collection</p> <p>Data Analysis and Interpretation</p> <p>Ethical Consideration</p> <p>Work Plan</p> <p>References</p> <p>Appendix</p> | <p>TITLE</p> <p>Introduction/ Background of the Study</p> <p>Statement of the Problem</p> <p>Significance/ Rationale of the Study</p> <p>Objectives of the Study</p> <p>Research Questions or Hypothesis</p> <p>Literature Review</p> <p>Methods and Procedures</p> <p>Population, Sampling and Tools</p> <p>Data Collection</p> <p>Data Analysis and Interpretation</p> <p>Ethical Consideration</p> <p>Work Plan</p> <p>References</p> <p>Appendix</p> |

Note: Citation and referencing should follow APA 7th edition style.

6. Structure and Format of the Thesis

Far Western University (FWU) follows APA style for writing thesis and academic papers. This guideline follows the APA Manual 7th edition style to bring consistencies in basic styles, formats and structures among thesis written under FWU.

A thesis is typically made up of three main parts:

- A. Preliminary part**
- B. Body of the thesis**
- C. Supplementary materials part**

A. Preliminary Part (should be in different number and not counted with the main body)

- **Cover page:** Thesis title, the level for which it is written, name of student, and department/campus, year
- **Title of the Study:** The main Title of the thesis normally 12-15 words and the title of the thesis should be in bold and in Title case (upper and lower case). The title should be concise, clear and communicative.
- **Inner page:** Same as cover page content plus registration number, exam symbol number, submission date and viva date
- **Declaration**
- **Recommendation Letter** (Supervisor with date)
- **Approval Letter:** (Thesis evaluation committee – Head, supervisor, external expert with date) [**At least 15 days time gap in submission and viva dates**]
- **Acknowledgements:** (Few words of gratitude to the contributors of the thesis by the student)
- **Abstract:** An abstract presents a brief summary of the thesis. The purpose of the abstract is to briefly provide the reader with the most important information from the entire text. It should not contain new information. This summary should have 150-300 words (no longer than two pages of A4) including the **topic, context, major objective, method and procedure, main findings** and **implications** of the study. In addition, the abstract should not be indented.
- **Contents**
- **List of Tables** (If necessary)
- **List of Figures** (If necessary)
- **Abbreviations/Acronyms**

B. Main Body of the Thesis

CHAPTER I: Introduction

Background of the Study: This section should describe the main aspects of the topic and clearly establish the focus of the study. It should be based on factual information related to the topic. It should also mention the historical background of the problem, philosophical base, etc.

Statement of the Problem: This is the main part of the introduction chapter. Its purpose is to establish research issue. Therefore, it is important that the problem statement be supported by evidence from a review of the literature. The problem statement section usually ends with research questions. The researcher should show that it is necessary to research the problem selected for the study by adequately reviewing both theoretical and empirical research.

Rationale/ Significance of the Study: Under this, the researcher should explain why this study is meaningful and useful for the readers or the related field. It should mention what the study can contribute to existing knowledge, current practices and policy making. Only possible and necessary things should be written here and unreasonable claims should not be mentioned.

Objectives/Purpose of the Study: The purpose of the study is to clearly state what the researcher wants to do and what his or her intentions are. The general purpose of the research can usually be stated in one or two sentences. Then specific objectives should be listed. In particular, the use of action verbs according to the design of the thesis is mandatory.

Research Questions or Hypotheses (if necessary): Research questions are an important aspect of the study. The research question should be related to the objectives. RQs should be constructed by further specifying the objectives.

Quantitative research may require hypotheses. A research hypothesis is a researcher's prediction of what they are trying to find out through research. This is a temporary answer to a researcher's research question that has not yet been tested. In addition, research questions or hypotheses should be constructed so that the variables are clear.

Delimitations of the Study: This is a statement of the limits or scope of the study. This provides information about who, what, where, and how many people are involved in the study. This includes the geographical boundaries of the study, the time frame, the institutions, the subject context, and the age, capacity, level, etc. of the sample. Delimitation should be able to determine the boundaries of the research work.

Definition of the Key Terms (If necessary): Under this, only the specific words used in the research report should be defined.

CHAPTER II: Literature Review

Discuss related work and indicate how it relates to the report. In this, only include research report, and documents, reference books and articles that are directly related to your topic. You need to be analytical and critical, and not just describe the work you have read. The following aspects should be clearly included in the literature review chapter.

Theoretical Literature Review (including policy related review): It should review the pre-established theories that may help your research. It involves reviewing at least two theories related to your study, as well as clearly showing how they relate to your study.

Empirical Literature Review: Empirical literature review is commonly called systematic literature review and it examines past empirical studies to find answers to a particular research question. It requires a gradual review of past empirical studies related to your study. The purpose of literature review is to find out the gap in literature. Literature review also helps to form the theoretical basis of research. There is a need to review at least 7-8 empirical literature. At the same time, show the difference between your study and related literature.

Research Gap: The research gap is an unexplained topic discovered during a literature search or review that may require further research. To identify research gap, you need to thoroughly review existing literature in both broad and specific areas of your study. Research gap can be drawn from areas or concepts that have not been studied and from very old studies.

What are the similarities and gap between the literature reviewed above and your study? What is new or different in your study than theirs? It should be clear.

Theoretical /Conceptual Framework: The theoretical/conceptual framework forms the basis of research. This limits the scope of your study to relevant data and makes your observations and ideas more meaningful. Theoretical / conceptual framework is considered the backbone of research. If this is not clear, the rest of the research cannot take the right path. This is a type of / research plan presented for its solution based on the order of research question/ objectives. In this, after extensive and in-depth study of the theory or concept as directed by the research title, a means of analysis of the collected material for research should be created. But the theoretical framework is constructed using

the tools prescribed by a certain theory. So it has more subjective qualities. The conceptual framework is constructed from some of the newer types of tools influenced by it, without the exact use of the tools prescribed by any doctrine or theory. It has more interdisciplinary qualities. Theoretical framework is the lens through which you interpret your findings in qualitative study.

CHAPTER III: Methods and Procedures of the Study

Give detailed information of how and when you did your research and explain why you used the methods. Similarly, describe the process used in your study, the data used, and how it was obtained. The following aspects should be clearly included in the Methodology chapter.

Research Design and Research Methods of the study (Quantitative, qualitative or mixed-methods and their specific design): A research design is one that is prepared to meet specific research objectives or to find answers to research questions. A research design is a specific design formulation in any one of the three, quantitative, qualitative or mixed. Qualitative design is more commonly used in studies under education faculty. In this, methods like survey, descriptive, field study, document analysis, ethnographic studies, language laboratory, experiment, case study, comparison, action research can be used. In other words, deductive method is used in quantitative design and inductive method is used in qualitative design.

Population, Sample and Sampling Strategy: In the course of research, population is the whole group related to the purpose of the study about which the researcher wants to draw conclusions. The sample is a special group from which the researcher will collect data. The sample size is always less than the total size of the population. The number of samples is important in quantitative research. But in qualitative research, the number of samples does not matter. The sample selection strategy should use probabilistic methods in quantitative research and non-probabilistic methods in qualitative research.

Study Site: During research, the researcher must choose a certain place. The place where the study is conducted is called the research area. In this, the researcher should clarify the identity, characteristics, reasons for choosing etc. of the study area.

Data Collection Tools (Tools: Quan: structured interview, questionnaire, test, experiment; Qual: unstructured interview, semi-structured interview, participant observation, documents, artifacts, FGS, photos, videos, memoirs, field notes, corpus; Mixed)

Data Collection Procedures: Data collection is a systematic process of obtaining information for a study. It helps the researcher gain basic knowledge and basic insights. Under this, it should be clarified for what purpose, from whom, through which process, how, and how many times the data was collected.

Data Analysis and Interpretation Procedure: Data analysis and interpretation is the process of interpreting the information gathered through a certain process, determining its importance and results and findings. It should present the facts in a statistical and verbal or logical way and then explain and discuss the information obtained.

Ethical Considerations

CHAPTER IV: Results and Discussion

Results/ Finding (Analysis and Interpretation): What did you find? Make a clear presentation of your results. Show the required data and calculations here. You can use tables, graphs and figures or verbal ‘quoted’/thematic analysis. In addition, the data should be analyzed and discussed after it has been presented in an appropriate format. During the analysis, research questions should be answered, or hypotheses should be tested. The researcher should analyze the response of the respondents on a theoretical basis as well as a triangular analysis to reach a conclusion in qualitative research. In quantitative research, a variety of statistical tools can be used to test hypothesis, depending on the purpose and the nature of the variables. If the research is based on a mixed structure, then the process of presentation, analysis and interpretation of quantitative and qualitative results should be used according to the type of mixed structure.

Discussion of Findings: Analyze the results with theoretical link (qual.) or hypothesis testing (quan.). Under this, the researcher has to evaluate and interpret the results. Here the researcher should discuss why the findings are consistent or inconsistent as predicted by the theory, compare them with the results of other researchers and try to find out the reasons for similarity or contradiction.

It should synthesize the findings of the study. The researcher should interpret the result from the right perspective and present evidence if necessary. In interpreting the results, attention should be paid to possible sources of bias, impurity of measures, effect of sample size, and other systemic limitations and weaknesses.

Summary of finding: The summary is an overview of the study. First of all, it should include a very brief introduction and justification of the study. The general purpose of the study, and research methods should then be described. Then the main finding should be reached based on the analysis and discussion section.

CHAPTER V: Conclusion and Suggestions/Implications

Conclusion: Under this, the researcher must draw conclusions based on what he has learned, understood and reflected from the research. Also, in drawing conclusions, attention should be paid to the discussion and summary. The researcher's logical interpretation should help build new knowledge. This makes the conclusion original.

Suggestions and Recommendations for Further Research: Research can have a positive and significant impact on policy makers, administrators, teachers, professionals, and the educational community. Therefore, recommendations and suggestions for policy level, implementation level and future research can be given here.

C. Supplementary Materials Part

This section contains materials relevant to research work. In particular, the reference materials quoted in the research report writing (reference list), and the questionnaire, the name of the respondent and the name of the organization etc. (appendix) are kept here.

References (Use APA referencing format)

Appendices (List of respondents, tools, tables, case study, etc.)

7. General Styles, Citation and References

I. General Style

- **Font:** Times New Roman, 12 Points, left align (for English) and main title, 12 in bold, Preeti /Kantipur, 16 point, left align (for Nepali) or Unicode: Jaga Manjari(14) and Kokila 16 point
- **Page layout:** A4, 1.3 point left side and 1 inch space remaining sides.
- **Page number:** Place the page number on 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.
- **Spacing:** 1.5 spacing (Line by line), **Indentation:** 0.5 inch paragraph space

- 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 |

II. 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. Likewise, formats, titles, and headings must be consistent.

The reference styles depend on the type of sources. The common examples of references are given below. Students are suggested to look at the APA Manual 7th ed. for the types of sources that are not included here.

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

III. In-text Citation Styles

- Narrative

Koehler (2016) noted the dangers of falsely balanced news coverage.

- Parenthetical

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

- Quotation

Short (direct quotations less than 40 words)

Long (direct quotations longer than 40 words)

- Paraphrasing

- Paraphrasing +quotation

Short Quotation

- According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).
- Jones (1998) found "Students often had difficulty using APA style" (p. 199); what implications does this have for teachers?
- Jones (1998) found "Students often had difficulty using APA style" (para. 19); what implications does this have for teachers?
- Similarly, the behavioural component of attitude reflects how one intends to act or behave towards someone or something (Kreitner & Kinicki, 2007).
- According to Locke (1976), job satisfaction is "a pleasurable or positive emotional state resulting from the appraisal of one's job or job experiences" (p. 1304) as in the time of thinking also, the feelings comes what we think of.
- Similarly, the behavioural component of attitude reflects how one intends to act or behave towards someone or something (Kreitner & Kinicki, 2007).

Long Quotation (Parenthetical)

Researchers have studied how people talk to themselves:

Inner speech is a paradoxical phenomenon. It is an experience that is central to many people's everyday lives, and yet it presents considerable challenges to any effort to study it scientifically..... (Alderson-Day & Femyhough, 2015, p.957)

Long Quotation (Narrative)

Flores et al. (2018) described how they addressed potential researcher bias when working with an intersectional community of transgender people of colour:

Everyone on the research team belonged to a stigmatized group but also held privileged identities. Throughout the research process, we attended to..... findings, and presentation of results. (p.311)

One Author

- Parenthetical citation: (Freire, 1970)
- Narrative citation: Freire (1970)

Two Authors

- Parenthetical citation: (Freire & Horton,1990)
- Narrative citation : Freire and Horton (1990)

Three or more Authors

- Parenthetical citation: (Karki et al., 2019)
- Narrative citation : Karki et al. (2018)

❖ Unknown Author

Book with no author

(Interpersonal Skills, 2019)

Magazine article with no author

("Understanding Sensory Memory," 2018)

Unknown Date

(Acharya, n.d.)

Organization as an Author:

First citation: (National Planning Commission [NPC], 2000)

Second citation: (NPC, 2000)

Two or More Works in the Same Parentheses

(Berndt, 2002; Harlow, 1983)

Authors with the Same Last Name

(M. Wagle, 2001; S. Wagle, 1998)

Two or More Works by the Same Author in the Same Year

Research by Saud (2018a) illustrated that...

Saud (2018b) explained.....

Personal Communication

(E. Robbins, personal communication, January 4, 2001)

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

- And finally, both models stress large-scale, capital intensive projects that are susceptible to elite control, corruption, and inefficiency (ibid).
-inefficiency (ibid, p.23).

IV. References**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. Invert the names of all the individual authors; first provide the surname, then the commas and initials: Saud, M. S.
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. Do not use commas to separate authors from two groups: Centre Bureau of Statistic & Department of Education.
8. Use serial commas with three or more authors before ampersand (&). Provide surnames and initials for up to 20 authors.
9. If there are more than 20, list the first 19 authors, insert an ellipsis (. . .) [but not use &] and then add the last author's name. Author, A. A., B. B., C. C. ... J. J.
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.

Examples

Journal article with a DOI

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>

Journal article without a DOI, with a URL

Chalaune, B. S. (2021). Paulo Freire's critical pedagogy in educational transformation. *Pacific University Journal of social Sciences*. <http://www.pjss.ac.in>

Magazine article

Bergeson, S. (2019, January 4). Really cool neutral plasmas. *Science*, 363(6422), 33-34.
<https://doi.org/10.1126/science.aau7988>

Newspaper article

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

Guarino, B. (2017, December 4). How will humanity react to alien life? Psychologists have some predictions. *The Washington Post*. <https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/>

Authored book with a DOI

Brown, L. S. (2018). *Feminist therapy (2nd ed.)*. American Psychological Association.
<https://doi.org/10.1037/0000092-000>

Authored book without a DOI, from most academic research databases or print version

Burgess, R. (2019). *Rethinking global health: Frameworks of power*. Routledge.

Authored book with editor credited on the book cover

Meadows, D. H. (2008). *Thinking in systems: A primer* (D. Wright, Ed.). Chelsea Green Publishing.

Edited book without a DOI, from most academic research databases or print version

Hacker Hughes, J. (Ed.). (2017). *Military veteran psychological health and social care: Contemporary approaches*. Routledge.

Book republished in translation

Piaget, J., & Inhelder, B. (1969). *The psychology of the child* (H. Weaver, Trans.; 2nd ed.). Basic Books. (Original work published 1966)

Dictionary, thesaurus, or encyclopedia

Merriam-Webster. (n.d.). *Merriam-Webster.com dictionary*. Retrieved May 5, 2019, from <https://www.merriam-webster.com/>

American Psychological Association. (n.d.). *APA dictionary of psychology*. Retrieved June 14, 2019, from <https://dictionary.apa.org/>

Journal article, in press

Richardson, A. L., & Gallagher, M. W. (in press). Giving thanks is association with lower PTSD severity: A meta analytic review. *Journal of Happiness Studies*.

Press release

American Psychological Association. (2010, August 15). *Today's superheroes send wrong image to boys, say researchers* [Press release]. Retrieved from <http://www.apa.org/news/press/releases/2010/08>

Painting

Wyeth, A. (1948). *Christina's world* [Painting]. Retrieved from <http://www.moma.org/explore/collection/index>

Speech recording

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V. 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 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 |

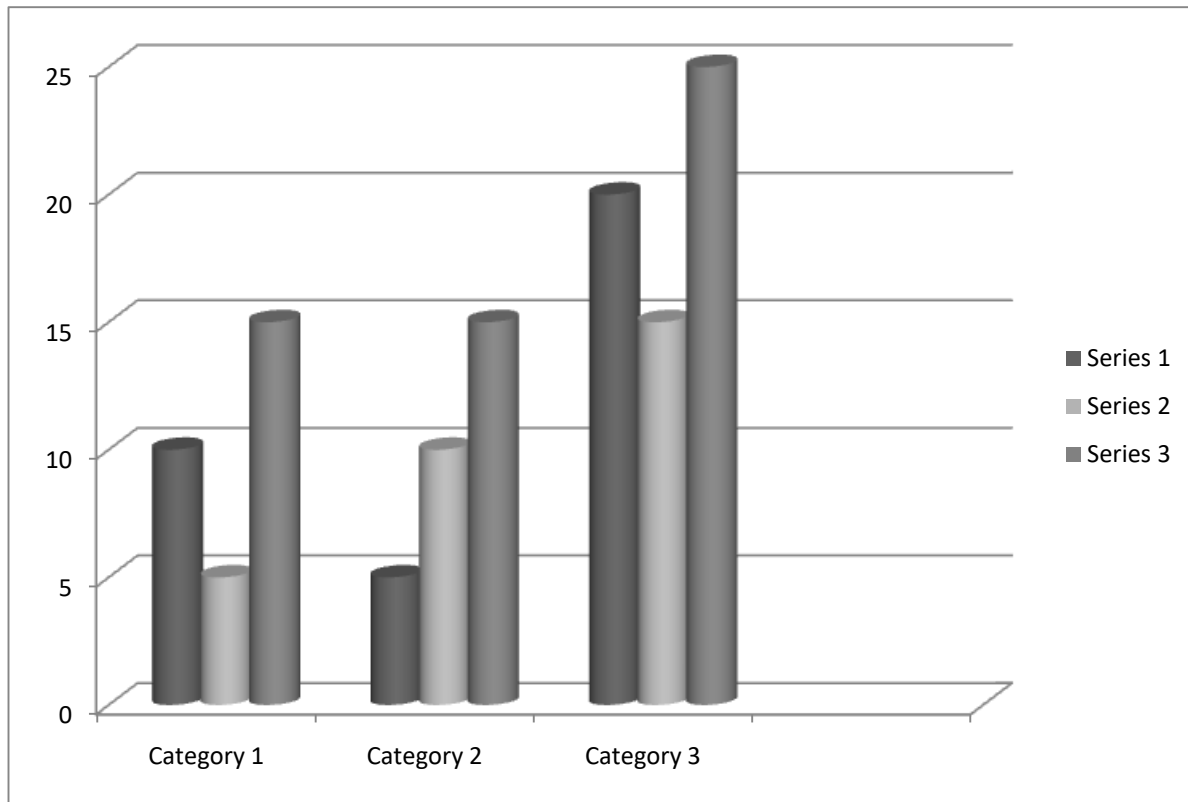
Scribbr:

VI. 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.

8. Sample of cover page and letters/ Preliminary pages**I. Cover page****Title of the Study**

A thesis submitted to the Department of in partial fulfillment for Master's of Education in
(major subject)

Submitted by
Name of student
Roll No.
Registration No.

Name of Campus/Department, Place
Faculty of Education
Far Western University
Year

II. Letters

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:

Signature of the Candidate

Proposal Approval by Research Committee

Mr /Mrs./Ms. has defended the research proposal entitled 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:

Approval Date (in AD):

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 to the research committee for final Viva voce.

Name of Supervisor:

Position:

Submission date

Approval Letter

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

Supervisor:

Name:

Member/Internal Examiner

Name:

External Examiner

Name:

Head of Research Committee

Name:

Date of approval (in AD):



**Far Western University
Faculty of Education
Master's Thesis Evaluation Form**

Campus/Department:

Name of Student: Academic Year:

Symbol No.: Registration No.:

Title of Thesis:

.....

Date Submission: AD Date of Viva Voce:AD

| SN | Criteria | | Maxim. Marks | Obtain Marks | | | |
|----|---|-----------------------|--------------|--------------|----|----|---------------|
| | | | | E1 | E2 | E3 | Average Marks |
| 1. | Preliminary Section a) Title wording (concise & specific) b) list of contents c) Abstracts | 2 2 3 | 7 | | | | |
| 2. | Introduction a) Background b) Problem statement c) Objectives d) Research questions/hypotheses e) significance and Delimitations | 5 6 5 6 8 | 30 | | | | |
| 3. | Literature Review a) Relevance b) Continuity c) Completeness d) Theoretical Framework | 6 6 7 6 | 25 | | | | |
| 4. | Method and Procedures a) Research design b) Sampling c) Methods and tools d) Data collection procedures e) Data analysis procedures | 6 6 8 6 4 | 30 | | | | |

Note: The examiners have to evaluate separately and calculate the average score. The final score should be calculated by adding the average number of each section.

* E1= Evaluator 1, E2= Evaluator 2, and E3= Evaluator

| | | | | | | |
|---------------|--|----|------------|--|--|--|
| 5. | Results/findings and Discussion | | | | | |
| | a) Results/findings analysis | 25 | 58 | | | |
| | <ul style="list-style-type: none"> • Relevance • Accurate • Completeness • Organization • Triangulation | | | | | |
| b) Discussion | 25 | | | | | |
| | <ul style="list-style-type: none"> • Relevance • Accurate • Completeness | | | | | |
| c) Summary | 8 | | | | | |
| | <ul style="list-style-type: none"> • Accurate • Completeness | | | | | |
| 6. | Conclusion and Suggestions | | | | | |
| | a) Conclusion | 8 | 20 | | | |
| | b) Policy Implications | 7 | | | | |
| | c) Recommendations | 5 | | | | |
| 7. | Supplementary materials | | | | | |
| | a) References | 5 | 10 | | | |
| | b) Appendices | 5 | | | | |
| | <ul style="list-style-type: none"> ▪ Relevance ▪ Organization | | | | | |
| 8. | Overall | | | | | |
| | <ul style="list-style-type: none"> • Writing style, Grammar, Spelling | 6 | 20 | | | |
| | <ul style="list-style-type: none"> • Formatting | 6 | | | | |
| | <ul style="list-style-type: none"> • Originality | 8 | | | | |
| | Total | | 200 | | | |

The total average score obtained by the student:

| | |
|-----------|----------|
| In figure | In words |
| | |

Remarks:

.....

.....
 External Examiner

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 Thesis Supervisor

.....
 Head

Name:

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Designation:

.....

.....

Campus:



Far Western University
Faculty of Education
Master's Thesis Final Evaluation Grade Sheet

Date:

Campus/Department:

Name of Student:

Symbol No.: Registration No.:

Title of Thesis:

Academic Year:

Date Submission: AD

Date of Viva Voce: AD

The total average score
 obtained by the student:

| Credits | Total Score (In figure) | Total Score (In words) | GPA | Grade |
|---------|-------------------------|------------------------|-----|-------|
| | | | | |

.....
 External Examiner

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 Thesis Supervisor

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 Head

Name:

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Designation:

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Campus:

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