

ANNEXURE – I

GENERAL CRITERIA FOR SUBMISSION OF DISSERTATION

- (I) The dissertation should be the candidate's own research work or case study.
- (II) The dissertation should be submitted in two copies.
- (III) Each copy should be clear and good quality (80GSM) of white paper (A4 size), (210mmx297mm).
- (IV) One type of paper must be used throughout the dissertation.
- (V) Paper of different quality and size may be used for figures, plates, maps, etc.
- (VI) Each copy shall be on computer typing. Same size and style must be used throughout the dissertation. It is recommended to type in English with 'Times New Roman' font, and to type in Tamil with 'Kalaham' font, would be an ideal. Font size must be 12 points. If you like to mention the translation in English, the size of English word or words behind shall be written after the Tamil word within brackets with font size 10 points.
- (VII) All typing should be on one side of the paper, 1.5 inch line spacing, with the left hand margin, right hand margin, top and bottom side margins from 1" - 1 1/2" (40-60mm).
- (VIII) Drawings, diagrams, map, tables, etc. Should be clear and the title year(s), number(s), origin of sources should be indicated and may be reproduced though photographic or other processes.

DETAILED GUIDELINES FOR PREPARATION OF A DISSERTATION
(Undergraduate)

01. Size of paper:

- leaf size – A4 on good quality white paper.
- The first and last leaf should be blank and of thick quality paper.

02. Margins of paper:

The text should be in 1.5” line spacing type (font 12- Times New Roman for body text) with the following margins.

Letter size for headings, sub headings etc, use of italics, bold type should be consistent within the thesis and follow correct scientific and language norms.

space to be left:

- Right side - 1”
- top and bottom - 1”
- Left side - 1.5” (Room for binding)

03. Font Cover Format:

Top	Full title (An English translation of the title should be given when the dissertation is written in another language.)
Middle	by Author’s Name (Index number)
Bottom middle	Name of the department, faculty and university Year of submission

04. Front Page Format:

The first leaf should be the title page having the following format:

Top	Full title (An English translation of the title should be given when the dissertation is written in another language.)
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UNDERGRADUATE GUIDE

ACADEMIC YEAR 2015/2016 & 2016/2017

Middle	by Author's Name (index number)
Bottom middle	Dissertation Submitted to the South Eastern University of Sri Lanka for the award of the Degree of Bachelor of Arts / Bachelor of Business Administration, Bachelor of Commerce / , Bachelor of Science in (Subject) on (Font – 16, Double Spacing)
Bottom middle	Name of the department, faculty and university year of submission

- 05. (A) Declaration of Candidate:**
The second leaf of the thesis should have a signed declaration by the candidate starting that “I do hereby declare” (**Annexure 111**)
- (B) Certification of Supervisors:**
The third leaf should have a signed certification with the date by the supervisor/s certifying the work of the candidate starting that this is to Certify that” (**Annexure 1V**)
- 06. Table of Contents:**
The Table of Contents should include followings:
Chapter No (ex:1)
Main Title (ex:1.1)
Sub Title (ex:1.1.1)
Sub-Sub Title (ex:1.1.1.1)
- 07. Acknowledgements**
Acknowledgments should follow in afresh page.
- 08. Abstract**
The abstract should follow on a fresh page. An English translation of the abstract should be given when the dissertation is written in another language.

09. Main Body of the Dissertation

Begin with the first page of the introduction and continues to the last page of the conclusions / Recommendations.

10. References

List of references should be given immediately after the text of the dissertation starting on a fresh page. Reference throughout the text of the dissertation as well as the list of references should follow one standard format.

11. Appendices

Appendices, if any, should follow this section. Appendices should be titled, numbered and when necessary, have explanatory notes.

12. Final binding

Black cover, lettering in silver and band should be in prescribed color by the faculty (Blue for Faculty of Management and Commerce).

13. Submission

Final two hard copies should be submitted to the examination branch of the SEUSL, respective department with final hard copies (two copies)

RECOMMENDED FORMAT OF THE DISSERTATION

Dissertation:

- (I) Title page
- (II) Declaration, certification, and acknowledgments.
- (III) Table of Contents.
 - a) List of Tables
 - b) List of Figures
- (IV) List of abbreviations
- (V) Abstract
- (VI) Main Body of Dissertations
- (VII) References
- (VIII) Appendices

Model Cover Page for Dissertation (Hard Cover)

TITLE OF THE DISSERTATION

Author's Name:
(Index No :.....)

Department of
Faculty of.....
South Eastern University of Sri Lanka
Oluvil.
(Current year)

Model Front Page for Dissertation

TITLE OF THE DISSERTATION

Author's Name:.....
(Index No :.....)

This dissertation submitted to the department of.....
Faculty of of the South Eastern University of Sri Lanka
in partial
Fulfillment of the requirement for the awards of the Degree of
Bachelor of special in

Department of
Faculty of
South Eastern University of Sri Lanka
Oluvil.

(Current year)

DECLARATION

I do hereby declare that this work has been originally carried out by me under the guidance of....., (Name of the supervisor)..... (professor / Senior Lecture in), Department of..... And this work has not been submitted elsewhere for any other Degree.

I certify that this dissertation does not incorporate without due acknowledgment of any material previously submitted for degree or diploma in any University. It does not contain any material previously published or unpublished by another person except where due reference is made in the text.

.....
Signature of candidate

UNDERGRADUATE GUIDE

ACADEMIC YEAR 2015/2016 & 2016/2017

CERTIFICATION

This is to certified that the dissertation entitled
Submitted by..... Index No.
..... to the department of
..... of South Eastern University of Sri
Lanka in partial fulfillment of the requirements for the award of the
degree of Bachelor of Arts special in This is his
/her original work based on the studies carried out independently by him
/ during the period of study under my guidance and supervision.

This is also to certify that above dissertation has not been previously
formed the basis for the award of any degree, diploma fellowship or any
other similar title

.....
Signature of Supervisor,
(Name of the supervisor),
Professor / Senior Lecture, in,
Department of,
Faculty of,
South Eastern University of Sri Lanka,
.....
