**GUIDELINES FOR THE PREPARATION OF DISSERTATION / THESIS**

**7.1 General instructions for postgraduate candidates**

Please follow the following guidelines strictly when formatting your thesis. Theses that do not adhere to the guidelines will be rejected at submission.

Please note that plagiarism is considered as a serious offence and any student found guilty of this offence will be severely penalised. The penalty will be decided by a panel appointed by the Veterinary Postgraduate Education Unit and may be up to and including cancellation of candidacy of the student.

The thesis shall exhibit critical thinking abilities of the student and constitute a distinct contribution to knowledge in the respective field. The thesis shall be written in the English language, using British English spelling (as in the Oxford English Dictionary), and be satisfactory with regards to grammar and spelling.

The thesis may include published work by the candidate, which has not been used by the candidate for the conferment of a degree at the University of Peradeniya or elsewhere. The thesis shall also not include any work or part thereof that has been submitted towards the fulfilment of a degree at any educational institute including the University of Peradeniya.

The VPEU website has a template for thesis available in Microsoft Word format. While you are not required to use this template, it will help you in following the formatting guidelines. You may download this template from the website. You are advised to save the template under a different file name before you use it. You may copy and paste the relevant sections from your thesis if you have already typed it. You may also directly start typing in the template once you have saved it under another name. The template will change formatting to the styles specified for that section. There are detailed instructions provided in the template regarding formatting your thesis.

**7.2 Final submission**

The final copy submitted to the VPEU should incorporate all changes and suggestions by the examiners. A soft copy of the thesis shall be submitted in PDF format on a CDROM.

The number of hard copies shall be determined as follows;

 One copy each for the Main library and FVMAS library

 One copy for Dean’s Office of FVMAS

 One copy for student

 Additional copy/ copies for each supervisor/s

**7.3 Printing and binding**

The hard copy of the thesis should be printed on A4 size (210 x 297mm) white paper. The thesis should be printed on one type of paper throughout, although figures/ maps etc. may be printed on papers of different quality and size.

The thesis should be bound with cloth, rexin or material of equivalent quality. The colour of the cover should be black for taught masters degrees, green for MPhil and maroon for PhD, with gold lettering. The cover should include the project title, name of the candidate, name of institute, degree, and year of effective date of award of degree. The spine should include the title or approved short title, name of the candidate, degree sought and year of effective date of award of degree. Please follow the template provided for the cover.

**7.4 Number of pages**

There is no minimum or maximum page limit.

**7.5 Formatting of text**

Arial font, size 12 should be used throughout the thesis, including for content pages, abstract, content headings, figure and table captions. Text in tables may be reduced up to size 10 if necessary to save space. A one inch margin should be present on all pages (top, bottom, left, right). Text should be left aligned with 1.5 spacing. Titles, table and figure captions should be single spaced.

**7.6 Page numbering**

Arabic numerals (1, 2, 3 ...) should be used for page numbering, with numbering starting from the title page. Page numbers should be on the bottom centre of each page.

**7.8 Tables**

Tables should be clearly numbered and captioned. The numbering format should include the chapter number and the table number in the respective chapter (e.g. for the second table in the third chapter, the number should be Table 3.2). The table caption should be above the table and on the same page as the table. Captions should be concise and only impart necessary information. Use Arial – size 12, single spacing for captions. You may use a smaller font size for text in the table if necessary (10 or 11).

**7.9 Figures and diagrams**

Figures should be clearly numbered and captioned. The numbering format should include the chapter number and the figure number in the respective chapter (e.g. for the second figure in the third chapter, the number should be Figure 3.2). The figure caption should be below the figure and on the same page as the figure. Captions should be concise and only impart necessary information. Use Arial – size 12, single spacing for captions.

Figures and diagrams should be clearly reproduced, and impart necessary information. Do not include figures/ images that are of poor quality. Do not include photographs of laboratory equipment, standard procedures, etc. If figures are reproduced from any other publication the reference should be included. A list of figures should be included immediately after the list of tables.

**7.10 Format of thesis**

The thesis should have the following sections in the specified order. The Microsoft Word template provided has more detailed instruction for each of the sections below. **Please read all instructions carefully before you format your thesis**.

For the main body of your thesis, you may have separate chapters for the introduction, materials and methods, results and discussion in the traditional format of a thesis. It is also permitted to have stand-alone chapters that take the form of a journal article. For the latter, each chapter will have literature review, material and methods, results and discussion section as in a journal article. You should follow one of the above styles, after discussion with your supervisor. If you have already submitted your work for publication, or hope to do so, it may be preferable to follow have chapters in the form of journal articles.

1. Cover page: This should include the following (for more details refer to the template):
* Project Title
* Name of student
* Declaration of degree requirements
* Name of the Institute
* Year
1. Copyright page
2. Declaration
3. Acknowledgements
4. Table of contents
5. List of tables
6. List of figures
7. List of abbreviations
8. Abstract: Word limit - 400
9. Main body of text (chapters)
* Chapter number: All capitals; centred
* Chapter title: All capitals; centred
* First level subheadings: Title case; centred, boldface
* Second level subheadings: Title case, left aligned, boldface
* Third level subheadings: Sentence case, left aligned, boldface
* Paragraphs: First line indented; no space between paragraphs; 1.5 spacing
* Body text: Arial, size 12
* Scientific names italicised (e.g. *Parus major* )
* Other languages italicised (e.g. Latin – *ad libitum*)
1. List of references
* This should be in alphabetical order.
* You may follow the style of any peer-reviewed international journal following an author/year system (NOT one following a numeric system).
* Use ONE style throughout your thesis and specify which journal style you are following (not in the thesis, but in a cover letter to the VPEU office/ your supervisor).
* Pay close attention to formatting details; incorrect usage will not be accepted.
* Provide an example paper from the journal you are following when you submit drafts for correction and for the final submission.
* It is highly recommended to use reference manager software for inserting references in your thesis. You may ask your supervisor about the necessary software, or download freeware reference managers available on the internet.
1. Appendices
* This section is optional.
* It may contain additional information such as data, examples of questionnaires etc.
* Appendices should be named alphabetically (e.g. Appendix A, Appendix B etc.).
* Tables and Figures in this section should follow formatting instructions as given for the main chapters. Naming should be modified to include the appendix name as a prefix (e.g. Table A.1 for Appendix A, table 1; Figure B.2 for Appendix B, figure 2).

**MICROSOFT WORD TEMPLATE FOR POSTGRADUATE THESIS**

UPDATED JANUARY 24 2020

IF YOUR TITLE IS LONGER THAN ONE LINE MAKE SURE TO SINGLE-SPACE AND REMEMBER TO ADD ONE SPACE FOR EACH LINE OF THIS TITLE YOU REMOVE SO THE BOTTOM MARGIN WILL ALSO BE ONE INCH

By

YOUR NAME IN ALL CAPITAL LETTERS

A thesis submitted to the

Faculty of Veterinary Medicine and Animal Science

In partial fulfilment of the requirements of the degree of

MASTER/ DOCTOR OF PHILOSOPHY (delete as applicable)

UNIVERSITY OF PERADENIYA

SRI LANKA

YYYY

© YYYY Type Your Full Name Here in Title Case

DECLARATION

I do hereby declare that the work reported in this thesis was exclusively carried out by me under the supervision of ....................................................................................

............................................................................................................................................

It describes the results of my own independent research except where due reference has been made in the text. No part of this thesis has been previously submitted earlier or concurrently for the same or any other degree.

Date:..................................... .....................................................

 Signature of the candidate

Certified by:

Supervisor (Name) .................................................. Date:.................................

 (Signature) .................................................. Date:.................................

Supervisor (Name) .................................................. Date:.................................

 (Signature) .................................................. Date:.................................

ACKNOWLEDGMENTS

Include your acknowledgements here. This section uses the style for body text. This section should be written in paragraph form.

TABLE OF CONTENTS

[DECLARATION 32](#_Toc30754755)

[ACKNOWLEDGMENTS 33](#_Toc30754756)

[LIST OT TABLES 35](#_Toc30754757)

[LIST OF FIGURES 36](#_Toc30754758)

[LIST OF ABBREVIATIONS 37](#_Toc30754759)

[ABSTRACT 38](#_Toc30754760)

[THE TITLE OF YOUR CHAPTER IN ALL CAPITAL LETTERS 40](#_Toc30754761)

[First Level Subheading 40](#_Toc30754762)

[Second Level Subheading 40](#_Toc30754763)

[Another Second Level Subheading 40](#_Toc30754764)

[Third level subheading 41](#_Toc30754765)

[Another third level subheading 41](#_Toc30754766)

[Another First Level Subheading 41](#_Toc30754767)

[USING FORMATTING STLYES 43](#_Toc30754768)

[Using the Word Template 43](#_Toc30754769)

[Styles for Headings 43](#_Toc30754770)

[Styles for Body Text 43](#_Toc30754771)

[Using Page Breaks and Section Breaks 43](#_Toc30754772)

[Table of Contents 44](#_Toc30754773)

[INSERTING TABLES AND FIGURES IN YOUR THESIS 45](#_Toc30754774)

[Formatting For Tables 45](#_Toc30754775)

[Formatting for Figures 46](#_Toc30754776)

[LIST OF REFERENCES 48](#_Toc30754777)

[NAME OF APPENDIX A 49](#_Toc30754778)

[NAME OF APPENDIX B 50](#_Toc30754779)

LIST OT TABLES

**Table 3.1** Table format for thesis. You need to boldface the table number after you apply this style. 45

LIST OF FIGURES

**Figure 3.1** This is an example of a figure. Make sure that you name the axes on graphs and include units of measurements if applicable. 47

LIST OF ABBREVIATIONS

First abbreviation Type your definition here. For a new definition, press enter once, otherwise keep typing and the text will be wrapped as shown here.

Another word Another definition

Abbreviation Definition, and so on.

ABSTRACT

THE TITLE OF YOUR THESIS TYPED IN CAPITAL LETTERS AND SINGLE SPACED

Your Name In Title Case

Month and year of graduation

Supervisor: Name of Supervisor (do not include titles or qualifications)

Co-supervisor: Name (delete this line if you do not have a co-supervisor)

Your abstract should be typed here. You may use up to 400 words. Do not exceed two pages for your abstract.

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CHAPTER 1

THE TITLE OF YOUR CHAPTER IN ALL CAPITAL LETTERS

First Level Subheading

A first level subheading is in title case (i.e. the first letters of each principle word capitalised, but not articles or prepositions like and/ a/ for etc.), bold-face and centred. The body text follows the heading immediately without leaving any spaces. The first line of each paragraph is indented 0.5”. Do not leave any spaces between paragraphs. Use 1.5 spacing for body text.

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Second Level Subheading

A second level subheading is left aligned, boldface and title case. Leave one space after the preceding section, but not after the heading or between paragraphs.

Another Second Level Subheading

Please note that if you have use a certain level of subheading, you should have more than one of the same level. This is because you cannot have a list with only one item. Leave one space after the preceding section. Do not leave any spaces after the heading, or between paragraphs.

Third level subheading

Third level subheadings are left aligned, boldface, and in sentence case (i.e. only the first letter of the first word and proper nouns are capitalised). Leave one space after the preceding section, but not after the heading or between paragraphs.

Another third level subheading

Please note that if you have use a certain level of subheading, you should have more than one of the same level. This is because you cannot have a list with only one item. Leave one space after the preceding section. Do not leave any spaces after the heading, or between paragraphs.

Another First Level Subheading

Please note that if you have use a certain level of subheading, you should have more than one of the same level. This is because you cannot have a list with only one item. Leave one space after the preceding section. Do not leave any spaces after the heading, or between paragraphs.

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CHAPTER 2

USING FORMATTING STLYES

Using the Word Template

The template provided has specific styles for the different sections in your thesis. If you copy and paste the relevant sections of your thesis and paste it in this template, it will apply the style used for that section. Or you can use this template directly, save it under another name and type your text in the relevant sections.

Styles for Headings

The template provides different styles depending on the level of your heading (first, second and third). Although applying a style will format your headings, it will not capitalise the first letters of words in first and second level subheadings. You will need to capitalise the letters of principle words in first and second level subheadings after you apply the relevant style.

Styles for Body Text

The style for body text is formatted so that first lines of paragraphs are indented, and the text is in Arial, point 12 font with 1.5 spacing. For starting a new paragraph, press the Enter key and the new paragraph will start with an indent.

Note that applying a formatting style does not correct your grammar or spelling. If you need italics, or boldface in the text you need to apply that formatting as you need it. Note that if you reapply the body text style afterwards to any text you have formatted, it will remove italics or any other special formatting you have used. When you are typing, keep a single space between two words in a single sentence, and two spaces between the end of a sentence and the start of another sentence.

Using Page Breaks and Section Breaks

This template inserts section breaks or page breaks at the end of different sections of the thesis. For example, there is a section break before the first chapter. There are page breaks before the start of new chapters. This helps in formatting and ensures that different sections will start on new pages even if you insert additional text in the middle of chapters

Table of Contents

The table of contents has been formatted to collect section titles, chapter titles and subheadings. If you type your chapters in this template, and update the table of contents, it will include all these sections in the table of contents. You need to add the chapter number to the chapter title in the table of contents, and separate it from the title by using a single tab (0.25”). This has to be done after you have finished updating the title names as anything you add by typing will be automatically removed if you update the list again. You can however, update only the page numbers which will not change any of the headings.

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CHAPTER 3

INSERTING TABLES AND FIGURES IN YOUR THESIS

Formatting For Tables

Your tables should be formatted as shown below (Table 3.1). Numbering of tables should include the chapter number and the table number. Captions should be concise and placed above the table. Captions are single spaced, do not leave a space between the caption and the table. Leave a single space before the table caption if preceded by body text on the same page. If the table starts on a new page, do not leave any spaces at the top. Leave a single space between tables, or after the end of a table if it is followed by body text. You may include footnotes below the table, using font size 10. Tables should be referred to in the text, but do not describe information presented in the tables in the text.

**Table 3.1** Table format for thesis. You need to boldface the table number after you apply this style.

|  |  |
| --- | --- |
| Style number | Style Name |
| 00 | One inch spacer |
| 00 | Cover |
| 01 | Chapter number |
| 02 | Chapter title |
| 03 | First level subheading |
| 04 | Second level subheading |
| 05 | Third level subheading |
| 06 | Body text |
| 07 | Table caption |
| 08 | Figure caption |

The table captions are formatted so that they are included in the List of Tables. You need to update the List of Tables after you have finished adding all the tables in your document. You need to apply boldface to the table number when you type it. Use sentence case for table captions. If you do not use the styles in document you will need to type the list of tables manually.

Formatting for Figures

Figures should be clearly numbered and captioned. The numbering format should include the chapter number and the figure number in the respective chapter (e.g. for the second figure in the third chapter, the number should be Figure 3.2). The figure caption should be below the figure and on the same page as the figure. Captions should be concise and only impart necessary information. Use Arial – size 12, single spacing for captions.

Figures and diagrams should be clearly reproduced, and impart necessary information. Do not include figures/ images that are of poor quality. Do not include photographs of laboratory equipment, standard procedures etc. If figures are reproduced from any other publication the reference should be included. A list of figures should be included immediately after the list of tables page.

The figure captions are formatted so that they are included in the List of Figures. You need to update the List of Figures after you have finished adding all the figures in your document. You need to apply boldface to the figure number when you type it. Use sentence case for figure captions. If you do not use the styles in document you will need to type the list of figures manually.

Figure 3.1 shows an example for a figure. If the figure is a graph, make sure that axes are labelled, and units of measurements are shown. Use Standard International units for measurements. Maps should include a scale, the direction, coordinates, and if necessary, an index map showing the locality dealt with.

If you have several figures on the same page, separate them by leaving a single space between figures. If a figure follows text, leave a single space after the text. If body text or another subheading follows a figure, leave a single space after the figure caption.

You may have black and white, gray-scale or colour figures in your thesis. Colour photographs or maps should be digitally printed for inclusion in the bound copy. Do not affix photographic prints in your thesis. If possible, it is preferable to print figures on the same A4 paper that is used to print the thesis. If that is not possible (e.g. for large maps), you may use other types of paper for printing.



**Figure 3.1** This is an example of a figure. Make sure that you name the axes on graphs and include units of measurements if applicable.

LIST OF REFERENCES

The list of references should be in alphabetical order. You may follow the style of any peer-reviewed international journal following an author/year system (**not** one following a numeric system). Use **one** style throughout your thesis and specify which journal style you are following (not in the thesis, but in a cover letter to the VPEU office/ your supervisor). You are required to provide an example paper from the journal you are following when you submit drafts for correction and for the final submission. Pay close attention to formatting details as incorrect usage will not be accepted.

It is highly recommended to use reference manager software (e.g. Endnote, Mendeley, Procite etc.) for inserting references in your thesis. You may ask your supervisor about the necessary software, or download freeware reference managers available on the internet (e.g. Mendeley).

APPENDIX A

NAME OF APPENDIX A

This section is optional. You may present extra information such as detailed tables, figures, examples of questionnaires etc. Appendices should be named alphabetically (i.e. A, B, etc.). Tables and figures should be formatted as in the main text. Names of tables and figures should include the appendix name as a prefix, and the number (e.g. Table A.1 for Appendix A, table 1; Figure B.1 for Appendix B, figure 1).

APPENDIX B

NAME OF APPENDIX B

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