

Guideline for M.A. Thesis Writing

Department of Linguistics University
of Kelaniya

1. Title Page

1. Name of the Degree for which the thesis is submitted. (on top)
(In block letters- font: Times New Roman, size: 16)
2. Title (top next to name of the degree)
(In block letters, font: Times New Roman, size: 22 bold)
3. Full name of the candidate
(In block letters, font: Times New Roman, size: 16)
4. Name of the department and university. (font :Times New Roman, size : 14)
5. Month and year of submission (font: Times New Roman, size : 14)
6. Index Number : (at the bottom) (font: Times New Roman, size : 14)

<p>M.A. THESIS IN LINGUISTICS</p> <p>Main Topic</p> <p>Sub Topic - (font size - 14)</p> <p>Name :</p> <p>Department of Linguistics University of Kelaniya</p> <p>Month / Year</p> <p>FGS/LING/MA/...../.....:</p>
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2. DECLARATION (center ⇔)
(Use capital letters, font size 18)

Declaration by the candidate

I hereby declare that the work embodied in the thesis was carried out by me in the Department of Linguistics, University of Kelaniya. It contains no material previously published or written by another person. It has not been submitted for any degree to this university or to any other institution.

Name: (Please type the name)

Signature: date:
(Candidate)

Supervisor's Certification of the declaration. (center ⇔)
(Use capital letters font size 18)

I hereby certify that I have supervised this dissertation.

Name:..... (Please type the name)

Signature: date:.....
(Supervisor)

3. Abstract (Put in center ⇔)
(Use capital letters, font size 18)

- 3.1 Main elements of the abstract
 - 3.1.1 objectives
 - 3.1.2 Research problem and hypothesis
 - 3.1.3 method of data collection
 - 3.1.4 Main results with actual values
 - 3.1.5 findings and recommendation/ solution
- 3.2 Number of words (not more than 250 words)
 - 3.2.1 Write as one paragraph

4. Acknowledgements (center ⇔) (Use capital letters font size 18)

A formal recognition of significant assistance received from Organizations / institutes and people

5. Contents *(center ↔) (Use capital letters font size 18)*

A chronological list of major headings and sub headings or subjects together with the corresponding page numbers.

Topic	page
DECLARATION	Use <i>Roman numbers</i> up to Abbreviation
ABSTRACT	
ACKNOWLEDGEMENTS	
TABLE OF CONTENTS	
LIST OF TABLES	
LIST OF FIGURES	
ABBREVIATIONS (If any)	

6. Chapters

Please follow the following format. (You can change this format titles according to your research and advice of your supervisor)

The main items to be included are given below :

(Depending on the type of research one carries out , there can be variations.)

General organization of a chapter

- i) No of the chapter (center) e.g : chapter 1 → font size 16
- ii) Title of the chapter (center) e.g : Introduction → font size 18
- iii) An introduction to the chapter
- iv) Different sub – sections /topics left side → font size 14
- v) Line space : a) between title : 3

- b) between paragraph a subtitle : 2.5
- c) between subheading a paragraph 2.0
- d) between lines in a paragraph $1\frac{1}{2}$

- vi) Reference in a chapter

Footnotes: footnotes should be included for the reader to refer mode. This should have: author, year of publication. If it is a quotation, then, page number must also included.

- vii) Examples must be numbered within the chapter

viii) Tables, figures, chats etc. must be numbered and that number must be used when discarding the data in that table, charts etc..

Chapter 1 → (center) font size 16

Title : INTRODUCTION → (center) font size 18

Chapter

1.0 Introduction (to the chapter)

(General introduction to the Chapter)

1.1 Research background

(Ex: Historical back ground, Social back ground, Education back ground ect :...)

1.2 Aim of the research/Aim and Objectives

1.3 Previous research

(similar research which have done locally or internationally)

Name of the researcher, Title of the research/ method of data collection main findings (selected area, selected study group, selected age). Contribution and limitation of the relevant research, its relevance to the present/study.

1.4 Research problem / Hypothesis

(You can use one of these or both, If you use both put them separately.

e.g : 1.3 Research problem 1.4 Hypothesis

1.5 Limitations of the research

(Research area limitation, data collection limitation, sample selection, analysis. et..)

1.6 Methodology (in brief)

(Method of collecting data, primary data and secondary data)

1.6.1 Primary data:- Data which use on you research Ex: Questionnaires,

Tests, Observations, field works etc....

1.6.2 secondary data:- books, Journals, News Papers, theses etc.....

1.7 Outcomes of the Research

(Briefly explain what are the outcomes you expect after end of your research)

2. Chapter 2 (put in top of the page on center) font size 16

Title Ex: Literature Review or

Theoretical Background

(put in top of the page on center) font size 18)

In this chapter the theories which you are gone to explain should be related to your research. (Ex: If your research related to the teaching methods, introduce deferent types of theories which have already written by the scholars) use the reference details (surname, year and page numbers)

- 2.0 **Introduction** (Introduction of the chapter: give the introduction of theories you are going to explain in this chapter) font size 14
- 2.1 (Titles of this chapter depend on theories you explain).....
- 2.. Summary
(*End notes, foot note or inside note should be included*)

3. Chapter 3 (*center*) font 16

Title Ex: Methodology (*center*) font 18 (this chapter depend on your supervisor’s advice) Explain types of data and way you collected the data

- 3.1 **Introduction** –font size 14
- 3.2
- 3.3 Summary (*End notes, foot note or inside note should be included if it is necessary*)

Chapter 4 (*center*) font size16

Title (Ex: **Data Analysis** or **Data presentation**
(*centered*) font size 18)

In this chapter you have to analyze the data to find out the research problem which was mention in your chapter one.

- 4.0 **Introduction** - font size 14
- 4.2 (sub titles of this chapter depend on the way your are analyze the data).....
- 4.. Summary
(*End notes, foot note or inside note should be included if necessary*)

Chapter 5 (*center*) font size 16

Title: **Discussion** or Tittle related to the main research tittle of the research

(Ex: **Prepositional Awareness of the Undergraduates**) (Font size 18)

- 5.0 Introduction – font size 14
(introduce what are the problems you found in your data analysis)
- 5.1 sub titles of this chapter depend on your explanation of the problems which was found in your research of data presentation.
This is your research chapter. You can argue using some theories which was discussed in your theoretical chapter. You can give your opinions, suggestion and solution through your discussion.

Chapter 6 (Center) font16)

Conclusion or Conclusion and Recommendations)

(Centered) font18

- 1 briefly explain your aim and research problems
- 2 briefly point out your findings
- 3 briefly point out your recommendation or solution
- 4 Future Research or further Research
 - Bibliography(font18)
 - Appendices font18)
 - Appendix 1(Ex. Pictures etc.)
 - Appendix 2 (Legal or other relevant documents, questionnaire)

8. Bibliography

Please follow a styling guide, preferably the Harvard system or APA.

**Mention books, journals, electronic references and unpublished references separately. -
Names of authors should be written according to the alphabetical order.**

- Books

Authors surname (family name) and initial, (year of publication in brackets), name of the book, city or country, publisher. (do not put the page numbers)

Ex. Silva P. (2008), *Language*, Sri Lanka, Department of Linguistics

If it has two authors; 1st author , 2nd author (year).....

If it has more than two authors, name the 1st author et al (year)

Ex. Ranaraja, W. et al (2008)

* A chapter of an edited book

Name of the writer, (year) title , name of the edited book, name of the editor/editors (within Bracket) chapter number, publisher., city or country,

Ex. Perera, K. (1999), language problem and war in south Asia, in:
language and war, (ed. W. Raja, S.Sumith), chapter number, Kelaniya,
Department of Linguistics.

* Journal Article

Ex: Author, (year), title of the article, name of the journal and publisher, Volume, page, Seneviratna, P. (2007), Dialects of Uva , Linguistics, A journal of the Department of linguistics, Vol.6, pp. 1-10.

(put the page numbers)

* Newspaper

Name of the writer, (Year), Title of the article, name of the newspaper, month and day, page number,

Ex; Dissanayake K.(2003), Second language teaching problems in rural areas, The Sunday Times, April 1st, p.5. (put the page numbers)

- * If there is more than one reference by the same author published in the same year, use a,b,c, after the year of the publication in both texts and the reference list.

Ex. Ranaweera, W. (2007a) title of the article, name of the journal and publisher, Volume, page,

Ranaweera, W. (2007b) etc.

Ranaweera, W. (2007c) etc.

- * If there is more than one reference by the same author published in different years, arranged in the order in which they are published.

Ex: Surawimala, S. (1999) , title, journal or edited book name, Volume, Page numbers,

Surawimala, S. (2000)

Surawimala, S. (2004)

* Electronic References

Name of the author (year) Name of the article or the book, Name of the journal, Department or publisher, browser (underline) , visited or retrieved date.

Ex: Albert V. (2008), Second language acquisition in Asia, Study in second language acquisition, *Indiana University*

<http://journals.cambridge.org/action/displayMoreInfo?jid=SLA&type=eb#>

(27th, June, 2013).

* Unpublished References

Author, (year), title , if it is a thesis, name of the department or place where you found it (within bracket) write “unpublished”

Ex: Dissanayake, R. (2004), Language policy in Sri Lanka, University of Kelaniya, Department of Linguistics, (Unpublished).

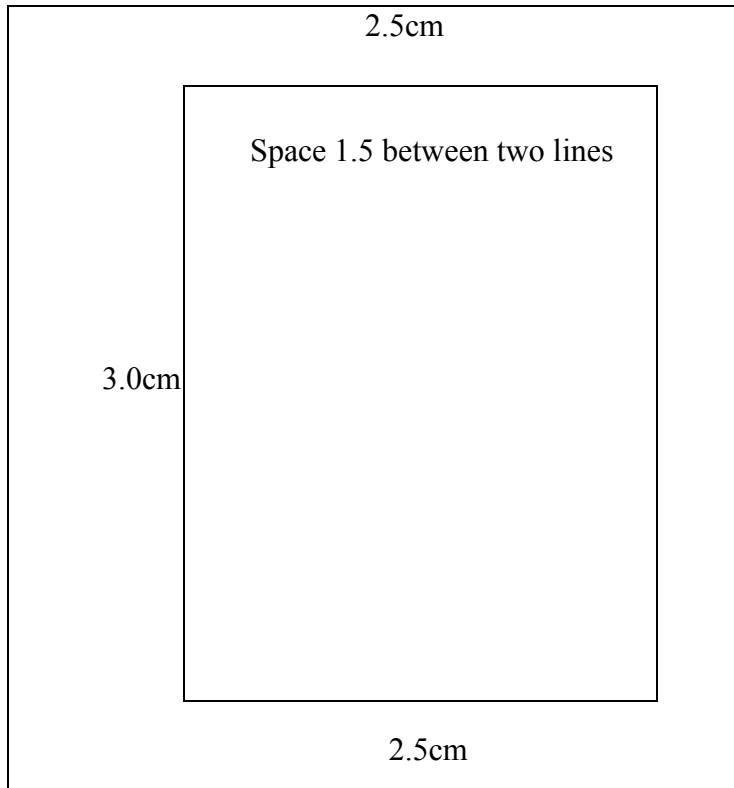
9. Length of the thesis:

Over 90 pages according to the given format. (20,000 words without content and appendixes)

10. Format

1. Paper Size : A4
2. Font size : 12
3. Line Space : 1.5
4. Font : (English - Times New Roman) - (Sinhala – Fm Abhaya)
5. Margin of the paper: upper part of the paper should be 2.5 cm, left side of the paper should be 4.0 cm, right side of the paper should be 3.0 cm, and bottom side of the paper should be 2.5 cm.

(Cover sample)



11. Binding

- ***Spiral binding*** is necessary when you are submitting the thesis at the first time. *(submitted only two copy)*
- ***Hard cover*** binding is necessary for the final submission after the amendments suggested at the VIVA. *(Submitted only one copy)*

Hard cover

- Use "dark brown colour Rexene cover" . (Letters should be in gold print)
- Spine of the thesis: Title and name of the candidate (with or without initial) , at the bottom, short name of the degree, year and short name of the university should be included. Leave (50mm) from the spine on both sides.
(Do not print the subtitle on spine)

12. Date of submission of the Thesis (.....)

Recommendation of the supervisor is necessary for the submission of the thesis

(cover sample)

Main Topic	M. A. THESIS IN LINGUISTICS
	Main Topic : Name : xxxxx Department of Linguistics University of Kelaniya <u>Academic Year</u> <u>and month :</u> <u>xxxxxx</u>
M.A. YEAR UKEL	FGS//LING/MA/ xxx/xxx