

University of Jaffna, Sri Lanka
Faculty of Management Studies & Commerce

Dissertation Guidelines for Undergraduate Programmes

The preparation of a dissertation is a systematic process that starts in the fourth year and finishes with the defense of the final dissertation at a viva-voce examination. To get the satisfactory results it is important to work consistently, gradually developing the idea by reading and analyzing the literature, developing methodology for the empirical research, data collection, analysis of data and preparing the final report. The work on the dissertation must be started in the fourth year. Students should choose the topic and analyze the literature, which should be expanded and exacerbated during the course of dissertation writing.

	Dissertation Structure
Dissertation Components	Dissertation Structure Requirements
Title Page	Dissertation Title, name of the candidate, Month and year of submission, Name of Department and Faculty of Management Studies & Commerce, University of Jaffna (Refer annexure Page 09 for model).
Acknowledgement	Acknowledgement statement.
Declaration	Letter of declaration by the student (Refer annexure Page 10 for model).
Certification	Letter of certification by the Supervisor & Dean of the Faculty (Refer annexure Page 11 for model).
Abstract	Presenting the research problem, objectives, the main results and conclusion. Minimum three Key words also to be given (maximum one page with 300 – 500 words).
Contents	List of chapter titles and sections.
List of tables	A list of tables should be provided with specified page numbers
List of figures	A list of figures should be provided with specified page numbers.
Abbreviations	Used abbreviations and their explanations should be provided.
Chapter 1 Introduction	<ul style="list-style-type: none"> • Relevance of the topic and the necessity for scientific investigation • Practical and theoretical value of the topic • Research problem and motives for choosing it • Research objectives • Significance of the study • Limitations of the study • Structure of the dissertation: A paragraph indicating the main contribution of each chapter
Chapter 2 Literature Review	This part should demonstrate theoretical review of the concept and student's expertise, intellectual capabilities and ability to carry out a survey of existing body of literature relating to the research issue under systematic investigation. This should be mainly based on refereed Journal articles and other related materials.
Chapter 3 Methodology and Conceptualization	This section should deal with methodological aspects of the study i.e. geographical and organizational profile, data collection, sampling frame, methods & measures, conceptualization, operationalization, hypotheses behind the key concepts and variables.

Chapter 4 Presentation & Analysis of Data	In this section, the methodology of the research should be described in detail including the sources of data. The information in the tables should be statistically processed (calculated ratios and dynamic indicators). Analytical text should be accompanied (but not duplicated) with pictures and graphs. Information provided in the figures should be available. There should be an abundance of numbers, tables and figures in analytical section.
Chapter 5 Conclusion & Recommendation	This section summarizes chapters & main findings of the study. Conclusion and recommendations should be given in relevant format.
Endnotes	Explanatory notes should be presented as endnotes, if needed.
Bibliography	This includes articles, monographs, dissertations and other publications. Recommended format is given below.
Appendixes	At the end of the final dissertation attachments can be presented, if they enhance the value of the work.

Bibliography:

An important purpose of the reference list is to enable readers to locate sources. Therefore details must be correct and complete. Each in-text citation and the related reference list entry should be identical in spelling and year. A work is listed only once in the reference list, regardless of how many times it is cited in text.

In compiling your APA reference list, you should:

- list references on a new page with a centered heading titled 'References'
- include books, journal articles, online sources etc. in one alphabetical listing
- order entries alphabetically by family name of author/s
- list works with no author under the first significant word of the title
- use 1.5 spacing.

Some examples follow; others can be found at <www.apastyle.org>.

Note: the examples are separated and placed under subheadings here to show each form. In a reference list, however, they would be all together in alphabetical order with no subheadings.

Book

Author, A., & Author, B. (year). *Title of book*. City: Publisher.

Capitalize only the first letter of the first word of a book title and any proper nouns. The first letter of the subtitle (if any) is capitalized also.

Crawford, P., Brown, B., & Nolan, P. (1998). *Communicating care: The language of nursing*. Cheltenham: Stanley Thornes.

Article or chapter in an edited book

Author, A., & Author, B. (year). Title of chapter. In C. Editor & D. Editor (Eds.), *Title of book* (pp. xx–xx). City: Publisher.

Capitalize only the first letter of the first word of an article or chapter title, and any proper nouns.

Naidoo, B. (2000). Evaluating the use of public health risk factor simulation models. In M. Thorogood & Y. Coombes (Eds.), *Evaluating health promotion: Practice and methods* (pp. 99–109). Oxford: Oxford University Press.

Book, online

Author, A., & Author, B. (year). *Title of book*. [details about the format if available]. doi or Retrieved from web address

If a digital object identifier (DOI) is provided then it should be given; if no DOI is available then the web address or uniform resource locator (URL), should be given. Date of retrieval is not required.

Munsterberg, H. (1916). The photoplay: A psychological study. Retrieved from <http://www.gutenberg.org/files/15383/15383-8.txt>

Journal article

Author, A., & Author, B. (year). Title of article. *Title of Journal*, volume number (issue number), page numbers.

- *The issue number should be indicated only if each issue of a journal begins on page 1.*
- *Capitalize only the first letter of the first word of an article title and subtitle, and any proper nouns.*
- *Capitalize the first letter of every main word in the journal title.*
- *Include a digital object identifier (DOI) if provided.*

Antonakos, C. L., & Kazanis, A. S. (2003). Research process in the health sciences: A focus on methods. *Research and Theory for Nursing Practice*, 17, 257–264.

Clay, G. (2003). Assignment writing skills. *Nursing Standard*, 17(20), 47–52.

Online Journal article

Author, A. (year). Title of article. *Title of Journal*, volume number (issue number), page numbers. doi or Retrieved from web address.

If a digital object identifier (DOI) is provided then it should be given; if no DOI is available then the home page web address of the journal, or uniform resource locator (URL), should be given. Date of retrieval is not required.

Ekwall, A., Gerdtz, M., & Manias, E. (2008). The influence of patient acuity on satisfaction with emergency care: perspectives of family, friends and carers. *Journal of Clinical Nursing*, 17, 800–809. doi:10.1111/j.1365-2702.2007.02052.x

Midford, R. (2005). Australia and alcohol: Living down the legend. *Addiction*, 100, 891–896. Retrieved from <http://www.addictionjournal.org>

Newspaper article

Author, A. (year, month day). Title of article. *Title of Newspaper*, p. x.

Wroe, D. (2004, June 24). Canberra enlists GPs in war on smoking. *The Age*, p. 3.

Newspaper article, no author

Title of article. (year, month day). *Title of Newspaper*, p. x.

Embryo study nod, OK say IVF couples. (2004, May 31). *Herald Sun*, p.10.

Newspaper article, online

Author, A. (year, month day). Title of article. *Title of Newspaper*. Retrieved from home page web address

Nader, C. (2009, June 19). Mental health issues soar among children. *The Age*. Retrieved from <http://www.theage.com.au>

Document, online

Author, A. (year). *Title of document*. Retrieved from web address

Retrieval date is given if it is believed the information could change over time.

Northern Territory Department of Justice. (2007). *Step forward: Getting help about sexual violence*.

Retrieved from <http://www.nt.gov.au/justice/documents/stepforward.pdf>

Group or organization as author

Organization name. (year). Details of the work as appropriate to its form.

When the author and the publisher are the same, use the word Author as the name of the publisher.

Australian Bureau of Statistics. (2007). *Migration Australia, 2005-06* (Cat. No. 3412.0). Canberra: Author. Retrieved from [http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/E0A79B147EA8E0B5CA2572AC001813E8/\\$File/34120_2005-06.pdf](http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/E0A79B147EA8E0B5CA2572AC001813E8/$File/34120_2005-06.pdf)

Up to seven authors

Author, A., Author, B., Author, C., Author, D., Author, E., Author, F., & Author, G. (year). Details of the work as appropriate to its form.

Provide family names and initials of all authors.

Eight or more authors

Author, A., Author, B., Author, C., Author, D., Author, E., Author, F., ...
Author, M. (year). Details of the work as appropriate to its form.

Provide the family names and initials of the first six authors followed by three ellipsis points and the last author's family name and initial.

Web page

Author, A. (year). Title of page. Retrieved month, day, year from web address

The title of a web page is not italicized.

Retrieval date is given if it is believed the information could change over time.

Diabetes Australia. (2010). Gestational diabetes. Retrieved July 22, 2010
from [http://www.diabetesaustralia.com.au/Understanding-Diabetes/What-is-Diabetes/ Gestational-Diabetes/](http://www.diabetesaustralia.com.au/Understanding-Diabetes/What-is-Diabetes/Gestational-Diabetes/)

Sample reference list in APA style

Antonakos, C. L., & Kazanis, A. S. (2003). Research process in the health sciences: A focus on methods. *Research and Theory for Nursing Practice, 17*, 257–264.

Australian Bureau of Statistics. (2007). *Migration Australia, 2005-06* (Cat. No. 3412.0).

Canberra: Author. Retrieved from

[http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/](http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/E0A79B147EA8E0B5CA2572AC00113E8/$File/34120_2005-06.pdf)

[0/E0A79B147EA8E0B5CA2572AC00113E8/\\$File/34120_2005-06.pdf](http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/E0A79B147EA8E0B5CA2572AC00113E8/$File/34120_2005-06.pdf)

Clay, G. (2003). Assignment writing skills. *Nursing Standard, 17*(20), 47–52.

Crawford, P., Brown, B., & Nolan, P. (1998). *Communicating care: The language of nursing*.

Cheltenham: Stanley Thornes.

Diabetes Australia. (2010). Gestational diabetes. Retrieved July 22, 2010 from

[http://www.diabetesaustralia.com.au/Understanding-Diabetes/What-is-Diabetes/ Gestational-Diabetes-/](http://www.diabetesaustralia.com.au/Understanding-Diabetes/What-is-Diabetes/Gestational-Diabetes/)

Ekwall, A., Gerdtz, M., & Manias, E. (2008). The influence of patient acuity on satisfaction with emergency care: perspectives of family, friends and carers.

Journal of Clinical Nursing, 17,

800–809. doi:10.1111/j.1365-2702.2007.02052.x

Embryo study nod, OK say IVF couples. (2004, May 31). *Herald Sun*, p.10.

Midford, R. (2005). Australia and alcohol: Living down the legend. *Addiction, 100*(7), 891–896.

Retrieved from <http://www.addictionjournal.org>

Munsterberg, H. (1916). *The photoplay: A psychological study*. Retrieved from <http://www.gutenberg.org/files/15383/15383-8.txt>

Nader, C. (2009, June 19). Mental health issues soar among children. *The Age*.

Retrieved from <http://www.theage.com.au>

Naidoo, B. (2000). Evaluating the use of public health risk factor simulation models. In M.

Thorogood & Y. Coombes (Eds.), *Evaluating health promotion: Practice and methods*

(pp. 99–109). Oxford: Oxford University Press.

Northern Territory Department of Justice. (2007). *Step forward: Getting help about sexual violence*.

Retrieved from <http://www.nt.gov.au/justice/documents/stepforward.pdf>

Wroe, D. (2004, June 24). Canberra enlists GPs in war on smoking. *The Age*, p. 3.

Technical pointers for the final thesis:

Final dissertation must be printed on the standard A4 format paper (210x297 mm), with the following page settings:

1. Font 12, Times New Roman
2. Line spacing 1.5
3. Margins: left – 25mm, right – 20mm, top – 20mm, bottom – 20mm
4. There may be some highlighting or bolding of separate words or sentences.
5. Page numbering should start from Chapter one to the last page.
6. Page number should appear on the bottom of the page, in the right corner, in Arabic numbers (1, 2, 3, ...), without a dot. Pages prior to Chapter 1 should have Roman numbers (i, ii, iii,)
7. Every new Chapter should start in a new page with the heading. Paragraphs and subsections should start in the same page after one or two line spacing.
8. The section headings should be in capital letters. The subsection and paragraph headings should only start with a capital letter.
9. All chapter headings must be bolded and centered.
10. Sub headings should be numbered using Arabic numbers.
11. Numbering of subsections should start over in every section (e.g. 2.1, 2.2; 3.1, 3.2). If the text is separated into paragraphs, they should be numbered using the same principle (e.g.: 2.1.1, 2.1.2, 2.1.3).
12. Any table / figure which duplicated / borrowed from another publication should be acknowledged in the bottom (i.e., Source:)
13. Tables / figures must be numbered and have names. These objects must have numbers if there is more than one of each (e.g.: Table 1, figure 1 or by the sections: table 2.2, figure 2.3).
14. The fonts used in the tables / figures not necessarily have to match the font of the text. The table title should be right aligned and written above it. The table number should be written above its title and right aligned of the page. The number and the title of the figure should appear below the object.
15. The final draft of the dissertation should be presented in spiral binding and in the digital form (CD) to the examination branch.

16. Students are supposed to make a presentation on their proposal after it has been accepted by the department on principle. Here they are expected to highlight the following: an introduction, research problem, research question(s), research objective(s), data, sampling techniques, proposed methodology, expected contribution of the study, etc.
17. There should be a viva-voce examination once after the final submission and marking of the report. The marks distribution to this course unit would be 70% to the report and 30% to the viva-voce examination. To complete the unit a student should score at least 40% of the marks to the report and 40% of the marks to the viva-voce examination.
18. After making the corrections, if any, suggested at the viva-voce examination students should submit two hard bound copies (black colour outer cover with gold colour title printed on it) of the report with the final digital form (CD) to the department within the required deadline.
19. The final report is expected to contain around 10,000 – 15,000 words in total excluding tables / figures, bibliography and appendices.
20. In case of any student(s) who needs to be deviate from any of the above specified criteria should get written permission prior to their final submission of the report.

Leadership Behaviour and the Organizational Performance

S. Karunanratne

Reg. No.: 2009 / BAD / 001

Index No.: BAD09001

This dissertation submitted to the Faculty of Management Studies and Commerce, University of Jaffna, in partial fulfillment of the requirements of the Bachelor of Business Administration Degree Specializing in

Department of
Faculty of Management Studies & Commerce,
University of Jaffna, Sri Lanka.
May 2013.

Letter of Declaration

I certify that this dissertation does not incorporate without acknowledgement, any material previously submitted for a degree or diploma in any university, and to the best of my knowledge and belief it does not contain any material previously published or written by another person, except when due reference is made in the text.

(Signature)

S. Karunaratne,

May 2013.

This is to certify that the Dissertation on

Leadership Behaviour and the Organizational Performance

S. Karunanratne

Reg. No.: 2009 / BAD / 001

has been accepted by the Faculty of Management Studies & Commerce, University of Jaffna, in partial fulfillment of the degree requirements of the Bachelor of Business Administration Degree Specializing in

.....
Supervisor

.....
Head

.....
Dean

.....
Date

.....
Date

.....
Date