

Sri Lanka Institute of information Technology

Guidelines on Documentation and Submission of Dissertations

1. Introduction

All undergraduate students at the SLIIT should follow the under mentioned instructions before preparation of their proposal report.

The proposal report will not be accepted if the students have not prepared the proposal according to these guidelines.

01. Page Format

1.1. General Instructions: International A4 white paper of good quality (80 gsm) should be used. Other paper may be used if required (e.g.: for maps) on the instructions of the supervisor.

1.2 Final Submission: Final document should be word processed and single sided. One and a half line spacing is required, except for the abstract, tables and indented quotations where single line spacing may be used.

1.3. Fonts: A conventional font type must be used and text should be in **Times New Roman**.

- Chapter heading :All Capital—14 Font size, Bold
- Section heading :Title case-12 Font size, Bold
- Sub-section heading :Sentence case-12 Font size, Bold
- Body text :Sentence case - 12 Font size
- Tables and Illustrations : Font size may be varied while maintaining legibility

1.4. Margins of 40 mm on left & bottom and 25 mm on top & right should be used (Refer Appendix I).

02. Pagination

Each page should have page numbers except the "Title" page. Lower case **Roman numerals** should be assigned centered at the bottom of the page to all "preliminary pages" (Refer Appendix II; i - ix in content page). Pagination of the body text and appendices is to be in **Arabic numerals** centered at the right

bottom of the page. The pagination begins with the first page of the first chapter and continues throughout the rest of the text.

03. Tables and Illustrations

Tables are grids consisting of columns and rows that present numerical or verbal facts by categories. Figures include charts, graphs, diagrams, photographs, maps, musical examples, drawings and other images. All these types of nontextural material are collectively referred to as illustrations. All tables and figures must be referred to in the text by number (not by a phrase such as "the following table"). Charts, graphs, maps, and tables that are larger than the standard page should be attached as Appendices. Tables and illustrations should be centered (See figure 1 and table 1).

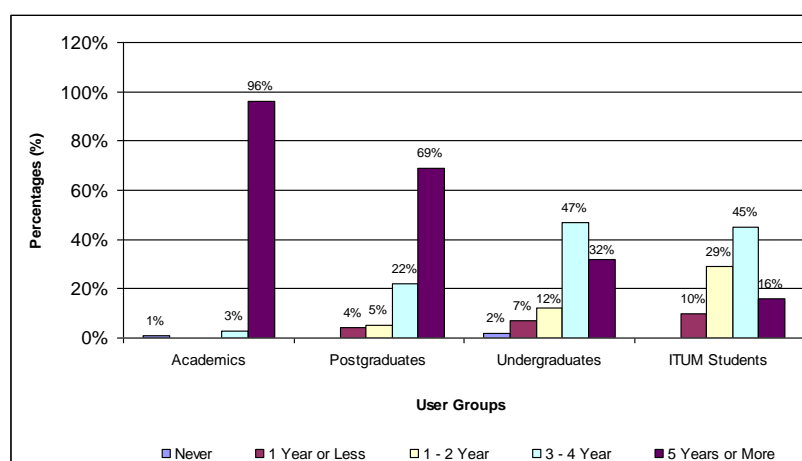


Figure 1: The Internet experience of the participants

Source: (if any)

Table 1: Kruskal-Wallis Test results for the Internet experience vs. user category

User Category	N	Median	Ave Rank	Z
Academics	73	5.000	233.5	6.90
Postgraduates	87	5.000	189.9	2.78
Undergraduates	139	4.000	130.1	-5.75
ITUM Students	31	4.000	95.5	-4.29
Overall	330		165.5	

Source: (if any)

04. Photographs

High-quality colored or black-and-white photographs or reprints with sufficient clarity may be incorporated. Photographs with glossy finish and dark backgrounds should be avoided where possible. State 'Original in Color' in the title where color is used.

05. Binding

Use a normal stapler to bind your papers.

3. Components

1. A proposal should contain the following parts in the given order.

- 1.1. Cover page
- 1.2. Title page
- 1.3. Declaration page of the candidates & supervisor
- 1.4. Abstract
- 1.5. Table of contents
- 1.6. List of figures (if any)
- 1.7. List of tables (if any)
- 1.8. Introduction
 - Background & Literature survey
 - Research Gap
 - Research Problem
- 1.9. Objectives
 - Main Objectives
 - Specific Objectives
- 1.10. Methodology
- 1.11. Description of Personal and Facilities
- 1.12. Budget and Budget Justification (if any)
- 1.13. Reference list
- 1.14. Appendices (if any)

1.1. Cover

A sample cover page is available in Appendix I.

1.2 Title Page

First page should be the title page (see Appendix – III). It should contain;

- The title
- 'Project Proposal Report'
- Candidates' full names
- Students' IDs
- Official name of the degree
- Official name of the department of the university
- The month and year of submission

1.3. Declaration, copyright statement and the statement of the supervisor

We declare that this is our own work and this proposal does not incorporate without acknowledgement any material previously submitted for a degree or diploma in any other university or Institute of higher learning and to the best of our knowledge and belief it does not contain any material previously published or written by another person except where the acknowledgement is made in the text.

Name	Student ID	Signature

The supervisor/s should certify the proposal report with the following declaration.

The above candidates are carrying out research for the undergraduate Dissertation under my supervision.

Signature of the supervisor:

Date

1.4. Abstract

Every copy of the proposal must have an abstract. Abstracts must provide a brief introduction to the subject in addition to the concise summary of methodology, tests, results, conclusions and recommendations (300 words or less).

It should also accompany a list of keywords (3-5), which could improve the accessibility of the thesis/dissertation in an online environment.

Abstract Title : Title case/Times New Roman 12 point Bold (If use other fonts, change the size appropriately)

Text : Times New Roman 11 point Light.

Spacing : Single line

1.7. Table of contents (see Appendix - II)

All the main chapters and subsections of each chapter must be included in the table of contents with their page numbers. The page numbers of abstracts, and others which come first in the proposal report should also be included. Also, if there are any appendices, should be included in the table of contents.

1.8. List of figures (see Appendix – IV)

If the proposal report contains any figures then separate list should be prepared including the name of the object and the page number. The chapter number should be included in defining the number of figures.

1.9. List of tables (see Appendix – V)

If the proposal Report contains any tables then separate list should be prepared including the name of the object and the page number. The chapter number should be included in defining the number of tables.

1.10. List of abbreviations (see Appendix – VI)

Abbreviations must follow the International standards. When an abbreviation is used in first time, it must be explained in the text. A separate list should be prepared for all abbreviations used in thesis/dissertation with their full meaning. The abbreviations in the list should be arranged according to the alphabetical order.

1.11. The body of the proposal Report

The report should be started from an introduction and the last part of the report should include the conclusions and recommendations. All the chapters of report should have title and a chapter number. Any new chapter should be started from a new page.

1.12. Reference list

A reference list¹ is the list of all books, articles, and other source of materials, which were referred and should be listed according to the international referencing method adopted. APA Style and IEEE Style are recommended.

Each reference entry should be single-spaced with double spacing between entries.

The 'Reference list' does not contain a chapter number.

1.14. Appendices (see Appendix – VII)

Supplementary material could be included as Appendices rather than in the main text. For example, Appendices may contain questionnaires, detailed descriptions on apparatus, extensive tables of raw data, computer programs, etc. All appendices must have page numbers written in the same typeface and size used for pagination throughout. If appendices contain photocopied material, the photocopies should be of letter quality.

¹ Necessarily the items referred to inside the body text of the thesis/dissertation.

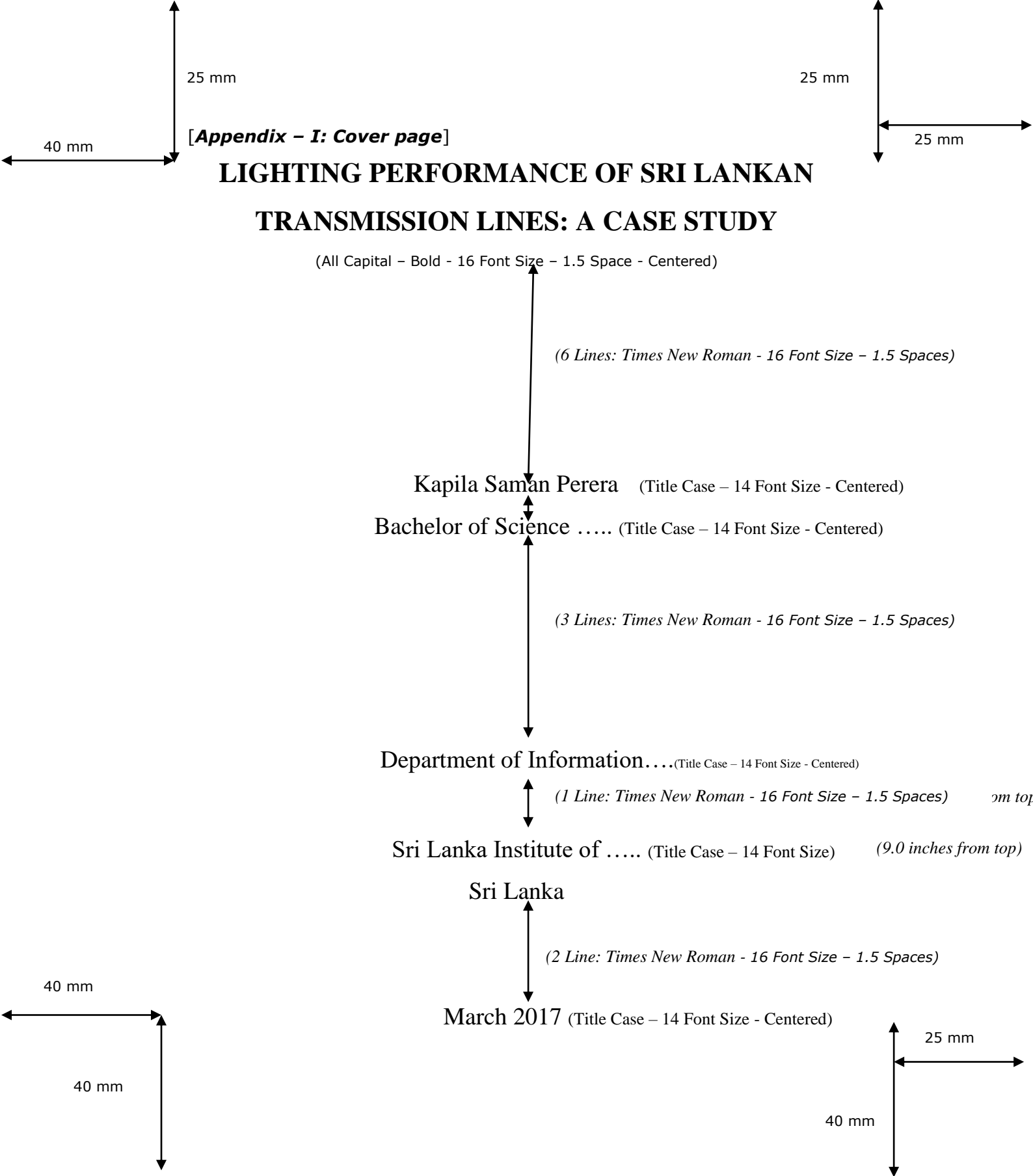


TABLE OF CONTENTS

Declaration of the candidate & Supervisor	i
Dedication	ii
Acknowledgements	iii
Abstract	iv
Table of content	v
List of Figures	vi
List of Tables	vii
List of abbreviations	viii
List of Appendices	ix
1. Introduction	1
1.1 Section	1
1.2 Section	2
1.2.1 Sub Section	2
1.2.2 Sub Section	10
2. Title of the Chapter	17
3. Title of the Chapter	35
4. Title of the Chapter	57
5. Title of the Chapter	90
6. Conclusions and Recommendations	110
Reference List	125
Bibliography	
Appendix A: Title	130
Appendix B: Title	132

LIST OF FIGURES

	Page
Figure 1.1 IT infrastructure	2
Figure 1.2 Conceptual model for research	5
Figure 2.1 LAN backbone types	10
Figure 2.3 The Internet experience of the participants	20

[Appendix – V: List of Tables]

LIST OF TABLES

	Page
Table 1.1 Distribution of IT Budget	2
Table 1.2 Details of respondents	5
Table 2.1 Use of IT strategy plans	10
Table 2.3 Kruskal-Wallis results for the Internet experience vs. user category	20

[Appendix – VI: List of Abbreviations]

LIST OF ABBREVIATIONS

Abbreviation	Description
ACM	Association for Computing Machinery
IEEE	Institute of Electrical and Electronic Engineers
OPAC	Online Public Access Catalogue

[Appendix – VII: List of Appendices]

LIST OF APPENDICES

Appendix	Description	Page
Appendix - A	Sample Questionnaire	115
Appendix – B	Online Journal Interfaces	120