

# NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

## HUMANITIES DEPARTMENT

### MS-Dissertation (9 CH)/ ISP (6CH) FINAL SUBMISSION REQUIREMENTS

For preparation and submission of the Dissertation the candidates should closely follow the guidelines and instructions given below:

#### **1. General**

- a. The candidate after having completed all other requirements (*university regulations also available in the prospectus of the study programme*) will submit the Dissertation for examination/evaluation through an application to the Chairperson Humanities Department. The application will be initiated by the candidate; however, it will be countersigned by the supervisor.
- b. The inside text must be printed in black (no colour prints allowed). The hard cover should be black with golden inscription.
- c. The citations, references and writing format must strictly conform to APA Style.
- d. Font size should be 12 Times New Roman (with 1.5 line spacing bw lines and double spacing bw two paragraphs), Margins (Left 1.25, Right, Top & Bottom 1 inch), Page numbers – center bottom (12 Font size Times New Roman) without any other footer.
- e. Diagrams / Graphs / tables must be drawn in word – do not copy as images from E-views or SPSS and must be formatted according to the APA guidelines.

#### **2. Dissertation / ISP requirements**

Total word length around 20,000 – 30,000 for dissertation (for ISP around 15,000 – 23,000 for ISP) words excluding references, appendices and prefatory pages.

- a. Title page & Title (Use standard template available with MS Office Staff)
- b. Declaration – signed by student (Use standard template available with MS Office Staff)
- c. Certificate of Approval – signed by advisor (Use standard template available with MS Office Staff)
- d. Plagiarism Undertaking (Use standard template available with MS Office Staff)

- e. Acknowledgement
- f. Abstract (500 -800 words) along with 5 - 8 key words
- g. Table of Contents (with page numbers) – preferably auto-generated
- h. List of Tables (separate page)
- i. List of Figures (separate page)
- j. List of publications (in case there were conference and journal publications based on this research (complete citation of the work presented /published in conference or journal).
- k. k1) The main dissertation chapters(minimum 5 chapters: Introduction Chapter (4000 – 6000 words), Literature Review Chapter (6000 – 8,000 words), Research Methodology Chapter (2000 – 4000 words), Data Analysis and Findings Chapter (4000 – 6000 words), Discussion Chapter (2000 – 3000 words), Conclusion Chapter (2000 – 3000 words)
- k2) The main ISP chapters (minimum 5 chapters: Introduction Chapter (3000 – 4500 words), Literature Review Chapter (4500 – 6,000 words), Research Methodology Chapter (2000 – 3000 words), Data Analysis and Findings Chapter (3000 – 4500 words), Discussion Chapter (1500 – 2500 words), Conclusion Chapter (1500 – 2500 words)
- l. References (APA style) – should start from a new page with heading as ‘References’. No footnotes permitted. All references should appear at the end in the list of references.
- m. Appendices – should start from new page (in case of different material appearing in the appendices, these may be named using Alphabets (A, B, C and so on)
- n. Turnitin report on plagiarism/similarity index (first page only). Similarity index of dissertation must be less than 20%; else "F" grade will be assigned. This report must be appended within the appendices preferably in the end after placing all other appendices.

### **3. Submission for Examiners**

- a. Submit 3 copies of spiral-bound complete dissertation / ISP four weeks prior to the examination of the semester. The dissertation / ISP should have abstract, table of content, list of figures, list of table, all chapters, references, and appendices.
- b. Follow postgraduate academic calendar from university website to remain updated about examination dates.
- c. Submit 4<sup>th</sup> quarterly report and turnitin report with three spiral-bound copies.

### **4. Viva Examination**

- a. Make power point presentation of about 30 minutes that covers all chapters of the dissertation/ ISP
- b. Bring all research data for viva exam.
- c. Reach department 30 minutes prior to the start of viva examination.

### **5. Final Dissertation Submission**

- a. Discuss examiners' comments with supervisor and incorporate the suggestions.
- b. Submit three copies of your final dissertation / ISP and 1 CD containing soft copy of your work in word format (CD cover should have complete reference - author name, batch and enrolment, dissertation title, supervisor name and submission date) within fifteen days after your viva exams.
- c. Follow latest dissertation / ISP format ( colour, logo etc.) available in Department of Humanities library
- d. Insert examiners' certificate, pilgrim certificate in all copies of your dissertation/ ISP