

## GUIDELINES FOR THE PREPARATION OF DISSERTATION

A dissertation may not exceed approximately 20, 000 words (maximum 100 pages) in length, unless prior permission to exceed this length has been given by the Faculty Board on the recommendation of the Supervisor. Title Page, Declaration Page, Approval / Certification of the Supervisor Page, Certification of the Head of the Department Page, Acknowledgement, Abstract, Table of Contents and List of tables, figures and plates are excluded from this limitation. Appendices should be annexed after the bibliography.

1. Leaf size - A4
2. Cover Page:  
*[See annex I for sample cover page]*
3. Spine:  
*[See annex II for sample spine]*
4. The first and last leaf should be blank and of thick quality paper.
5. Title Page  
*[See annex III for sample title page]*
6. Declaration Page  
The declaration statement should declare his / her consent to the use of condenses of the dissertation by another party. (It can be in Tamil or English)  
*[See annex IV for sample Declaration page]*
7. Approval / Certification of the Supervisor Page  
Dissertation should be approved by the appointed supervisor /s to be accepted as a standard report to be kept in the department and the library.  
*[See annex V for sample authorization page]*
8. Certification of the Head of the Department Page  
Dissertation should be certified by the Head of the Department.  
*[See annex VI for sample certification page]*
8. Acknowledgement  
Acknowledgements should follow on a fresh page.
9. Abstract  
The abstract should provide a concise, cogent summary of the dissertation (250 – 300 words)  
The abstract should be in a form suitable for separate publication and may be edited by the candidate's supervisor. The University may publish the abstract without further reference to the author.
10. Table of Contents  
The following pages should be for TABLE OF CONTENTS which should have the sections numbered according to the decimal system using Arabic numerals. Further subsections can have the first page of the table of contents and simple Roman numerals should be used up to the end of the abstract.
11. List of tables, figures and plates if required should follow the table of contents (also numbered in simple Roman numerals)
12. The introduction or other beginning of the dissertation should then follow and the numbering of pages from this page onwards right up to one but last leaf should be in Arabic numerals starting with one.
13. List of reference should be given immediately after the text of the thesis starting on a fresh page. References throughout the thesis should follow the Harvard style.
14. Appendices, if any
15. Margins - Text pages margin:

Top	-	3 cm
Right	-	2 cm
Bottom	-	3 cm
Left side	-	4cm (room for binding)

16. Text spacing & Font

Typed in double spacing with the Font size shall be 12 point and Times New Roman for English /  
Bamini for Tamil.

Paragraphs can be divided either by leaving a blank line between paragraphs, or by indenting the first  
line of a new paragraph by five spaces.

17. Page Numbering:

The number shall be placed at the middle of the bottom, and 15 mm from the lower edge of the paper.

18. Final Binding

White coloured thick cover. Lettering in Black.

19. Jacket

White coloured cover. Lettering in Black.

**<FULL TITLE>**

**<FULL NAME OF THE CANDIDATE>**

<Registration Number>

<Index Number>

**BACHELOR DEGREE IN ARTS /  
BACHELOR DEGREE IN FINE ARTS – (YEAR)**

**<DEPARTMENT>  
FACULTY OF ARTS  
UNIVERSITY OF JAFFNA  
SRI LANKA**

**- Year of submission of dissertation –**

<b>B.A / B.F.A</b>	<b>&lt; Full name of the Candidate &gt; &lt;Title of dissertation &gt; &lt;Subject &gt;</b>	<b>Year</b>
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**<FULL TITLE>**

Dissertation submitted to the  
<Department>, Faculty of Arts, University of Jaffna  
in partial fulfillment of the requirements  
for the award of  
**Bachelor Degree in Arts / Bachelor Degree in Fine Arts (Year)**  
*(Font Size – 17 ; Font Style – Bold)*  
in <Subject>

**By**

**<FULL NAME OF THE CANDIDATE>**

**<Year of Submission of Dissertation>**

## **DECLARATION**

I hereby declare that the entire work embodied in this thesis has been carried out by me. The extent of information derived from the existing literature has been documented and fully acknowledged at the appropriate places, the work is original and has not been submitted in part or full for any Diploma or Degree in this or any other University. I confirm that there is no plagiarism in this thesis and if detected, I abide for the action that will be taken for such plagiarism by the Faculty of Arts of University of Jaffna.

<Full name & Signature of the Candidate>

## **CERTIFICATION OF THE SUPERVISOR(S)**

This is to certify that the thesis entitled <title of your dissertation> submitted by <full name of the candidate> for the degree of Bachelor Degree in Arts in <subject> of the University of Jaffna is a record of original independent research carried out by <name of the candidate> under my guidance and direct supervision.

<Name & Signature of the Supervisor>

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<Name & Signature of the Consultant / Advisor (if any)>

## **CERTIFICATION OF THE HEAD OF THE DEPARTMENT**

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