



## THESIS GUIDELINES

### PRELIMINARY PAGES

The preliminary pages may include the followings:

1. Title page
2. Inner Cover (starting from page number i but not shown)
3. Abstract (page number ii shown here and onwards)
4. Declaration by Scholar
5. Declaration by Supervisor
6. Approval Sheet
7. Acknowledgement
8. Table of Content
9. List of Tables
10. List of Figures
11. Abbreviation and Acronyms

Use the standard formats for all these pages as given in thesis submission template.

### Abstract

Begin your abstract from here. Briefly address the problem, objective(s) of the study, research question(s), sampling, and the instrumentation. Write the research design and discuss procedures. Mention validity and reliability of the instrument, whether the instruments will be developed, adapted, or adopted. Include the details of the Questionnaires in case of adaptation or adoption. The maximum length of the abstract should not be more than one page with single line spacing. The abstract should be in one passage only. Use the same font throughout the text of the paper. Options include: 11-point Calibri, 11-point Arial, 10-point Lucida Sans Unicode, 12-point Times New Roman, or 11-point Georgia. Distribute your text evenly between the margins (Justify your text).

# CHAPTER I

## INTRODUCTION

The introduction should be well written and compelling. It should provide a clear overview of the study, present the significance of the research problem, and provide a clear overview of the organization of the thesis/dissertation. The scholar should focus on describing how well the study is compelling, innovative, and insightful and will contribute to theory or professional knowledge and/or practice. Introduction part may also include brief details about instrumentation and methodology you will use in your study.

### **Background of the Study**

The background study for a thesis should include a review of the area being researched, current information surrounding the issue, previous studies on the issue, and relevant history on the issue. Ideally, the study should effectively set forth the history and background information on your thesis problem. The purpose of a background study is to help you to prove the relevance of your thesis question and to further develop your thesis. The background information should indicate the root of the problem being studied, appropriate context of the problem in relation to theory, research, and/or practice, its scope, and the extent to which previous studies have successfully investigated the problem, noting, in particular, where gaps exist that your study attempts to address. Background information does not replace the literature review section of a research paper; it is intended to place the research problem in a proper context.

### **Statement of the Problem**

Problem is stated in “researchable” terms (i.e., described so that the reader can see the value of exploring the issue and the ability of the researcher to accomplish the inquiry). The theme of the inquiry should suit to the nature of the problem; the scope of the inquiry clearly delineates and is suited to the problem and to the strategy for inquiry. The researcher needs to describe what the problem is and how this problem is negatively affecting the situation and how this research will help solve the problem.

### **Objectives of the Study**

Research objectives should be closely related to the statement of the problem and summarize what you hope will be achieved by the study. The objectives should be stated using *action verbs* that are specific enough to be measured, for Example: Compare, Calculate,

Assess, Determine, Verify, Measure, Describe, etc. Avoid the use of vague non-active verbs such as: Appreciate, Understand, Believe, Study, Explain etc., because it is difficult to evaluate whether they have been achieved.

### **Research Questions**

A research question is a question that a research thesis sets out to answer. Choosing a research question is an essential element of both quantitative and qualitative research. Investigation will require data collection and analysis, and the methodology for this will vary widely. Good research questions seek to improve knowledge on an important topic and are usually narrow and specific. To form a research question, one must determine what type of study will be conducted such as a qualitative, quantitative, or mixed method. The Research questions must be specific, answerable, and clearly connected with the problem. A good research question includes four characteristics: It should be (1) feasible, (2) significant, (3) clear to the researcher, and (4) ethical.

### **Research Hypothesis**

Hypothesis is tentative explanation of possible outcome of the study. If the study is to predict something or measure the relationship or effect of the independent variable on dependent variable in the presence of mediating or moderating variables, or compare the mean scores of groups on some variables, it is good idea to state the hypotheses of the study. Hypothesis may be directional, non-directional, or null.

### **Significance of the Study**

Notable argumentation in support of research pointing to gaps in the literature. The significance of the research should be clearly established, with indications for future studies included. The researcher needs to focus on describing why this study is important and how this study, if conducted, will help to solve the problem, and how it will be beneficial to the stakeholders such as teachers, students, administrators, and/or policymakers.

### **Operational Definition of Key Terms**

Key terms are thoroughly explained, perfectly cited, and their use is justified for the study. All necessary definitions are provided to make the study clear for the reader and useful to other researchers. Key theoretical elements are well explained, appropriate to the research, and provide tools for future inquiry.

Your thesis will likely include terms that are not widely known outside of your discipline. These terms include particular theoretical constructs, formulas, operational definitions that differ from everyday definitions. This part of your thesis offers the reader a list of definitions of these terms. How you define such terms could considerably affect how the reader understands your thesis. Be sure you use these terms in a consistent fashion throughout your proposal and thesis.

## **CHAPTER II**

### **REVIEW OF RELATED LITERATURE**

The literature review should display a deep understanding of a massive amount of complicated, peer-reviewed literature, describes the content and organization of the review, and the strategy used for searching. The literature review should demonstrate a clear analysis and critique of each topic area guided by research questions. It is not merely summative and descriptive. Each topic should comprehensively be covered: the major issues, debates and perspectives are addressed. Findings of the reviewed studies should be synthesized across studies and disciplines, comparing and contrasting outcomes, perspectives, and methods. The rich data from multiple sources should demonstrate a command over the material and effectively connect the current study to existing literature. This chapter should document gaps in the literature and convincingly document how the current study will address them through theory development and or professional application. Also explain the link between the variables under study.

#### **Theoretical framework**

The theoretical framework describes how the research design derives logically from the problem statement. It presents a strong, cohesive, and comprehensive theoretical basis for the study that continues as a theme through the stages of the dissertation, presenting an insightful, elegant explanation for the overall inquiry and offering a contribution to others' research by presenting a new tool that addresses new aspects of the research problems with a sophisticated association among the elements of the analysis.

#### **Conceptual framework**

It can be shown in the form of a diagram.

## CHAPTER III

### METHODS AND PROCEDURES

Here you need to briefly describe different aspects you will discuss in this chapter.

#### **Research Design**

The ontological and epistemological conceptualization(s) of the research (e.g., positivist, interpretivist), tradition or paradigm (e.g. quantitative/qualitative research), the research methodology (e.g. quasi-experimental, case study, narrative, ethnography, phenomenology, action research, grounded theory), and methods (e.g. survey, semi-structured interview, focus groups), along with a rationale for selection should be aligned and logically derived from the problem/issue.

#### **Rationale for Research methods**

The scope and/or strategy of the inquiry should flow clearly from the stated problem. Relationships among the problem, the cited authorities, plan of inquiry, and conclusions needs to be comprehensibly drawn.

#### **Population and sampling procedures**

The research setting, sample, participant selection procedures, and data sources should be very clearly described and justified in relation to the research questions. Sampling method and sample should be described separately.

#### **Instrumentation**

This section includes detailed description of all tools used for data collection. Include details of how the instrument was developed, adopted or adapted. If developed, detailed process of pilot testing should also be discussed. Factor analysis should be the part of questionnaire development process in case the questionnaire is self-developed.

#### **Validity/ trustworthiness and Reliability of research instrument**

Extensive documentation is clearly provided of well accepted measures taken to determine validity or to establish trustworthiness to enhance the study's credibility and dependability should be provided and adequately documented.

### **Procedure for data collection**

All data collection methods, tools, instruments, and procedures should be clearly justified and described in detail. The role of the researcher in the data collection procedure should be precisely described.

### **Ethical consideration**

A concise and relevant description of ethical considerations, procedures used to protect participant rights, and the steps taken to ensure compliance with Research Ethics Board requirements should be provided.

### **Limitations**

Limitations (external conditions that restrict or constrain the study's scope or outcomes).

### **Delimitations**

Delimitations (conditions or parameters intentionally imposed to limit the scope) should be clearly and concisely explained.

### **Procedure for data analysis**

For selection of data analysis techniques, nature of data/ levels of measurement must be kept under consideration. Data analysis techniques / statistical measures for quantitative as well as qualitative data needs to be justified in alignment with research objectives and research questions/hypothesis. The process by which the data were analyzed should be succinctly articulated. Procedures for dealing with discrepant cases needs to be described. Software used should be described, and the systems used for keeping track of data and/or emerging understandings needs to be clearly described.

## CHAPTER IV

### ANALYSIS AND INTERPRETATION OF DATA

An introductory passage needs to be added that briefly discusses about data analysis.

#### **Data Analysis**

A detailed description of each research question is required while analyzing data. For quantitative study, design different data tables according to APA style (7<sup>th</sup> Edition). Mostly, tables on reliabilities, descriptive statistics, and inferential statistics should be discussed keeping in view the research questions.

#### **Data presentation**

The findings build logically from the problem, research questions, and research design. Narrative data are connected and synthesized through substantive explanatory text and visual displays (where appropriate). The data presented in support of the findings provide adequate and convincing evidence of the findings. Inconsistent, unexpected, or discrepant data may be noted and discussed. All salient data are accounted for in the findings. Patterns, relationships, and themes described in the findings. Applying findings to broader and / or diverse contexts is apparent.

The data shown in tables should not only be described but also interpreted. Similarly for qualitative data focus must remain at interpretation.

## **CHAPTER V**

### **SUMMARY, FINDINGS, DISCUSSION, CONCLUSION, AND RECOMMENDATIONS**

An introductory passage needs to be added about what the researcher will discuss in the following pages.

#### **Research findings**

While detailed findings have been discussed in chapter IV, the researcher needs to briefly write (number-wise) the overall findings related to each research question.

#### **Discussion**

Thematic or logical connections between the problem, the research strategy, the findings and the conclusions should be eloquently and accurately articulated. This is the most important part of thesis where the researcher compares the findings of his or her study with previous literature and discusses about probable causes of the findings which lead to contribute in knowledge and future research recommendations. Also relates his findings to his own socio-cultural realities.

#### **Conclusion**

Conclusion should be based on findings. It should be written in an understandable/ layman's language.

#### **Recommendations**

Recommendations for practice, policy, and further research should be justified by the findings and conclusions and are actionable. The recommendations must be based only on the findings. The researcher should not speak about the data beyond findings of his or her study. These may include both:

- i. Theoretical implications
- ii. Practical implications

## MECHANICS

Follow APA style (7<sup>th</sup> Editions)

### References

#### Journal:

Author, A. A., & Author, B. B. (Year). Title of the article. *Name of the Journal*,  
*volume*(*issue*), #–#. <https://doi.org/xxxx>

Ashing-Giwa, K. T., Padilla, G., Tejero, J., Kraemer, J., Wright, K., Coscarelli, A., Clayton, S., Williams, I., & Hills, D. (2004). Understanding the breast cancer experience of women: A qualitative study of African American, Asian American, Latina and Caucasian cancer survivors. *Psycho-Oncology*, *13*(6), 408-428. <https://doi.org/10.1002/pon.750>

#### Book:

Author, A. A., & Author, B. B. (Copyright Year). *Title of the book* (7th ed.). Publisher.

Schmidt, N. A., & Brown, J. M. (2017). *Evidence-based practice for nurses: Appraisal and application of research* (4th ed.). Jones & Bartlett Learning, LLC.

#### Chapter in Edited book

Author, A. A., & Author, B. B. (Copyright Year). Title of the book chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of the book* (2nd ed., pp. #–#). Publisher.

#### News magazine Article

Kennedy, M. (2018, October 15). To prevent wildfires, PG&E pre-emptively cuts power to thousands in California. *NPR*. <https://www.npr.org/2018/10/15/657468903/to-prevent-wildfires-pg-e-preemptively-cuts-power-to-thousands-in-california>

#### Dissertation / Thesis

Valentin, E. R. (2019, Summer). *Narcissism predicted by Snapchat selfie sharing, filter usage, and editing* [Master's thesis, California State University Dominguez Hills]. CSU scholarWorks.

<https://scholarworks.calstate.edu/concern/theses/3197xm925?locale=en>