



Master's Degree Thesis & Proposal Guideline 2020

3rd Edition

Institute of Crisis Management Studies,

Samarpan Academy

Dhumbharai, Kathmandu, Nepal

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About this document

This document is the 3rd edition of Master's Degree thesis & Proposal Guideline for student of Master's in Crisis Management and Counselling Psychology of Samarpan Academy. This document has been prepared upon the two edition prepared before this document and after review of UGS 5th edition guideline, Faculty of Humanities and Social Science and American Psychological Association. The document is a living document and needs to be updated as new progresses are made in the field of research. The guideline for Thesis and Thesis proposal mentioned in this document are strictly to be followed by the student. The Thesis should not be about collection of pages but rather be driven by content with guidelines to be followed recommended in this document. This document has been approved by the thesis committee and will be updated with advancement of research. The guideline is as of effective from 2020.

Approved by

.....

Dr. Ram Thapaliya (Ph.D)

Thesis Committee Chairman

Chair, ICMS

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ABBREVIATION

APA	American Psychological Association
FoHSS	Faculty of Humanities and Social Science
ICMS	Institute of Crisis Management Studies
LR	Literature Review
RQ	Research Question
TU	Tribhuvan University

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CHAPTER I

INTRODUCTION

1.1 Thesis and Proposal Guidelines

These thesis guidelines have been created as a guide to help Master's level students of Institute of Crisis Management Studies (ICMS) and Master's in counselling psychology of ICMS, Samarpan academy to establish minimum requirements, academic standards, the physical format and appearance of thesis. The purpose is to provide academic requirements and structural guidelines required for thesis writing to the students under the Faculty of Humanities and Social Science (FoHSS), Tribhuvan University (TU). The FoHSS encourages the preparation of documents to be consistent with the specialized requirements prior to the submission. Submission of this document is the final step in a program leading to conferral of a Master's degree.

This guideline has been prepared on the basis guidelines prescribed by FoHSS, TU UGS 5th Edition and APA referencing style

1.2 Proposal

Proposal is the first stage the student needs to go through to complete their thesis. A thesis proposal is a document that outlines thesis topic, defines the issues that the thesis will address, and explains why the topic warrants further research. It should identify a problem and provide a solution to that problem.

A thesis proposal will at least have 3 chapters, 1) Introduction, 2) Literature review, 3) Methodology, Advice on the range of suitable topics which relate to the subject

area of your Master's degree will be approved by the thesis supervisor and research committee.

1.3 Thesis

A thesis is a formal academic document following the rules that govern the way in which it is presented. The thesis is the continuation of thesis proposal and will have additional two more chapters or more depending on the research. It must have at least 5 chapters, 1) Introduction, 2) Literature review, 3) Methodology, 4) findings of the study/results and 5) discussion, conclusion, recommendation. Advice on the range of suitable topics which relate to the subject area of your Master's degree will be approved by the thesis supervisor and research committee.

The thesis is the final stage of the Master's degree and provides you with the opportunity to show that you have gained the necessary skills and knowledge in order to organize and conduct a research study. The thesis will show that the student have demonstrated skills in indentifying an area, or areas, suitable for research, setting research objectives; locating, organizing and critically analyzing the relevant secondary and primary data, developing an appropriate research methodology; analyzing the primary data selected and drawing on the literature in the field; drawing conclusions; and if appropriate making relevant recommendations and indications of areas for further research.

1.4 Thesis Topic

Students are responsible for selecting and developing a thesis and proposal topic which has departmental approval.

Firstly, the topic should be a question that falls within the scope of the discipline. That is to say, it should relate to the field of Crisis Management studies and for student of counselling psychology related to the field of counselling psychology.

Second, the topic should relate to a specific area of study for which a qualified supervisor is available.

Third, the topic and thesis should make an original contribution to the field of Crisis Management or Disasters Management or counselling psychology studies. This may be done through wholly original research, or by adding to or elaborating on existing research, filling a gap in existing research, using existing data in a new way, drawing different conclusions from existing case studies, testing existing theories and analyses through new case studies, and so on.

The topic should be something that intrigues student. Student will spend a great deal of time reading and writing about this topic, so choose something you will enjoy and want to explore and know more about. The topic must be one in which you will be able to conduct significant research. There must be either enough written material available to analyze your topic thoroughly, or you must have access to primary sources. Primary sources could be either documents, or individuals who can be interviewed, or a combination of both. Lastly, the topic must be manageable. You should be able to explore it in depth. At the same time, it should not be so broad that you cannot adequately answer your research question or defend your statement.

1.5 Thesis Committee Approval

Thesis is an academically admirable professional document and should meet academic vigour and professional standard in content and appearances. After the thesis content writing has been completed, the thesis should be read and approved in

its completed version by the adviser, who will then distribute copies to two readers. Enough time must be allowed by the student for a careful reading by his/her adviser and the two readers prior to the scheduling of the thesis defense.

The defense will consist of a 15-minute presentation of the thesis by the student followed by each member of the committee asking questions, in turn, for up to 15 minutes. Immediately following the oral defense, the committee will convene to vote on the acceptability of the thesis. The committee will make one of three recommendations:

- 1) The thesis passes as submitted, or with minor revisions.
- 2) The thesis passes conditionally, but the student is required to make significant revisions.
- 3) The thesis fails.

Recommendation 1

If the thesis passes under recommendation 1, the student makes any needed corrections (usually editorial or stylistic) and then gives the final product to the adviser who in turn submits it to the centre.

Recommendation 2

If the thesis passes under recommendation 2, the student must work with the adviser, and either or both of the readers, to satisfy the changes demanded by the committee. The adviser will not sign off on the thesis until such changes are completed.

Recommendation 3

If the thesis is not accepted, the student may rewrite it, but it will have to go through a new thesis defense.

After the successful defense of the thesis, the student must submit three copy of revised thesis to 1) One copy to the ICMS, Samarpan Academy and 2) Two copies to Tribhuvan University.

Similarly the student must also submit thesis proposal in front of the committee, the committee will advice on the proposal submitted and assign appropriate thesis supervisor for the student. The thesis proposal defence is the first stage for student in completing the master's degree. The student must work on the comment and suggestion provided during the thesis proposal defense by the thesis committee

1.6 Student Responsibility

It is the students' responsibility to read and fulfil the requirements presented here and to submit the thesis and proposal maintaining the quality. Correct grammar, punctuation, and spelling always should be used, and these aspects are the responsibility of the student. Please consult your supervisor and committee chair for specific content requirements. Proofreading is the responsibility of the student and his/her supervisor.

1.6 Style

The thesis and thesis proposal must follow the guideline prescribed in this document and follow APA referencing 6th edition. The format of the document includes content of the prefatory pages, the type font, margins and spacing, the placement of the page numbers, and the requirements for permission to reproduce copyrighted material.

The details of Formatting the Thesis and Thesis proposal has been provided below.

Spacing: Double spacing, except for quotations and footnotes

Single page: Type only on one side of the page

Margins: 1.5 inch left margin and 1 inch margins on all three sides

Paper Size: The dissertation should be typed on ISO A4-size white bond paper. If

diagrams, maps, tables and similar presentations do not fit readily on this sheet size, ISO B4 size may be used.

Font size: Size 12 fonts should be used throughout. Headings and sub-headings can be made bold.

Font Style: Times New Roman

Align Text: Justify, Body Text, Chapter heading must be kept “Centre”, all sub headings must use “Align text left”

Reference style: APA, 6th Edition

Page break: Each item in the front matter, back matter and all the chapters should start on a new page.

Pagination: Every page in the thesis has a number. For front matter section, use small roman numerals (i, ii, iii,...). For the main text and back matter use Arabic number (1,2,3,...). There will be no page number of cover page. Place the number at the lower center of the page.

Figures and tables: Tables and figures must be numbered continuously throughout the proposal (1.1, 1.2, 1.3) and they must be placed as close as possible to their first mention in the main text. The heading of the table should be placed at the top of the table while the caption of the figure should be at the bottom of the figure.

Footnote: Footnote can be used to provide supplementary information. Referencing should not be kept at the footnote.

Diction: Words should be chosen to suit the study. The diction in research paper should be formal rather than colloquial. Each words should convey the meaning as exactly as possible. Slangs and words of everyday conversation are rarely used in the research text. In the case of specialized words and jargons, definitions should be given.

Verb Tense: Researchers are suggested to use of past tense to express an action or a condition that occurred at a specific, definite time in the past, but they should use the present or present perfect tense (argues, has argued) to introduce source material unless they include a date that specifies the time of the original author's writing.

Citing the works of others: All ideas, facts, intellectual construction, and material used from other authors and sources must be fully acknowledged in the text. Charge of plagiarism will result in disciplinary action. The word References should appear centred at the top of the page. The first line of each entry should align with the left margin. All subsequent lines should be indented 5 spaces or set a hanging indent at 1/2 inch.

Students are advised to familiarize themselves with APA (American Psychological Association) 6th edition second printing of the APA manual.

Indent: first line of every paragraph (0.5''), except for the Abstract must be done. Indent the first line of each paragraph of text 0.5 in. from the left margin. Use the tab key or the automatic paragraph-formatting function of your word-

processing program to achieve the indentation (the default setting is likely already 0.5 in.). Do not use the space bar to create indentation.

CHAPTER II

RESEARCH ETHICS

2.1 Research Ethics

Ethical issues have come in forefront in the research writing. All students have a responsibility to conduct and report the results of their research in ethical manner. The thesis and thesis proposal represents the culmination of years of academic preparation and expresses a student's ideas, training and skills. The thesis therefore deserves the student's effort and with all scholarly work, demands obedience with highest ethical standards. Fabrication, falsification and plagiarism in proposing, conducting or reporting research or other scholarly activities are ethical misconduct in research. Fabrication means making up results and falsifying research results refers to altering, misrepresenting, or selective misquoting of the findings. Each of these activities violates the integrity of the research process and constitutes a serious breach of accepted ethical standards. Ethical research practice therefore requires that students at all stages of the research process conduct their research in honest manner and make every effort to ensure the accuracy of their findings. Plagiarism is a form of ethical misconduct in research and consists of the intentional or unintentional use of the words, ideas, diagrams of publicly available work without appropriately acknowledging the sources of these materials. Thus, any use of the words, phrases, ideas, or work of others in any form without acknowledgement of the original sources constitutes plagiarism and is subject to penalty. Students must be aware to acknowledge the contents of literature review, the ordering of ideas in the discussion, and the listing of references at the end of a discussion, which may reflect the thinking

of others. These contributions must be acknowledged and cited. Therefore, the researchers are advised to be conscious on ethical issues particularly in the following:

Data retention and sharing: It is the duty of the researcher to retain and share the data used in the study. The researcher must produce every bit of data to the supervisor while working on the research. The researcher must keep them ready at the time of viva voce and produce as evidence on demand.

Plagiarism: Plagiarism is, as stated earlier, claiming others' words and ideas as your own. It is strictly prohibited. The researcher must take permission for all copyright materials. S/he can refer other researchers' writings in her/his dissertation, but the credit to the source must be given in the text and list in the list of references. The student must use APA reference style and cite the document in text and with a separate reference list. The Student must at least maintain 80-85% originality.

Protecting confidentiality: During the research, the researcher may have access to confidential information of a person or an institution. It is the duty of the researcher to maintain the confidentiality of the person or the institution. A student must take written or oral consent from the respondent during the study. The consent form must be attached in the Annex of the document.

CHAPTER III

PROPOSAL REQUIREMENT

3.1 Requirement of Proposal Writing

The thesis proposal describes what the researcher intends to do and how it will be done. It should outline in clear terms the nature and intent of the research. The proposal works as a road map in the journey of research. Students must submit a thesis proposal to the ICMS, Samarpan Academy for review. Once approved, the student will have to prepare the report as outlined in the proposal. In the process of writing a proposal, the first step is to identify the possible area of the study. In the second step, students should do the preliminary review of literature in the chosen area of the study and raise some issues for investigation. In the next step, it is important to examine whether data will be available on the chosen topic or not. Finally, it is wise to evaluate possible obstacles (e. g. the study will take too long time to complete, or requires long-distance travel, or involves health hazard, etc.) in carrying out research on the chosen area. If everything goes fine to this point, the researcher can finalize the title for the research work. The title of the thesis should reflect the main idea of the research work. The title should be concise but should incorporate significant variables in the study and their relationship. An example of good title is “Community support during disasters- a review of man-made disasters in the Bajura District and their management.” Or “Psychological needs assessment of caregivers in disaster situations- review of literature.” Always avoid using abbreviations and verbose terms (e. g. “A Study of ...”, “An Investigation into ...”, “An Understanding of ...” in the title. It is generally suggested to limit the length of the title within 12 words. The

approximate length of the proposal is 20-25 pages, double spaced. An acceptable thesis proposal contains the following elements:

- i. Cover page
- ii. Overview clearly stating thesis question and hypothesis (1 page)
- iii. Title page with space for committee members' approvals
- iv. Introduction: Research problem, context, justification of thesis (4-6 pages)
- v. Literature review (5-7 pages)
- vi. Methodology (2-3 pages)
- vii. Objectives and research questions to be answered (1-2 pages)
- viii. Materials (2-3 pages)
- ix. Limitations and ethical issues
- x. Work plan, procedure and outline (2 pages)
- xi. Appendix (if any)

The following are guidelines for preparing the proposal, with suggestions on how to begin and what the committee looks for when they review proposals.

3.2 Selecting a Topic and Formulating the Research Question

You should read as widely and specifically as is required to determine what has been written on your chosen topic and what contribution you might make. As you read, you should think about the following:

- What question or questions will the thesis address?
- Why do these questions matter?
- What answer or answers will the thesis offer to these questions?
- What contribution will the answers make to our knowledge about crisis/DRR?

- What kinds of materials and what sort of analysis will be needed to answer the questions raised?

You need to develop a strong background on the topic and become thoroughly familiar with the research and writing that others have done.

3.3 Research Questions and Hypotheses

Take your objectives and make them into questions; then state the answers to your questions in terms of what you expect to find. These are your hypotheses. It is important to realize that you come to the thesis with a preconceived idea about the answers you will find.

3.4 Research Problem

The most important part of any research proposal is the question or problem to be analyzed. All else in the proposal (and your research) derives from that. Therefore, it is essential that the research problem is formulated carefully.

3.5 Literature

The proposal should also contain a summary of what was discovered during the search of the literature in order to develop your research problem. Here is where you categorize what others have written on the same or similar subjects. The presentation of the literature about your topic in the proposal should be selective, organized and summarized.

3.6 Methodology

The methodology of your thesis is how you intend to address the questions that your research problem raises. It is your intellectual approach or strategy for answering the questions raised. In this section of the proposal, you will explain your orientation to the subject you intend to investigate and specify the theory or conceptual framework you will use in selecting your material and analyzing it.

3.7 Objectives

The objectives of your proposal are a specification of the things which you must accomplish in order to produce a comprehensive solution to the research problem. They are a restatement of your research problem in specific terms, indicating a series of interconnected results. They are part of your research strategy and should relate to your methodology.

3.8 Materials

The materials section of your proposal is a discussion of the sources you will use in researching the problem and deriving answers to the questions and hypotheses you have developed. Where are you going to look and what are you going to look for and analyze in order to find answers to the questions you have raised?

3.9 Work Plan, Procedure and Outline

You should specify a plan of work. This means you should categorize the material you intend to use in terms of how and when you will collect each part of it, what you will be looking for in analyzing it, and how you will organize your time. Your work plan should include a tentative outline for writing the thesis. The outline should be

detailed and attempt to reflect your procedure in addressing the research problem and the questions and hypotheses which you have derived from it.

3.9 Proposal Structure

PREFATORY SECTION: This section is organized in the following order

RESEARCH TITLE (Specific and clear)

ABBREVIATION/ ACRONYMS

TABLE OF CONTENTS

LIST OF FIGURES

ABSTRACT (Summarizes project well)

Chapter I Introduction

1.1 Background of the study

1.2 Background of the study (Adequate, relevant, well stated)

1.3 Problem Statement (Adequate, relevant, well stated)

1.4 Rational / Significance of the study

1.5 Research questions

1.6 Research Objectives (Academically interesting, adequate, achievable)

1.7 Conjectures/Hypotheses (Optional)

1.8 Theoretical /Conceptual Framework (To be well framed)

1.9 Operational definition

Chapter II Literature Review

2.1 Literature Review

2.2 Research Gaps (Adequate, relevant and gaps identified)

2.3 Summary of reviewed literatures

Chapter III Research Methodology

(Study Design, Methods, Tools and Data analysis (Faultless, advanced, well suited and skilful, Five traditions school of Qualitative Research, Creswell, Social Statistics

for a diverse society 3rd edition Chava Frankfort-Nachmias & Anna Leon-Guerrero, Statistics 5th Edition, Joseph F. Healey) As recommended or required book or course material used in the class and prescribed in the course curriculum. *Also refer to “The UGC Research Development and Innovation Programs Implementation Guideline”, 2019 5th Edition Guideline, September 2019.*

3.1 Study Design (including Theoretical perspective)

3.2 Study Setting

3.3 Study population and Study sample

3.4 Sampling frame and sampling technique

3.5 Sample size

3.6. Study variables

3.7 Instrumentation/ data collection tool

3.8 Data collection procedure

3.9 Data Analysis plan and procedure

3.10 Delimitation of the study

3.11 Ethical consideration (Ethical and Safety Issues well addressed)

3.12 Gantt Chart and budget (Well planned, actual)

REFERENCES

APPENDICES

Please check chapter III of this guideline for additional information

CHAPTER IV

THESIS REQUIREMENT

4.1 Master's Thesis

A master's thesis is a substantial document presenting independent research that makes a contribution to the current body of knowledge in a scholarly field. The author may conduct an original investigation or develop an original interpretation of existing research and/or literature. A thesis adheres to a standard format, generally with several basic chapters that may include an introduction and statement of the problem, a review of the literature pertinent to the problem, an explanation of the materials and methods used to solve the problem, a results section, a discussion of the results, and a conclusion. A formal list of references cited in the dissertation also is required. The thesis and thesis proposal must be formatted to conform to the specifications as stated in this Guideline. The detail has been presented below

4.2 Requirement for master thesis

The thesis must be written in English, typed and double-spaced. It will be judged on content, organization, documentation and presentation. With regard to length, ICMS requires that a thesis is between 20,000 and 25,000 words (not inclusive of footnotes, abstract, outlines, annexes, appendices, references, etc.). The Structure of the thesis follows the structure of proposal till chapter III. In addition the thesis will have additional two more chapters. The structure of the thesis has been presented below. (Please note research proposal will only be till chapter 3)

PREFATORY SECTION: This section is organized in the following order

RESEARCH TITLE (Specific and clear)

DEDICATION

ACKNOWLEDGMENT

ABBREVIATION/ ACRONYMS

TABLE OF CONTENTS

LIST OF FIGURES

ABSTRACT (Summarizes project well)

Chapter I Introduction

- 1.10 Background of the study
- 1.11 Background of the study (Adequate, relevant, well stated)
- 1.12 Problem Statement (Adequate, relevant, well stated)
- 1.13 Rational / Significance of the study
- 1.14 Research questions
- 1.15 Research Objectives (Academically interesting, adequate, achievable)
- 1.16 Conjectures/Hypotheses (Optional)
- 1.17 Theoretical /Conceptual Framework (To be well framed)
- 1.18 Operational definition

Chapter II Literature Review

- 2.4 Literature Review
- 2.5 Research Gaps (Adequate, relevant and gaps identified)
- 2.6 Summary of reviewed literatures

Chapter III Research Methodology

(Study Design, Methods, Tools and Data analysis (Faultless, advanced, well suited and skilful, Five traditions school of Qualitative Research, Creswell, Social Statistics for a diverse society 3rd edition Chava Frankfort-Nachmias & Anna Leon-Guerrero,

Statistics 5th Edition, Joseph F. Healey) As recommended or required book or course material used in the class and prescribed in the course curriculum. *Also refer to “The UGC Research Development and Innovation Programs Implementation Guideline”, 2019 5th Edition Guideline, September 2019.*

3.1 Study Design (including Theoretical perspective)

3.2 Study Setting

3.3 Study population and Study sample

3.4 Sampling frame and sampling technique

3.5 Sample size

3.6. Study variables

3.7 Instrumentation/ data collection tool

3.8 Data collection procedure

3.9 Data Analysis plan and procedure

3.10 Delimitation of the study

3.11 Ethical consideration (Ethical and Safety Issues well addressed)

3.12 Gantt Chart and budget (Well planned, actual)

CHAPTER IV: FINDINGS OF THE STUDY/ RESULTS

CHAPTER V: DISCUSSION, CONCLUSION, RECOMMENDATION

5.1 Discussion of findings

5.2 Conclusion

5.3 Limitation of the study (Honestly described and reasonable)

5.4 Implication

5.5 Recommendation

REFERENCES

APPENDICES

Appendix A

Informed Consent Form in English

Informed Consent Form in Nepali

Appendix B

Approval letters

Appendix C

Data collection instruments

Map

3.3 Content of Thesis

PREFATORY SECTION

A. Abstract

An abstract is a brief but comprehensive summary of the dissertation. It is the first section to be read and should be the last to be written. It should enable the reader to make an informed decision about whether they want to read the whole report. The length will depend on the extent of the work reported but it is usually a paragraph or two and always less than a page.

While writing an abstract, begin with most important points (e. g. the problems under investigation or the objectives), State methodology briefly, report major findings, conclusions and their implications. A good way to write an abstract is to think of it as a series of brief answers to questions. These would probably include:

- i. What is the purpose of the work?
- ii. What methods did you use for your research?
- iii. What were the main findings and conclusions reached as a result of your research?

- iv. Did your work lead you to make any recommendations for future actions?

Write in a clear and concise language, use active voice, use present tense to describe conclusions, use past tense to describe specific variables manipulated or outcomes measured. Do not include information that does not appear in the body of the report, do not comment or evaluate in abstract. At the bottom of the abstract, provide key words (not more than five) that truly reflects the research. Limit the abstract in one page.

For research proposal, the guideline is similar, and the abstract needs to convey what will be done, how it will be done, and what could be the findings or conclusion of the research.

Ideally abstract should be within the limit of 150 to 300 words. But for the Master thesis you can write up to the one page.

B. Table of Contents

The table of contents in theory precedes all of the sections it lists. It should list all the elements of the preliminaries that follow it, the chapter titles, the main headings and subheadings in the text, and the reference materials. The sample page of Table of Contents is given in Appendix B

C. List of Tables and Figures

List of Tables should follow the Table of Contents. Tables and Figures are treated as different entities; their presentation styles are also different in both APA and MLA styles. The columns and rows of tables may be enclosed inside boxes or in plane rows and columns. Charts, graphs, maps, photographs, cartoon sketches and visual images of any kind are grouped under figures.

D. List of Abbreviations, Acronyms and Symbols

One of the purposes of using the shortened versions of words, phrases and other referents is that they help make the research work concise. But the student should supply the complete and full information of the shortened and abbreviated forms.

E. Body of the report section

This section is divided into five chapters. The contents of each chapter are given below. In exceptional cases, the sections within a chapter may be altered/ added/ or deleted upon the advice of the supervisor; but that must be justified by the need of the study. The content of each chapter is organized in the following order:

Chapter I Introduction

F. Background of the study

The purpose of this section is to create the context to the study. This section should describe about the core aspect of the topic and clearly establish the focus of study. It should be written based on factual information on the topic and the institutions under study. Therefore, it is important that the researcher has sufficient idea and factual information on the topic. There is no specific limit to the length of this section, but 2-3 pages should suffice.

G. Problem statement

The purpose of this section is to establish research issues. It is core part of the introduction chapter. Remember, problem statement is not the listing of ‘difficulties’ or ‘problems’. It is the statement of why the situation (e. g. the relationship – improved or worsened - between variables exists). Therefore, it is important that problem statement must be supported by evidence coming from the review of

literature. Evidences from the literature justify why the research problem is worth investigating. Problem statement section normally ends by raising research questions. The researcher should demonstrate with adequate review of both theory and empirical researches that the problems that have been chosen for the study is valuable to the readers. Normally 2-4 pages are enough for this section.

H. Research Question

Research question (RQ) of the study is the major inspiration for the research to be done. From a RQ, objectives of the study are prepared. A good study should not have more than 3 RQ. RQ are in question format. The objective should get along the RQ. RQ are prepared based on research gaps and challenges the study found from literature review, whereas the objective of the study are specific statements, that uses different research methodology to find the objective of the study.

A good research question:

- The question is important and relevant.
- It is interesting to the researchers and others
- It is simple
- It is feasible, i.e. answerable within a set timeframe
- It is clear and succinct It is original, setting out to discover something new
- The answer will be of benefit and has implication to clinical practice or advancement in science

I. Objectives of the study

Objectives of the study specifies what the researcher intends to do. It is customary to state general objective of the research in one or two sentences, then list

the specific objectives. In fact, specific objectives are conversion of research questions into a to-do list, and general objective is the reflection of all the specific objectives. There are a few guidelines on the use of action verb in setting objectives. Use action verbs (like to examine, analyze, assess, compare, identify etc.) that can really be performed in the study. Words like to know, see, understand, etc. is generally avoided to frame objectives as they are difficult to realize.

The research objectives are derived from the research objective. The objectives should be specific and reflect the question that we are asking. Different research questions and objectives will require different methodology

J. Hypotheses (if any)

Research questions posed in Problem Statement section requires answers. A hypothesis testing is one concrete way of answering those questions. If the researcher has chosen this approach to answering the questions, the hypotheses have to be stated in this section.

K. Rationale of the study

In this section, the researcher should state why this study is worthwhile and useful to the readers. The study could add to existing knowledge, improve current practices or add to policy making. The student/researcher must clearly indicate why the study undertaken is important, how it aims to solve the gap found during the Literature Review. Be specific and honest. Unjustified claims reduce the value of the research.

Chapter II Literature Review (LR)

The purpose of this chapter is to review related literature in order to develop fuller understanding on the topic. It gives the researcher an opportunity to develop skill on locating resources, scanning and critically evaluating the literature, and organizing them in a well-organized manner. Before actually embarking on this activity, it is important that the researcher must thoroughly learn “how to review”, otherwise, it is likely that the researcher may lost in jungle of the literature. There is no strict limit to the page number to this LR chapter, but as a guide, **10 to 20 pages** should suffice. This chapter begins with an introduction which creates a link between Chapter I and remainder of this Chapter. It also should provide an overview of the organization of the second chapter. Introduction is followed by theoretical review. As its name implies, this section is meant to review theoretical underpinning on the topic of the research. But at master’s level thesis, it is equally useful to review literature related to conceptual aspects of the topic. Review of recent research articles and reports related to the topic of the research, often dubbed as empirical review, and should follow the theoretical review. The researcher should identify the key issues investigated by the study, check the methodology followed, and note the key findings of the study. Literature related to the government policy, regulations and any other relevant aspects of the study should also be covered in this section. The review of literature should clearly establish with evidence that there exists research gap.

In review, researchers use others’ resources (texts, data, idea, etc.) for their own purpose. Therefore, it is essential to give credit to the original authors. There are specific ways of crediting them in the text and listing the materials in the list of references. APA style of citation and referencing must be followed. Therefore, researchers are advised to check Publication Guidelines of the American

Psychological Association, (sixth edition) for details. Frequently asked questions about the Publication Guidelines of the American Psychological Association (APA) are available at: <http://www.apastyle.org/faqs.html>

The literature review must contain the following sub topics:

- Literature Review
- Research Gaps (Adequate, relevant and gaps identified)
- Summary of reviewed literatures

Chapter III Research Methodology

What sets apart the research writing with other forms of writing is that research writing clearly spells out in the report the set of research methods followed while carrying out the research. It makes the research writing “scientific” and allows other researchers to verify the findings, if they wish, by following the same set of methods. This is the reason why a separate chapter/section is devoted to the research methodology in every research report. This chapter opens up with an introduction and includes several subtopics mentioned below. State the research ontology, epistemology followed in the study. Clearly identify the population of the study and draw samples representative to the population. Be careful while selecting the sampling technique (random, stratified, purposive, conveyance, etc.); only appropriate sampling technique ensures representativeness of the sample. Specify whether primary or secondary or both types of data have been used. Also specify the sources, methods and instruments of data collection. Finally, the research framework should be developed to streamline the research process. The review of theory, qualitative and quantitative studies reviewed in the second chapter should guide the development of the research framework of the study. The researcher should clearly identify the themes, variables, define them and establish their interrelationship at this point.

The research methodology must contain the following sub topics:

- **Study Design (including Theoretical perspective)**

The ontological and epistemological approach used in the thesis and thesis proposal. Different methodology used in the study and summary of activities to be done in the research. Refer Creswell 5 traditional approach of qualitative research & research onion.

- **Study Setting**

A mention about the research setting should be made. This includes information about the institution, facilities available, time of study, and population of study. The place/location/institution where the study is taking place and will be conducted.

- **Study population and Study sample**

The study population is the entire population of the study setting; from the population we find representative population for the study. As study of the entire population is not possible during the thesis, we derive representative population. Sampling is selecting a sample of appropriate size for the study. The sample size depends on the study design. The study population can be population of cases, population of people, or population of recipients of certain treatment.

- **Sampling frame and sampling technique**

The sampling frame is the actual list of individuals that the sample will be drawn from. Ideally, it should include the entire target population (and nobody who is not part of that population).

The study can use probability sampling or non-probability sampling.

- **Sample size**

There are many methods for sampling like simple random, systemic and stratified sampling, cluster sampling, etc. Care should be taken to ensure that the sample size is adequate to produce meaningful results. The sample size should be adequate to apply all relevant tests of statistical significance. The samples should be representative of the population and should be reliable. This minimizes sampling errors.

- **Study variables**

Independent and dependent variables used in the study or factors or variables considered in the study.

- **Instrumentation/ data collection tool**

- Survey/HH Survey
- In-depth Interview
- Key Informant Interview
- Focus Group Discussion
- Others.

- **Data collection procedure**

Data collection technique used by the researcher in the field.

- **Data Analysis plan and procedure**

Different tools for data analysis such as excel, SPSS for quantitative or coding and categorizing qualitative data

- **Ethical consideration** (Ethical and Safety Issues well addressed)

- Gantt Chart and budget (Well planned, actual)

- Delimitation of the study

Chapter IV Findings of the study/Results

In this chapter data are presented in appropriate format, then analyzed and discussed. The analysis should seek to answer the research questions posed or test the hypotheses set in the introduction chapter. The student/researcher must start with summary of the objectives of the study and different methodology used to find the objectives and the outcomes of the analyses are the results. The results are then discussed and interpreted in the light of theories, qualitative and quantitative studies to arrive at conclusion. Accordingly, this chapter is organized in the following order:

- Findings of the study/Results (Qualitative study-Findings of the study, Quantitative Study-Results)
- Discussion

In the Results section, the student/researcher should present and analyze the collected data to extract their meaning. Tables and figures (brief guidelines for the preparation of a table and figure are presented in Appendix C) are useful for meaningful presentation of data. Analysis of data and the reporting of the results of those analyses are fundamental aspects of doing research. Therefore the researcher, sometimes, aggregates and some other time breaks down data in pieces for analysis purpose. Different methods and tools of analyses are available. In some studies, (e. g. a descriptive type of study), simple percentage analysis or a ratio analysis would suffice. Others may require simple to complex statistical analyses. When reporting the inferential statistical tests or when providing estimates of parameters, include sufficient information to help the reader to fully understand the analyses. For inferential statistical tests (e. g., t, F, and χ^2 tests), include the obtained value of the test statistic, the degree of freedom, etc. Use them properly, inappropriate selection of

the tools spoils the researcher's efforts. In qualitative study the student/researcher systematically searches and arranges the interview transcripts, observation notes, or other non-textual materials that the researcher accumulates to increase the understanding of the phenomenon. The process of analysing qualitative data predominantly involves coding or categorising the data. Basically it involves making sense of huge amounts of data by reducing the volume of raw information, followed by identifying significant patterns, and finally drawing meaning from data and subsequently building a logical chain of evidence. In mixed method the student/researcher uses both qualitative and quantitative data analysis.

This section should seek to answer all the research questions and test the hypotheses. Organize the results section in a number of subsections to cover each aspect of the study.

Chapter V Summary and Conclusion

The purpose of this chapter is to present an overview of the study in the summarized form along with major findings and the conclusion of the study. Accordingly, it is organized in five sections mentioned below:

L. Discussion

In this section the researcher evaluates and interprets the results. Here the researcher examines every aspect of the results in terms of related theories and qualitative and quantitative findings of other researchers. The researcher should discuss why the findings are consistent or inconsistent as predicted by the theory, compare the results with that of other researchers and try to explore the reasons for the similarity or the contradiction. While in or inconsistent as predicted by the theory, compare the results with that of other researchers and try to explore the reasons for

the similarity or the contradiction. While in the results section the researcher has to analyze the data, here in the discussion section, s/he has to synthesize the findings of the study. The researcher has to interpret the results in right perspective and offer evidences wherever necessary. While interpreting the results, care should be given to sources of potential bias, the imprecision of measures, the effect of sample size, and other methodological limitations and weaknesses. The discussions in this section should clearly lead to arrive at the conclusion and implication of the study that is deferred to next section.

M. Summary

As its purpose is to provide an overview of the study, it should cover a very brief introduction and justification of the study. Then it should give the general objective of the study and describe the methods followed in the research process. Then it should report the key findings based on the analysis and discussion section. Organize findings in a purposeful manner so that they answer the research questions, support or negate the hypotheses, and lead to conclusion.

N. Limitation of the study

The limitations of the study are those characteristics of design or methodology that impacted or influenced the application or interpretation of the results of your study.

O. Conclusion

In this section, the researcher wraps up the things by telling the readers what was learned from the research. The researcher should draw the conclusion only from the findings of the study. Number of findings may lead to one conclusion. At this

point s/he may use interpretation of the findings and give meaning to them. The researcher's logical interpretation of the findings leading to new knowledge makes the research original.

P. Implications

The research may have number of implications to policy makers, practitioners and academic community. They may be reported as recommendations and areas for future research.

Q. Recommendations

The student/researcher may recommend from the findings of the research, if any.

R. Supplementary section

The purpose of this section is to provide a space for materials that are relevant to the research work but their inclusion in the main text distract the readers. Some materials even work as the evidence to what has been presented or discussed in the text. The most common materials placed in this section are the list of references consulted for the research purpose and data set used for analysis.

S. References

The researcher extensively uses reference materials while writing research report. These reference materials are required to be listed as part of the research work. The purpose of reference list is to provide information necessary to identify and retrieve each source and give due credit to the works of others which are quoted in the present work. A list of reference materials so presented is termed as references or works cited and follows just after the main text of the report. Specifically, reference

list contains only those sources that are cited in the research work. The APA style of referencing is the prescribed citation and referencing style. Therefore, researchers are advised to check Publication Guidelines of the American Psychological Association, (sixth edition) for details. Frequently asked questions about the Publication Guidelines of the American Psychological Association (APA) are available at: <http://www.apastyle.org/faqs.html> Information about using the Publication Guidelines of the American Psychological Association (APA) and examples of citation styles as well as information about planning, preparing, and writing a master's dissertation are also available at

- <https://apastyle.apa.org/> or
- https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
- https://libguides.library.usyd.edu.au/ld.php?content_id=47913440

Appendix A: Format of preliminary materials



TITLE OF THE THESIS

A Thesis Submitted in Partial Fulfilment of
the
Requirements for the Award of Degree of
Masters of Arts in Crisis Management Studies

by

CANDIDATES FULL NAME

TU Registration No

Samarpan Academy
Institute of Crisis Management Studies
(Tribhuvan University) Affiliated College

Month, year

LETTER OF RECOMMENDATION

This thesis entitled “**TITLE OF THESIS.....** ” is prepared by **Candidate’s Full Name.....**under my supervision and guidance for the partial fulfillment of requirement for the degree of MASTER OF ARTS in CRISIS MANAGEMENT STUDIES. I hereby recommend this thesis for the final evaluation and approval by the thesis committee.

.....

Name of Supervisor

Designation

APPROVAL SHEET

We certify that the thesis entitled “**Title of the Thesis**” submitted by **Candidate’s Full Name** to Department of Crisis Management, Institute of Crisis Management Study, Faculty of Humanities and Social Sciences, Tribhuvan University, in partial fulfillment of requirement for the degree of **MASTER OF ARTS in CRISIS MANAGEMENT** has been found satisfactory in scope and quality. Therefore, we accept this thesis as a part of the said Degree.

Evaluation Committee

.....

Thesis Supervisor

(Name, Designation, Date)

.....

External Evaluator

(Name, Designation, Date)

.....

Thesis Committee,

Chairman

Institute of Crisis Management Studies.

ACKNOWLEDGEMENT

(This page contains acknowledgment in paragraph(s) to the people

This page contains acknowledgement to the people who have helped to bring research work in present form. Should be in a separate page.)

Full Name of the Candidate

Month, year

ABSTRACT

(It should briefly provide the essential points of the thesis in a summarized form, so that it could be possible to know the contents without reading the whole text of the thesis. It should include a brief description of Background information, Study objective, Methodology (research design, study population and sample size, sample selection and data collection method, statistical method used for data analysis.

Major findings according to the research objectives, Conclusion and Recommendation.

Ideally abstract should be within the limit of 150 to 300 words. But for the Master thesis you can write up to the one page.

Appendix B: Table of Content

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INCLUDE ALL FINDINGS ACCORDING TO YOUR STUDY

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REFERENCES

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Approval Letter

Appendix B: Data collection tools

Map (If any)

Appendix C: Guidelines on tables and figures

This Guideline provides some useful tips for preparing Tables and Figures. These tips are based on APA style for Table and Figure layout. Users of these Guidelines are requested to refer to the Publication Guidelines of the American Psychological Association (sixth edition) for further assistance.

Tables

- Table layout should be logical and easily grasped by the reader.
- Give every title a brief but clear and explanatory title like “socio demographic of the study participant”
- Number all tables Arabic numerals like Table 5, or Table 6
- Tables are prepared single-spaced
- Limit the use of lines in a table to those that are necessary for clarity.
- Each column of the table must have heading
- Enter data at appropriate decimal place as suggested by the nature of the data
- If the data are not applicable in particular cell, leave it blank
- If the data are not reported, insert a dash in that cell
- In the text, refer tables like “... data presented in Table 4”. Do not refer tables like “... data
Presented in above or below Table.” Notes, if any, should be provided below the table
- If abbreviations have been used in the table, they must be explained below the table

Example

Table 1 Socio demographic of the study participant

			<i>n=200</i>
Variable	N	%	
Age			
18-27	40	20	
28-37	40	20	
38-47	30	15	
48-57	50	25	
58+	40	20	
Gender			
Male	95	47.5	
Female	95	47.5	
Third Gender	10	5	

N= Frequency, n= Sample Size, %=Percent

Figures

There are many different types of figures such as graphs, charts, maps, drawings and photographs. Consider the following while designing the figure.

- Decide if the figure is essential in the text.
- Keep the figure simple and clear.
- Number the figures consecutively with Arabic numerals.
- Give the title to the figure that is descriptive of the content of the figure. Put them below the figure.
- Give the scale, magnitude and direction of the grid elements.
- Mention the figures in the text with figure number.

Example

Population Distribution of Bidhur Municipality

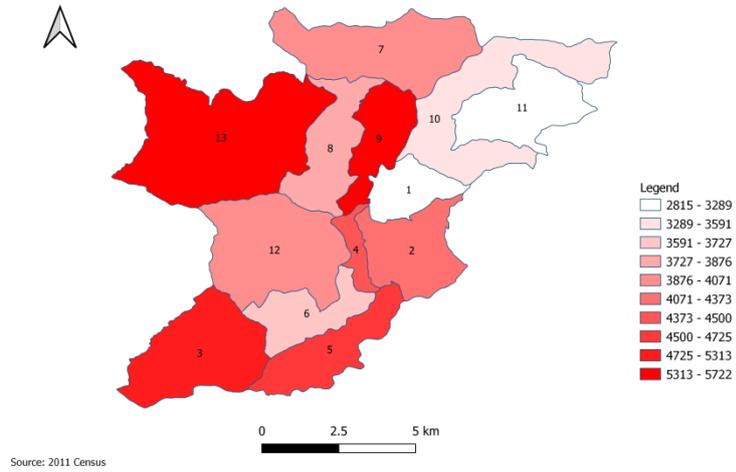


Figure 1 Shows population distribution of Bidhur Municipality