



SLIDA
"Learning Confers Discipline"

Guidelines for the PREPARATION OF SLIDA MASTER THESIS

Dr. W.M.M.G.D. Wijekoon

August 2023

'Sandharani' Research Centre

Sri Lanka Institute of Development Administration
28/10, Malalasekara Mawatha, Colombo 07

PRODUCING MPM THESIS:
GUIDELINES FOR WRITING PROCESS AND STRUCTURING THE FINAL
THESIS

SECTION I
THESIS WRITING PROCESS

1.1. Selection

The selection of the proposed research will be based on the results of a written proposal and an oral presentation conducted before a panel appointed by SLIDA. No applicant will be enrolled without a well-thought-out research problem that requires in-depth study.

1.2. Research Methodology Training

A 45-hour course work (a module) will be conducted on research methodology in the first year of the Master's Degree program which runs for two years. During this period a comprehensive (approximately 40-page) research proposal should be developed. Study fellows will be guided to finalize their research proposals while attending the module and working with the module coordinator. In addition, two semesters have been allocated for research work during the second year. The study fellows must present their progress in the theses and get the comments of the panel of subject specialists while having guidance from their supervisors.

1.3. Supervision and Progress Monitoring

- i. **Supervision:** Study Fellows are required to carry out research work thereafter in consultation with a supervisor (each study fellow is assigned a supervisor internally or/and externally) while the SPS monitors the progress.
- ii. **Progress Reporting:** Progress reports for every quarter (semester) should be submitted with the signature of the supervisor to the SPS. Technical and other assistance will be arranged for individuals or groups on various aspects of research as and when required.

1.4. Submission of Reports

- i. **Proposal:** After presenting the proposal to the panel, it should be submitted (*spiral-bound*) to the supervisor and get his/her consent to start the research.
- ii. **First Draft:** The first draft of the thesis should be submitted (*spiral-bound*), with the data collected through the questionnaire and a rough indication of the analysis.
- iii. **Second Draft:** The second draft should be submitted (*spiral-bound*) to the SPS along with the supervisor's signature. It should include a detailed analysis and it should consist of all the chapters given in the format. Based on the draft, an oral presentation (thesis Viva) will be arranged by the SPS for each study fellow.
- iv. **Third Draft:** The third draft should be submitted (*spiral-bound*) by each study fellow with two copies to the SPS. This draft should consist of all the chapters and the other required thesis components. It should be prepared incorporating the

comments made by the examination panel of the thesis viva voce. The document should include the supervisor's signature. In writing the chapters, the study fellow should comply with the system of referencing (APA style) and Technical pointers for the final thesis. (*Annexure 10*)

1.5. Final thesis submission

Once the third draft submission is concluded satisfactorily, the study fellow is supposed to have finished his/her final draft, which should be submitted to the SPS, in two hard-bound copies, incorporating all the comments given by the two examiners and adhering to the advice of the supervisor. The supervisor's signature is a must for the submission of the final thesis (*Hard-bound, Annexure 10*)

SECTION II THESIS STRUCTURE

Preliminaries

Thesis components	Thesis structure requirements
Title page	Thesis title, name and registration number of the candidate, Month and year of submission, Name of the School and the Institution (<i>Annexure 1</i>)
Declaration by Candidate and approval of Supervisor/s	A declaration to the effect that the thesis contains no material that has been accepted for the award of any other degree or diploma in any university or equivalent institution and that to the best of the candidate's knowledge and belief thesis contains no material previously published or written by another person except where due reference is made in the text of the thesis. (<i>Annexure 2</i>)
Acknowledgment	The candidate needs to give due respect to those who have facilitated in preparing the thesis.
Abstract	Presenting the research problem, objectives, main results, conclusion, and how the thesis advances the field (maximum one page)
Abbreviations	Abbreviations used and explanations of the same should be provided in alphabetical order. (<i>Annexure 7</i>)
Table of Contents	List of chapter titles and sections (maximum two levels i.e. if chapter 1, 1.1. 1.1.1, etc.). (<i>Annexure 4</i>)
List of Tables	A list of tables should be provided with specific page numbers (<i>Annexure 6</i>)
List of Figures	A list of figures should be provided with specified page numbers. (<i>Annexure 5</i>)

Numbering of Preliminary pages	All pages from the beginning up to Chapter 1 should be numbered using Roman numerals. The title page should not contain any page number.
--------------------------------	--

Chapter Organization

Thesis Components	Thesis Structure Requirements
Chapter 1 Introduction	<p>1.1 Background</p> <ul style="list-style-type: none"> • Relevance of the topic and the necessity for scientific investigation. • Motives for choosing a particular topic • Research gaps <p>1.2 Research problem and why it is worth studying – explain the problem in detail and highlight the exact research problem.</p> <p>1.3 Research questions – write exact research questions directing answers to the research problem.</p> <p>1.4 Research objectives – needs an overall objective (linking with the research problem) and specific objectives in relation to the research questions.</p> <p>1.5 Research hypotheses: need to write null and alternative hypotheses. Details of the hypotheses can be discussed under the Research Methodology chapter if necessary.</p> <p>1.6 Significance of the Research: Practical, theoretical, and methodological importance of the study</p> <p>1.7 Scope and Limitations: coverage of subject matter and reasons for limiting subject matters of the study should be discussed here.</p> <p>1.8 Outline of the thesis: a paragraph indicating the main contribution of each chapter and how they relate to the main body of the study</p>
Chapter 2 Literature Review	<p>This chapter should demonstrate the study fellow's expertise, intellectual capabilities, and ability of the study fellow to carry out a critical review of the existing body of literature relating to the research issue under investigation. This should be mainly based on refereed journal articles. Study fellows are also encouraged to cite evidence from discussion papers and monographs. The purpose of this chapter is to critically review related literature and find the gap in the body of knowledge <i>relating to the issue</i>. This chapter should include explicit explanations of the key conceptual terms used in the thesis. It should cover accepted theories and concepts used in literature. After presenting the existing body of theory, the student has to prepare his/her own conceptual framework with necessary explanations and justification.</p>

Chapter 3 Research Methodology	This chapter should deal with methodological aspects of the study i.e. available research methods, choice of methods, the rationale behind the selected methods, data sources, research design, data collection instruments and measures to ensure validity and reliability of information, and analytical techniques. It should also include the philosophical position of the researcher and ethical considerations of the study.
Chapter 4 Analysis Results and Discussion (Study fellow should give separate headings to the chapter based on their research title)	This is the most important chapter of the thesis. The answers to the formulated research questions should be examined in a logical manner paying attention to theoretical foundations and empirical evidence in the literature. The information in the tables should be statistically processed (calculated ratios, dynamic indicators). The analytical text should be accompanied (but not duplicated) by pictures and graphs. Detailed information provided in the pictures or graphs should be available in appendixes (attachments). There should be plenty of numbers, tables, graphs, and diagrams in the analytical section. Based on the analysis, the main results should be discussed having the focus of the literature, followed by the key findings.
Chapter 5 Conclusion and Recommendations (Policy Implications)	This chapter presents a summary of the issue, objectives, and methodology adopted in the analysis and the key findings (summarizes the main results of the study), and those should be derived from the material presented in the main body of the study. Conclusions should show if the goal of the thesis is met and the raised issues are resolved. There should be no analysis of questions, citations, or debates in the conclusion chapter. Conclusions and suggestions should be concrete, constructive, and brief. The sequences of the conclusions and suggestions do not necessarily have to correspond to the succession of the text. It can be grouped respectively, to highlight the main findings of the study.

Endpoints

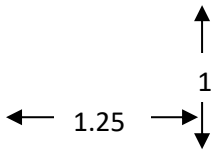
Footnotes/Endnotes	Explanatory notes should be presented as footnotes (in relevant pages) /endnotes.
References	This includes articles, monographs, dissertations, and other publications. The recommended format is American Psychological Association (APA) system and details are given in SLIDA Thesis Guidelines Please do not use sources in the references that were not clearly used in the thesis.
Appendixes	At the end of the final thesis attachments can be presented, if they enhance the value of the work.

Technical points for the final thesis

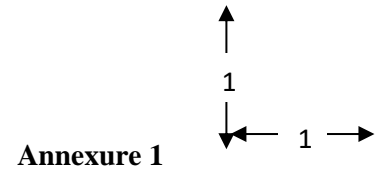
The final thesis must be printed on the standard A4 format paper (210x297 mm), with the following page settings:

1. Font type should be Times New Roman and size 12
2. Line spacing 1.5
3. Margins: left - 25mm, right – 20mm, top – 20mm, bottom – 20mm.
4. The first line in the paragraph must be indented (10mm).
5. There may be some highlighting or bolding of separate words or sentences.
6. Page numbering should start from Chapter One to the last page.
7. Page numbers should appear on the bottom of the page, in the center, in Arabic numbers, without a dot.
8. Every new chapter should start on a new page with the heading. Paragraphs and subsections should start on the same page after one or two-line spacing.
9. The chapter headings should be in capital letters, and section headings should be in first-letter capitals. The subsection and paragraph headings should only start with a capital letter.
10. Chapter headings should be bolded and centered, all the other headings must be bolded and aligned to the left.
11. The sections, subsections, and paragraphs should be numbered using Arabic numbers.
12. The numbering of subsections should start over in every section (e.g. 2.1, 2.2; 3.1, 3.2). If the text is separated into paragraphs, they should be numbered using the same principle (e.g.: 2.1.1, 2.1.2, 2.1.3).
13. Every table, picture, or graph should include a capture with the source identified. If the table or a graph was created by the study fellow, he/she must identify what sources he/she based them on (i.e. Source: Survey Data or Source: Calculations by the Author).
14. Tables, graphs, and pictures must be numbered and have names. These objects must have numbers if there is more than one of each (e.g.: by the sections: table 2.1, 2.2, graph 2.1, 2.2).
15. The font sizes used in the tables and graphs do not necessarily have to match the font of the text. The table number and the title should be aligned left and written above it. The number and the title of the figure (graph or picture or diagram) should appear at the bottom of the object.
16. Tables or graphical objects should be compact and take up not more than a page. If there is an issue with fitting them, they can also be presented vertically (landscape) on the page. In this case, the title of the object should be on the left-hand side. Study fellows should consider adding bigger objects as attachments (appendixes), instead of putting them into the text.
17. Attachments should have their own numbering. If the table or a graph does not fit on one page, there should be an additional indication on both pages, for instance, "Table 5 is continued in the next page" and "continuation of table 5".
18. Formulas used in the text should be numbered. The number should be in the pretexts and on the right side of the line containing the formula.
19. Each paragraph must begin at an indent of point 5 and the complete text must be aligned to both left and right margins to create a clean look along the left and right of the page.
20. Scientific writing style must be adhered to throughout the text.
21. Submission for evaluation must be error-free.
22. Please ensure that the thesis is carefully checked for grammar, syntax, and spelling mistakes before submission. The use of British English and spelling is recommended (language editing should be done at the expense of the study fellow).
23. At first submission for evaluation, two (2) spiral-bound copies must be submitted to the SPS.
24. The thesis shall consist of words not exceeding 15,000 and necessary tables and figures prepared according to the guidelines of SPS.

25. A Declaration signed by the candidate and approval of the supervisor for submission is compulsory.
The declaration shall be as follows: “I hereby declare that I am the sole author of this thesis/dissertation. I authorize the Sri Lanka Institute of Development Administration (SLIDA) to lend this thesis/dissertation to other institutions or individuals for the purpose of scholarly research. I further authorize the Sri Lanka Institute of Development Administration (SLIDA) to reproduce the thesis by photocopying or by other means, in total or in part, at the request of other institutions or individuals for the purpose of scholarly research.”
26. A blank page must precede the cover page of the dissertation.
27. The front cover page should be presented as in ***Annexure 8, 9*** (excluding any Page Borders)
28. Final submission following viva and examination must include relevant revisions and considerations based on comments/reports by the examiners.
29. On approval of the final submission, two (2) hard-bound copies (***Annexure 10***) and one copy (01) in digital form (CD) must be submitted to the SPS. The final submitted version must be bound in a Blue (colour can be obtained from SPS) Hardcover with Gold letters. A model of the front cover and lettering along the spine of the dissertation is shown below (excluding any page borders).



Sample Title Page



Annexure 1

(3 blank spaces)

**A STUDY OF APPLICATION OF MOTIVATION THEORIES
IN THE DEPARTMENT OF HEALTH AND NUTRITION**

(2 blank spaces)

By

(2 blank spaces)

A.B.C. De Silva

(3 blank spaces)

A thesis submitted to the Sri Lanka Institute of Development Administration in partial fulfillment of the requirements for the degree of Master of Public Management in the School of Postgraduate Studies.

(4 blank spaces)

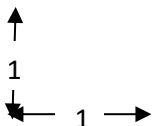
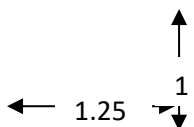
Supervisor: Dr. E.F.G. Perera

(3 blank spaces)

School of Postgraduate Studies
Sri Lanka Institute of Development Administration
Colombo
Sri Lanka

(1 blank spaces)

August 2023



[Sample Authorization Page]

AUTHORIZATION

I hereby declare that I am the sole author of this thesis/dissertation.

I authorize the Sri Lanka Institute of Development Administration (SLIDA) to lend this thesis/dissertation to other institutions or individuals for the purpose of scholarly research.

I further authorize the Sri Lanka Institute of Development Administration (SLIDA) to reproduce the thesis by photocopying or by other means, in total or in part, at the request of other institutions or individuals for the purpose of scholarly research.

[type your name as found in official records of SLIDA
excluding any titles]

[Sample Signature Page]

**A STUDY OF APPLICATION OF MOTIVATION THEORIES
IN THE DEPARTMENT OF HEALTH AND NUTRITION**

by

[Your name as found in official records of SLIDA, excluding any titles]

This is to certify that I have examined the above MSc. Thesis
and have found that it is complete and satisfactory in all respects,
and that all revisions required by
the thesis examination committee/supervisor have been made.

[type the name of your thesis supervisor 1]

[type the name of your thesis supervisor 2]

School of Postgraduate Studies

[Date, e.g. 31 August 2023]

[Sample Table of Contents Page]

TABLE OF CONTENTS

(1 blank space)

Chapter	Topic	Page
	Authorization page	i
	Signature page	ii
	Acknowledgement	iii
	Abstract	iv
	Table of Contents	v
	List of Figures	vi
	List of Tables	vii
	List of Abbreviations	viii
	List of Illustrations	ix
<i>(1 blank space)</i>		
1	INTRODUCTION	1
<i>(1 blank space)</i>		
2	LITERATURE REVIEW	5
<i>(1 blank space)</i>		
3	RESEARCH METHODOLOGY	12
<i>(1 blank spaces)</i>		
4	DATA ANALYSIS <i>(use separate heading for your thesis)</i>	14
<i>(1 blank spaces)</i>		
5	CONCLUSIONS AND RECOMMENDATIONS	20
<i>(1 blank spaces)</i>		
	REFERENCES	22
	APPENDICES	23

LIST OF FIGURES

Figure No.	Topic	Page
2.1	PMBOK Project risk management process	28
2.2	Indicators and dimensions of project management self-efficacy and relationship with performance	40
2.3	Model for knowledge management in project environments	40
2.4	Theoretical framework for project knowledge sharing contribution to project	41
2.5	A conceptual framework for Knowledge-Based Risk Management	41
2.6	Hierarchical structure of the attributes and dimensions of the risk management capability; RMP= risk management process	42
2.7	Conceptual framework of Camprieu, et al (2007)	42
3.1	Diagrammatic representation of the difference between efficacy expectations and outcome expectations	49
3.2	Major sources of efficacy information and the principal sources through which different modes of treatments operate	51
3.3	Pyramid view of data, information and knowledge	53
3.4	The Nonaka and Takeuchi Model of Knowledge Conversion	55
3.5	The Nonaka and Takeuchi Model of Knowledge Spiral	55
3.6	Overview of Choo's (1998) Knowledge Management Model	56

LIST OF TABLES

Table No.	Topic	Page
1.1	Risks Associated with Rural Development Funding Programmes	04
2.1	Basic knowledge related definitions	15
2.2	Classification of knowledge	15
2.3	The work of Tacit and Explicit knowledge	16
2.4	Risk Management Models Year and Description	21
2.5	Risk management process step management question (Questions for The project manager)	23
2.6	Hard Benefits and Soft Benefits of Project Risk Management	24
2.7	Inputs, Tools & Techniques and Outputs of Qualitative and Quantitative risk analysis	30
3.1	Illustrative applications of social cognitive theory	50
3.2	Summary of some models on Knowledge Management	54
3.3	Four dimensions of Wiig Knowledge Management Model	58
3.4	Wiig Knowledge Management Matrix	58
3.5	Sniedovich's criticisms over the Info-Gap Decision Theory	62
3.6	Comparison of maturity levels used in different risk management maturity models	65
3.7	Attributes Applied in different Risk Maturity Models	67
3.8	Attributes of risk management capability adopted by different authors	68

ABBREVIATIONS AND ACRONYMS

ADB	-	Asian Development Bank
AGM	-	Annual General Meeting
AIRM	-	Association of Insurance and Risk Management
ALARM	-	National Forum for Risk Management in Public Sector
ANSI	-	American National Standards Association
APV	-	Average Point Value
CBD	-	Community Based Development
CBO	-	Community Based Organization
CCTA	-	Central Computer and Telecommunication Agency
CDD	-	Community Driven Development
CEO	-	Chief Executive Officer
CFA	-	Confirmatory Factor Analysis
CMM	-	Capability Maturity Model
COM	-	Community Operational Manual
CRO	-	Community Responsible Officer
DPMU	-	District Project Management Unit
DFT	-	District Facilitation Team
DSD	-	Divisional Secretariat Division
DFT	-	Divisional Facilitation Team
DPT	-	District Level Planning Team
DLPT	-	Divisional Level Project Team
FMEA	-	Failure Mode and Effects Analysis
GCE (AL)	-	General Certificate of Education (Advanced Level)
GCE (OL)	-	General Certificate of Education (Ordinary Level)
GND	-	Grama Niladari Division
GOSL	-	Government of Sri Lanka
H ₀	-	Null Hypothesis
H ₁	-	Alternative Hypothesis
Info-Gap Theory	-	Information Gap Decision Theory

Sample Front Cover Page (spiral binding)

SLIDA *(font size 48, bold type, capital)*

Sri Lanka Institute of Development Administration
Colombo **Sri Lanka**
(font size 14, bold type)

(12 single line space)

Thesis No. MPM – 2019/2021– 07 *(you should get your thesis number from SPS)*

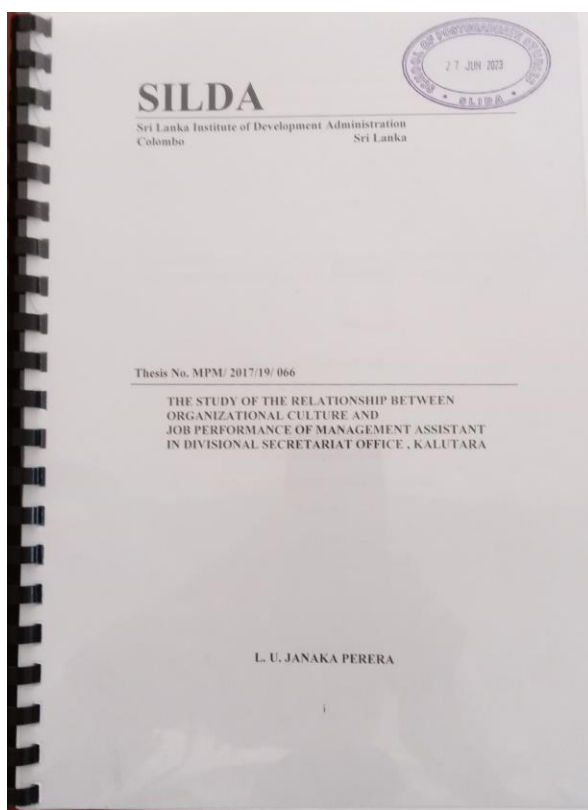
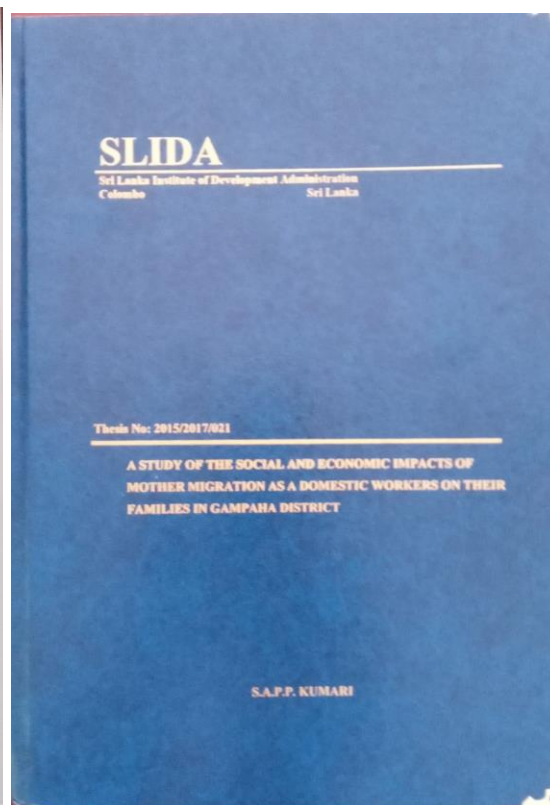
**A STUDY OF APPLICATION OF MOTIVATION
THEORIES IN THE DEPARTMENT OF HEALTH AND
NUTRITION** *(type your own thesis title here – font size 14, capital, bold type)*

(08 single line space)

A.B.C. DE SILVA

[type your name in capital letter as found in official records of SLIDA only, excluding any titles]
(font size 14, bold type)

Master of Public Management	SLIDA
	Sri Lanka Institute of Development Administration Colombo Sri Lanka
	Thesis No. MPM – 2019/2021- 07
A.B.C. De Silva	A STUDY OF APPLICATION OF MOTIVATION THEORIES IN THE DEPARTMENT OF HEALTH AND NUTRITION
2023	A.B.C. DE SILVA

Spiral-Bound***Hard-Bound*****References:**

- A style guide for AIT master theses, Centre for Language and Educational Technology, Asian Institute of Technology, Bangkok Thailand.
- Crafting MPhil-PhD thesis: Guidelines for writing process and structuring the final thesis, Faculty of Graduate Studies (FGS), The University of Colombo.
- Guidelines for Preparation of the Project Report, Dept. of Pharmacology, Faculty of Medicine, The University of Colombo.
- Guideline for Thesis Preparation, GEG/PLN 430 Seminar in Geography & Planning
<http://www.buffalostate.edu/depts/geography/guidelines.html>
- Kate, 2002, www.keele.ac.uk/depts/aa/regulationshandbook/sectiond.htm
- <http://www.usd.edu/ctp/gradhnbk/ProceduralGuidelineforThesisDissertation.html>