

GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

FACULTY OF GRADUATE STUDIES

**GUIDELINES FOR SUBMISSION OF DISSERTATION
MASTER OF LAWS IN INTERNATIONAL LAW,
BUSINESS LAW AND PUBLIC LAW DEGREE PROGRAMMES**

1. DISSERTATION:

The Dissertation shall be a well-researched document of high academic standard of 25000 words (excluding footnotes). Whilst the Candidates are permitted to decide on the chapter breakdown and the number of chapters to suit the particular study in consultation with the supervisors, the dissertations shall include the following chapters mandatorily:

- Introduction
- Literature Review and Theoretical Framework
- Methodology and Methods
- Analysis
- Conclusion/ Recommendations

2. SUPERVISION:

- (i) The Dissertation shall be an original work of the Candidate demonstrating high academic quality and shall be written under the constant supervision of a Supervisor appointed by the Faculty Board of the Faculty of Graduate Studies on the recommendation of the Board of Studies - FGS as nominated by the Faculty Board of the Faculty of Law.
- (ii) There shall be at least eight (08) Supervisor–Candidate Meetings and at the end of each meeting the Supervisor Forms in the format provided in ‘Annex 01’ shall be completed in triplicate as ‘Student Copy’, ‘Supervisor Copy’ and the ‘Office Copy’ by the Candidate and the Supervisor.
- (iii) The Student Copy shall be attached to the Dissertation as Annexures, the Supervisor Copy should be kept with the Supervisor and the Office Copy shall be submitted to the office of the FGS, at the time of submission of the Dissertation for evaluation.

3. GENERAL DOCUMENT GUIDELINES:

- (i) Paper: The Dissertation shall be printed on good quality white paper on one side of the paper only.
- (ii) Length: Word count shall be 25000 which shall only include the main text and shall exclude the endnotes, footnotes, appendices, and bibliography.
- (iii) Margins: Left Margin - 1 ½ inches, Top Margin - 1 ½ inches.
- (iv) Right Margin - 1 inch, Bottom Margin - 1 ½ inches
- (v) Font Size and Type: 12 and Times New Roman.
- (vi) Line Spacing: Line spacing of the document shall be 1.5 with the exceptions of the Table of Contents, Table of Acronyms, List of Tables, List of Figures and Bibliography.
- (vii) Paragraph Indentations: 0.75
- (viii) Order of Material: Title Page, Declaration Page, Acknowledgment, Abstract, Table of Contents, Table of Acronyms, List of Tables, List of Figures, Text of the Dissertation, Bibliography and Annexures.
- (ix) Numbering of Pages: Page numbers shall be centered two lines below the bottom margin. The placement of page numbers shall be consistent throughout the Dissertation. Pages shall be numbered sequentially throughout the Dissertation except preliminary pages which shall be numbered as follows:
 - The Title Page is counted as page ‘i’ (assumed, do not print number).
 - The Declaration Page is counted as page ‘ii’ (assumed, do not print number).
 - The Acknowledgment Page is counted as page ‘iii’ (assumed, do not print number).
 - The remaining preliminary pages are numbered with lower case Roman Numerals (iv, v, vi, etc).
 - The main body of the text and the reference section are consecutively numbered with Arabic Numerals. First page shall be numbered as “1” and continued throughout, including text, illustrative materials, Bibliography, and Appendices.

4. COVER PAGE

The Cover Page shall contain;

- (i) The Title of the Dissertation: Upper Case, Times New Roman, Font Size 16, Alignment - Centered, Bold
- (ii) Name and the Registration Number of the Candidate: Sentence case, Times New Roman, Font Size 12, Alignment - Centered, Bold
- (iii) Name of the Degree Programme: Sentence Case, Times New Roman, Font Size 12, Alignment - Centered, Bold
- (iv) Name of the Faculty and the University: Sentence Case, Times New Roman, Font Size 12, Alignment - Centered, Bold
- (v) Year of Dissertation Submission

An example Cover Page is provided in 'Annex 02'.

5. PRELIMINARY PAGES:

The preliminary pages shall include the Title Page, Declaration Page, Acknowledgements, Abstract, Table of Contents, Table of Acronyms, List of Tables and List of Figures. The Table of Contents page shall be numbered with Lower Case Roman Numerals and considered to be page 'v'.

- **Title Page:**

- (i) Name of the University and the Faculty: Sentence Case, Times New Roman, Font Size 12, Alignment - Centered, Bold.
- (ii) Logo of the University
- (iii) Title of Dissertation: Upper Case, Bold, Times New Roman, Font Size 16, Alignment - Centered.
- (iv) Statement of Presentation in the form:
 - a. "Submitted in Partial Fulfillment of the Requirements for the Degree of Master of Laws in International Law/ Business Law/ Public Law"
 - b. Times New Roman, Font Size 12, Alignment - Centered.
- (v) Name and the Registration Number of the Candidate: Sentence Case, Bold, Times New Roman, Font Size 12, Alignment - Centered.
- (vi) Year of Dissertation Submission

An example Title Page is provided in 'Annex 03'.

- **Declaration Page:**

- (i) The Declaration Page shall contain the following statement signed and dated by the Candidate:

I certify that this Dissertation does not incorporate, without acknowledgement, any material previously submitted for a Degree or a Diploma in any University; and to the best of my knowledge and belief, it does not contain any material previously published or written by another person except where due reference is made in the text.

- (ii) The following statement should appear below the signature of the Candidate and shall be signed and dated by the Supervisor.

I certify that this research is carried out under my supervision.

The format of the Declaration Page is provided in 'Annex 04'.

- **Acknowledgments**

The Candidates may acknowledge any assistance that they received in the preparation of the Dissertations in this page.

- **Table of Contents:**

Use Font Size, 12. All chapter titles, headings and subheadings shall appear in the Table of Contents. Font style of items listed in the Table of Contents shall be the same as the font used in the text (e.g. headings listed in the Table of Contents shall be in the same font style as in the body of the Dissertation).

5. BODY OF THE DISSERTATION:

- **Page Numbering:**

The body of the Dissertation and Appendices shall be numbered in Arabic Numerals starting with 1 and continued until the last page of the Dissertation.

- **Headings of Major Divisions:**

The first line of the first chapter will be “CHAPTER I”.

One line below this, mention the title of the chapter in Capital Letters, Alignment - centered. Three lines below the chapter title, place the first line of text. Succeeding chapters, “CHAPTER II”, etc., shall follow the same format. Do not use terminal punctuation on any chapter headings.

Each chapter should begin on a new page.

- **Headings of Subdivisions:**

The subdivisions within a chapter or section shall not begin on a new page unless the preceding page is filled. If there is no room for the complete heading and if only two lines of text are left at the bottom of a page, the new subdivision shall begin on the next page. All chapter titles and headings shall follow the following format.

Example:

<p>CHAPTER I INTRODUCTION</p>
<p>First level heading: Sentence case, Bold, Font Size 12.</p> <p><i>1.1.1 Second level heading: Sentence case, Bold, Italic, Font Size 12.</i></p>

6. TABLES:

Tables shall be numbered consecutively throughout the Dissertation (i.e. Table 1, Table 2, Table 3, etc.). The table number shall be followed by a brief and descriptive title. Both Table Number and the Title shall appear above the table. If not an original table, the source of the table should be placed below the table. Tables may be placed on the page in portrait or landscape orientation and may appear on a single page or in line with the text depending on the size of the table. Margin width and page number placement shall be consistent with the rest of the text.

Example:

Table 01 - Title

XXX	XXX	XXX
YYY	YYY	YYY
<i>ZZZ</i>	<i>ZZZ</i>	<i>ZZZ</i>

7. FIGURES

Figures shall be numbered consecutively throughout the Dissertation (i.e. Figure 1, Figure 2, Figure 3, etc.). The figure number shall be followed by a brief and descriptive title. Both figure number and the title shall appear below the figure. If it is not an original figure, the source of the figure shall be placed below the figure. Figures may be placed on the page in portrait or landscape orientation and may appear on a single page or in line with the text depending on the size of the figure. Margin width and page number placement shall be consistent with the rest of the text.

Example:

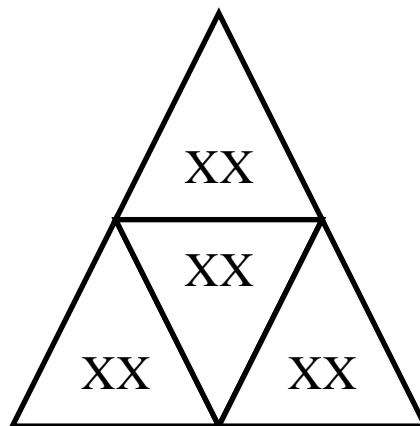


Figure 01 - Title

8. CITATIONS AND REFERENCES

The ideas and words of others shall be formally acknowledged. The reference style shall be the 4th Edition of the Oxford Standard for Citation of Legal Authorities (OSCOLA). In citing International Law sources, OSCOLA Standard for citing International Law Sources Section (2006) should be followed.

9. APPENDICES:

Appendices may include data tables, source codes, analytical procedures, survey forms, or any other supplementary material.

Each Appendix shall begin on a separate page. Each Appendix shall be labelled as A, B, C etc. and arranged in ascending order. Pages shall be numbered in sequence with the rest of the Dissertation. Same margins shall be maintained as used in the body of the text.

10. SUBMISSION - HARD COPY AND SOFT COPY

Two copies of the spiral bound Dissertation must be submitted to the FGS on or before the deadline for evaluation along with a PDF copy of the dissertation saved in a CD/DVD labeled with Candidate's name and Registration Number, Title of the Dissertation, Programme and Year of Submission.

Content Similarity of the Dissertation shall not exceed 20%. Similarity Level shall be checked using a software available at the FGS, at the request of the respective examiner. Plagiarism shall be 0%.

Two copies of the hard bound Dissertation shall be submitted to the FGS after the viva voce examination, incorporating the comments/suggestions by the Examiners, which shall be bound in blue hard cover with the gold colour embossed letters. On the side of the hard bound cover (Spin), the Title, Candidate's Name and Registration Number shall be indicated in Times New Roman, Font Size 12, Upper Case in Gold colour.

FACULTY OF GRADUATE STUDIES
GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

Candidate/Supervisor Meeting Record

Candidate's Name	
Candidate's No. and Programme	
Supervisor's Name	
Date of Meeting	
Venue	
Duration	

Notes:

Action Plan:

Date of Next Meeting	
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Signature of the Candidate:

Signature of the Supervisor:

Supervisor's Copy

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GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

Candidate/Supervisor Meeting Record

Candidate's Name	
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Supervisor's Name	
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Venue	
Duration	

Notes:

Action Plan:

Date of Next Meeting	
----------------------	--

Signature of the Candidate:

Signature of the Supervisor:

Student's Copy

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Candidate/Supervisor Meeting Record

Candidate's Name	
Candidate's No. and Programme	
Supervisor's Name	
Date of Meeting	
Venue	
Duration	

Notes:

Action Plan:

Date of Next Meeting	
----------------------	--

Signature of the Candidate:

Signature of the Supervisor:

TITLE OF THE DISSERTATION

Name of the Candidate

Registration Number

Master of Laws in Business Law/International Law/ Public Law

Faculty of Graduate Studies

General Sir John Kotelawala Defence University

Year

**Faculty of Graduate Studies
General Sir John Kotelawala Defence University**



TITLE OF THE DISSERTATION

In Partial Fulfillment of the Requirements of the Degree of Master of Laws in
International Law/ Business Law/ Public Law

Name of the Candidate

Registration Number

Year

DECLARATION

I certify that this Dissertation does not incorporate without acknowledgement any material previously submitted for a Degree or a Diploma in any University, and to the best of my knowledge and belief, it does not contain any material previously published or written by another person except where due reference is made in the text.

Signature of the Candidate

Date

Name of the Candidate

Registration No.

I certify that this research is carried out under my supervision.

Signature of the Supervisor

Date

Name of the Supervisor

