

**MA IN DEVELOPMENT
STUDIES
&
PUBLIC POLICY**

**STUDENT GUIDELINE
2023/2024**

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HOW TO USE THIS BOOK

This book will guide you through Level 10 of the MA Study Programme. It gives you both academic and administrative information that will help you during this year. There are six main parts in this book.

- **PART I** provides academic guidelines such as the course structure for level 10, assessments (both continuous and final assessments), the grading system and guidelines on how to complete the continuous assessments.
- **PART II** consists of the administrative guidelines, which includes important contact points and activity schedules for Semesters 1 and 2.
- **PART III** consists of information and instructions for the Assignments and Oral Presentations for Semesters 1 and 2.
- **PART IV** consists of the dissertation guidelines
- **PART V** contains the citation guide. The citation guide provides instructions about how to cite references you may use when preparing your assignments and dissertation included in Parts III and Part IV.
- **PART VI**- Important contact details.

PART I

ACADEMIC GUIDELINES

1.1 Introduction to the programme

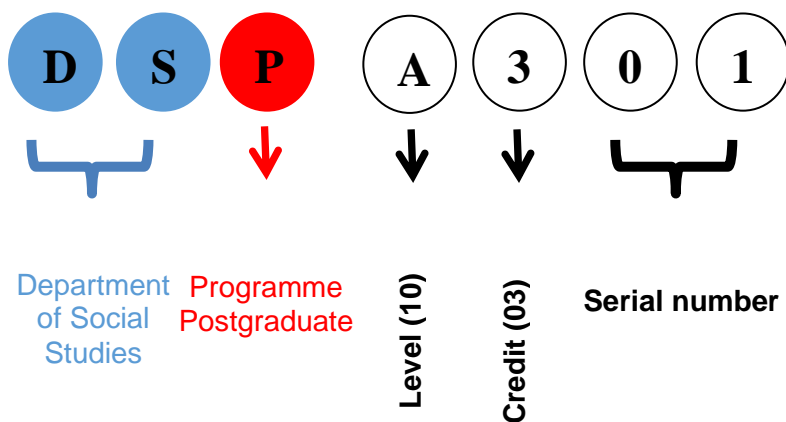
As you know, the MA Degree programme is a 60-credit programme offered in the English medium. It is a multi-disciplinary programme consisting four main disciplines. You learn on the following key areas with a focus on development studies and public policy:

1. Economics
2. Sociology
3. Communication
4. Political Science

Please note that no changes are allowed after one month from the date of registration. We strongly urge you to realistically assess your time commitment when registering for courses.

The SLQF Course Codes Conversion

The SLQF is a nationally consistent framework for all higher education qualifications offered in Sri Lanka. The Department of Social Studies has also converted its course codes to be compatible with SLQF. The new code for the department is DS and came into effect in January 2018 with the implementation of the Sri Lanka Qualification Framework (SLQF).



1.1.1 The course structure - Level 10

Each academic year is divided into TWO (02) SEMESTERS. The breakdown of courses semester wise is as follows:

1st Semester (June 2023 – December 2023)

Course Code	Course Title	Number of Credits
DSPA202	Development Policies, Strategies, and Processes	2
DSPA302	Contemporary Economic Thought and Public Policy	3
DSPA303	Contemporary Social Thought and Public Policy	3
DSPA304	Contemporary Political Thought and Public Policy	3
DSPA405	Research Methodology in Social Sciences	4

2nd Semester (January 2024– April 2024)

Course Code	Course Title	Number of credits
DSPAF06	Dissertation	15

1.1.2 Day Schools/Face to face sessions

Day Schools are only conducted in Colombo at the Open University of Sri Lanka, Nawala. Module outline and course synopsis for each module is uploaded to the learnousl or the LMS.



**IT IS VERY IMPORTANT THAT YOU
READ YOUR COURSE MATERIAL
BEFORE YOU ATTEND DAY SCHOOLS!**

That will help you make the best use of the face to face session with your lecturer.

The number and duration of lectures for courses at Level 10 varies depending on the credit ratings of the respective module. Certain courses will have Eight (08) Day Schools while others may have only 06.

1.1.3 Contact details of Module Leaders

Each course has a Module Leader you may contact for academic advice.

Module	Module leader	Contact No	Email
DSPA202 Development Policies, Strategies, and Processes	Dr. Thilanka Perera	0112881038	wwper@ou.ac.lk
DSPA302 Contemporary Economic Thought and Public Policy	Dr. Neavis Morais	0112881218	nsmor@ou.ac.lk
DSPA303 Contemporary Social Thought and Public Policy	Prof. Anton Piyarathne	0112881221	apiya@ou.ac.lk
DSPA304 Contemporary Political Thought and Public Policy	Dr. Athulasiri Samarakoone	0112881436	smasa@ou.ac.lk
DSPA405 Research Methodology in Social Sciences	Dr. Neavis Morais	0112881218	nsmor@ou.ac.lk

1.1.4 How to contact us

We, of the Department of Social Studies always look forward to helping you with your problems relating to academic sessions, assignments, dissertation and final examinations. If you have queries regarding administrative matters, you can contact the Programme Coordinator

You are encouraged to contact us whenever you have problems. In such situations you could personally call over at the department **with an appointment** or you could also write or email to the following address.

**Ms. Thiwankee Wickramasinghe**

The Programme Coordinator - Level 10

MA Degree in Development Studies and Public Policy

Department of Social Studies

Open University of Sri Lanka

P.O. Box 21, Nawala, Nugegoda.

Contact Details: 0112881402

tawic@ou.ac.lk

Ms.R.M.S.M.Karunarathna

Project Assistant

MA Degree in Development Studies and Public Policy

Department of Social Studies

Open University of Sri Lanka

P.O. Box 21, Nawala, Nugegoda.

Contact Details: 0112881403

1.1.5 OUSL E- mail

The OUSL provides students with university e-mail addresses. The student email address starts with the student number (SID) and ousl.lk domain.

Ex: S12007865@ousl.lk

You are required to use this mail account in communicating with the department and the relevant course leaders. The OUSL student email activation link has given below.

<https://reginfo.ou.ac.lk/letters/eGuide.pdf>. Activation of your university email account is very important to have access to the learnousl platform.

1.1.6. The SMS alert service

We will also be sending messages to your phone through the university SMS Alert Service. Through this service you will be able to receive notices and messages regarding your courses to your mobile phone. Therefore, you need to make sure to update your contact details at the **registration** to enable us to keep you informed. You are also requested to inform the Student Affairs Division as well as the respective coordinators. if you happen to change your mobile number **during** the course of the academic year.

1.1.7 How to use ‘My OUSL’ facility

Students can access My OUSL to view information regarding the study programme that they have registered for. This site will be used by the academic staff to share information about the programme related matters and examinations etc. with the students. Therefore, each student is encouraged to log into My OUSL frequently to be updated about the programme.

How to access My OUSL?

1. Go to www.ou.ac.lk
2. Click **Study** tab.
3. Click on the “**Current Students**” under the “Study” tab
4. Click **My OUSL**.
5. Type your username and password. Your username is the student Number given in the record book which starts from Sxxxxxxx. Password is the NIC Number which can be changed afterwards.

1.2 Monitoring student progress

Student progress is monitored using two components. They are Continuous Assessments and Final Examinations.

1.2.1 Continuous Assessments

This is a vital component of the Open University system since it facilitates the self-learning process. The Continuous Assessments are worth 50% of your final grade.

The Continuous Assessment components at Level 10 consist of an article review and a presentation for each module.

1. **Article Review:** The articles or the links are uploaded in LearnOUSL platform. Article review guideline is included in **Part III** of this book. You are strongly advised to meet the submission deadlines, as we will **NOT** accept late assignments. If late submissions are accepted, they will be subjected to a maximum C grade. Please refer the guidelines on how to submit your article review.

2. **The second assessment type is a Take Home Assignment (TMA). You need to identify a development problem/issue in each module and write an essay within a word limit of 1500 words.** You are strongly advised to meet the submission deadlines, as we will **NOT** accept late assignments. If late submissions are accepted, they will be subjected to a maximum C grade. Please refer the guidelines on how to submit your TMA in **Part III**.

Module DSPA405 Research Methodology in Social Sciences requires an **individual presentation** which will be based on the research that you intend to do in the second semester.

Continuous Assessments and Final Examination Components

Course Code	Course Title	Number and Nature of CA Assessments and Final Examination Components			
		No	Nature		
			Article Review	Take Home Assignment / Individual Presentation	Final Examination
DSPA202	Development Policies, Strategies, and Processes	2	AR*	TMA**	TMFA****
DSPA302	Contemporary Economic Thought and Public Policy	2	AR	TMA	TMFA
DSPA303	Contemporary Social Thought and Public Policy	2	AR	TMA	TMFA
DSPA304	Contemporary Political Thought and Public Policy	2	AR	TMA	TMFA
DSPA405	Research Methodology in Social Sciences	2	AR	Individual** *	Submission of the Research Proposal

AR* - Article Review

TMA** - Take Home Assignment

Individual*** Individual Presentation

TMFA****- Take Home Final Assessment

Please note that you need to have an average of at least 50 for your CA's for them to be considered for your final grade. Further, you should achieve a threshold of 40 in each component.

1.2.2 How to check your Continuous Assessment (CA) grades online

This facility allows you to check the grades you have received for the Continuous Assessments online. Please note that we will upload the grades only towards the end of each semester.

You can access your Continuous Assessments results through My OUSL (refer 1. 5.5).

1.2.3 Final Assessment

The Final Assessment will be an extended essay for each module. The guideline for the extended essay will be uploaded to the LearnOUSL. You are required to upload the extended essay according to the given deadline. If you fail to submit the extended essay, and you have obtained an average of 40 for your CAs, you will be allowed to carry forward your CA marks to the next year.

If you have obtained less than 40 for your OVERALL CA, you will receive a FAIL grade and will be required to re-register for the entire course in the following year. There will be financial implications, and the grade will be capped at C in the subsequent attempt. Therefore, you are strongly advised NOT to skip any CA. If you face difficulties in completing your CA component, you should immediately contact your coordinator or the module leader for help.

You can access your final examination results through the university website and through My OUSL.

University Website direct link - Visit the university website and Click **Study** Tab. Click on the “**Current Students**” under the “Study” tab. Click on the ‘**Exam Results**’ tab displayed under ‘Current Students’ section. Afterwards you need to select the name of your examination and proceed according to the information given.

Final Grading includes:

Continuous Assessment Marks (OCAM)	50%
Final Examination Marks	50%

Overall final grading	100%

The 50% of CA marks will be added to the final marks (Overall) **only if you obtain at least 50 marks at the final examination. You will be given one more chance to re-sit the final examination in the subsequent year if you already have 50% average for the CA. If you do not get through the examination in the second attempt, you will be required to re-register for the course once again.**

Note: your OCAM marks can be carried forwarded only for an extra academic year, This facility will be given, if the student could not sit the final examination during the registered academic year after obtaining eligibility

or

Could not obtained a minimum of 40 marks for overall final examination. Beyond that your CA marks will lapse and you will have to register for the full course in a subsequent year.

1.2.4 The Grading System

The grades and the Grade Point Values will be as follows.

Mark (Z)	Grade	Grade Point Value (GPV)
85-100	A+	4.00
80-84	A	4.00
75-79	A-	3.70
70-74	B+	3.30
65-69	B	3.00
60-64	B-	2.70
55-59	C+	2.30
50-54	C	2.00
45-49	C-	1.70
40-44	D+	1.30
20-39	D	1.00
00-19	E	0.00

A+, A, A-, B+, B, B-, C+ and C constitute Pass Grades.

Students are required to fulfill the entire sixty credits (60) within a maximum period of six (06) years from the date of registration.

1.2.5 LearnOUSL Access Guidelines

Please note that Continuous Assessments (CAs) will be conducted through the Online exam unit of OUSL. Further details and instructions regarding CAs will be notified in due course. Also semester 2 timetable and other details will be communicated in due course. Ensure that you check your OUSL email, department website and MyOUSL frequently.

Instructions for logging in:

Web Address: <https://learnou.sl.ac.lk/>

Username: 's' number given in the student record book

Password: National Identity card number (with Capital V)

Please change your password to a private one on your first login itself. Once you have changed the password, it is your responsibility to remember it.

To change your password, please follow the instructions given below:

STEP 1: Click your name appearing near the 'logout' button

STEP 2: Select 'Preferences' - the changed password link appears on the 'Preferences' page

STEP 3: Click 'Edit Profile' tab on the 'Preferences' page to create a profile page for you.

STEP 4: Remember to click the 'update profile' button after completing the changes

Hope you will have a rewarding and meaningful learning experience online!

If you have problems in logging and accessing your course(s) please send an email to Ms. Geetha Kulasekera (dgkul@ou.ac.lk) (Lecturer/ET), giving your National Identity card number, Name, Course code and Programme of study.

1. If you have any queries regarding the content of an individual module, please contact the relevant module leader.
2. You can also access your course/programme at OURC & OUSC, the location and contact numbers are available below in page # 17 & 18.

3. You are expected to produce your record book and the National Identity Card to gain access to the OURC & OUSC.
4. Please check the Announcement section online regularly for information on the course and details regarding assessments and final examination. It is YOUR responsibility to update yourself regularly about the course.
5. Please make sure that you check LearnOUSL regularly for feedback on your work. The feedback that is provided will help you to improve your work and also alert you to any problems you may be facing in the course.
6. Please remember that it is YOUR responsibility to inform the relevant person if you are having any problems accessing the module or on any other issue. Please make sure you contact the person in a timely manner. For example, contacting the person at the last minute (after exam results have been released) will not be helpful. Please note that marks once released cannot be changed.

PLEASE NOTE THAT THESE ONLINE RESOURCES WILL ONLY BE ACCESSIBLE AFTER TWO WEEKS FROM THE DATE OF REGISTRATION.

PART II

ADMINISTRATIVE

GUIDELINES

2.1 Activity Schedule – Level 10

You will find the activity schedules of Semesters 1 & 2 in this section

1st Semester: August 2023 – January 2023

2nd Semester: February 2024 – June 2024

The timetable for lectures will be uploaded to the LearnOUSL platform and also will be emailed to the students.

2.1.1 Continuous Assessment Components- Semester 1:

Article Review	Take Home Assignment	Individual Presentation
DSPA202 & DSAP302 01st October 2023	DSPA202 & DSAP302 05th November 2023	10th December 2023
DSAP303 & DSPA304 08st October 2023	DSAP303 & DSPA304 12th November 2023	
DSAP405 29th October 2023	DSAP405 19th November 2023	

Research Proposal Submission Deadline: 14th of January 2024

The submission **deadline** is final and no assignments will be accepted thereafter.

Venue

- **Individual Presentation** will be held at the Department of Social Studies, OUSL.
- **Final Examinations: 21st January 2024 – 11th February 2023 (not a physical examination)**

2.1.2 Semester 2:

Dissertation Submission Deadline **31st August 2024**

More details regarding dissertation are available in Part IV of the guidelines.

Failing to complete the dissertation as required at the end of the 2nd semester will be subject to a payment in the subsequent academic year as a penalty.

2.2 Inquiries

This section provides information regarding the contact points for your academic and administrative queries. If you have any problem while following the course you could contact the following persons.

NATURE OF PROBLEM	WHOM TO CONTACT	DIVISION
IT Help Desk	ithelpdesk@ou.ac.lk	0112881378 / 0112881055 0716368180 / 0701235776
Registration, Studentship, Change of Centre and name	Assistant Director Colombo Regional Centre	Colombo Regional Centre OUSL, Nawala, Nugegoda. 011288142/380
Withdrawal from a Programme (This is only possible up to add/drop period)	Assistant Director (CRC) with copy to Head/Dept. of Social Studies	Colombo Regional Centre OUSL, Nawala, Nugegoda. 011288142/380
Final Examination results, Certificates	Senior Assistant Registrar	Examination Division, OUSL, Nawala, Nugegoda. 011-2881350/0716 368 207 Website for results: https://ou.ac.lk/exam-result/
Schedule of Day Schools	Course Coordinator/Lecturer/ Relevant Regional Coordinator	Dept. of Social Studies Relevant Regional Centre 011 2881083/300/417/
Any other course related problems	Course Coordinator /Lecturer/Relevant Regional Coordinator	Dept. of Social Studies, Faculty of HSS, OUSL, Nawala, Nugegoda. 011 2881-083/300/417/014
Online Platform Issues	Staff of CETMe	Centre for Educational, Technology & Media (CETMe) OUSL, Nawala, Nugegoda. 011-2881460 dgkul@ou.ac.lk
CAT Results	The OUSL website	http://www.ou.ac.lk Click on "Study" Select "Current students"


		To search final results Click on EXAM RESULTS (Enter course code to search) To search CAT results, Click on MYOUSL
Collecting materials	Course Officer, Dispatch Centre of your respective Regional/Study Centre (See Annexure II)	Dispatch Centre, Relevant Regional/Study Centre 011 2881376/ 0701 235 770 (Colombo)
NATURE OF PROBLEM	WHOM TO CONTACT	DIVISION
Course content	Course Coordinator/ Lecturer	Dept. of Social Studies, Faculty of HSS, OUSL, Nawala, Nugegoda. 011 2881417 (Office Staff)
LEE1602 English for Social Sciences	Coordinator	0112881406
Student Affairs	Assistant Registrar	0716 368 196
Exam Division	Assistant Registrar	0716 368 207
Library	Assistant Librarian	0716 368 232
Faculty of Humanities & Social Sciences	Quality Assurance Coordinator	0716 368 241
Student Affairs Division		https://ou.ac.lk/stuwelfare-divi/
Learner Support Division		https://ou.ac.lk/learner-support/
OUSL Counselling Unit	Counsellors	0112881361,0702510820 counsellor@ou.ac.lk https://ou.ac.lk/counselling-unit/
Temporary Residential Facility	https://ou.ac.lk/trf/	
Finance Division (course fee)	Assistant Bursar	0716 368 232

PART III

CONTINUOUS ASSESSMENTS

3.1 Continuous Assessments - Semester 1

Links/Articles for Article Review / Take Home Assignment

Course Code	Course Title	Article Review/Take Home Assignment
DSPA202	Development Policies, Strategies, and Processes	 <p>Refer the LearnOUSL platform</p>
DSPA302	Contemporary Economic Thought and Public Policy	
DSPA303	Contemporary Social Thought and Public Policy	
DSPA304	Contemporary Social Thought and Public Policy	
DSPA405	Research Methodology in Social Sciences*	

***DSPA405 Research Methodology in Social Sciences – The second continuous assessment is an individual presentation based on the research that you intend to do in the second semester.**

3.1.1 Guidelines for the Article Review: Continuous Assessment

Submission 1

A Review of a Journal Article amounts to an intellectual appreciation of the article's contribution to an area of knowledge. Contextually, in Development Studies, you are called upon to consider the contents of the article given with a broad multidisciplinary imagination with the field of Development and Policy Studies in mind.

The guidelines given below provide you with a viable framework to be applied in engaging with this intellectual activity.

A. Key Factors to be Considered

1. Explain the significance of the subject matter in the context of Development and Policy Studies.
2. What are the author's major arguments and conclusions? Has the author overlooked anything? Does the author accomplish her/his objective?
3. Does the author suggest areas for further discussion?

Kindly note that the questions or guidelines will have to be used in a contextually relevant manner. Do not use them mechanically.

B. Format for Submission

Include the following in the cover page:

1. Name of the Article Reviewed
2. Title of the Course and Course Code
3. Name of Student (As in Registration Book)
4. Registration No.
5. Name of Tutor
6. Font type – Times New Roman
7. Line spacing – 1.5
8. Word Limit: **2500** words

Please submit article reviews to the LearnOUSL platform for each module. Late submissions are not accepted.

3.1.2 Guidelines to submit Tutor Marked Assignments (TMAs)

1. You are required to identify a development problem/issue. **This is applicable only for DSPA201, DSPA302, DSPA303 & DSPA304.**
2. The answers must be **word processed**. Print only on **one side** of the paper.
3. Use A4 size papers. Please avoid using any other paper.
4. Provide **adequate margins** left, top and bottom. Comments/remarks may not be given if margins are inadequate.
5. Use Font: **Times New Roman, Size: 12**, the standard **line space is 1.5**. Justify the paragraphs. Page numbering at the bottom right-hand corner. Provide the word count at the end of the answer.
6. Style of presentation
 - write in small paragraphs
 - give sub-headings where necessary
 - confine answers to the requirement of the question
 - organize the page numbers in a consistent manner
7. If it is an essay, following should be adhered:
 - (i) introduction
 - (ii) body of the essay
 - (iii) summary/conclusion
8. **Directly copying material from the internet, books and other publications is strictly prohibited** and is considered plagiarism. Plagiarism is considered serious academic misconduct and will not be tolerated. You are encouraged to paraphrase/summarize the main arguments presented in those publications while providing proper citations. Please follow the guidelines included in this book. Please

note that **assignments which are considered plagiarized will be rejected by the department and will be awarded a FAIL grade.**

- 10 Follow the standard referencing style given in Part V – Citation Guide in this book.
11. Finally, **Submit on time.** Late answer scripts will **NOT** be entertained. If a student is facing an unexpected difficulty, he/she should contact the Coordinator or the Lecturer immediately. **Requests after this period will not be accepted. The discretion of accepting late submissions lies entirely with the department. If late submissions are accepted, they will be subjected to a maximum of 40%, a "C" grade.**
12. **Answer scripts that do not conform to the above requirements may be rejected.**

3.1.3 Guidelines for Individual Presentation

You are expected to:

- (a) Select a theme that you intend to research. Your research work for the second semester will be based on this presentation.
- (b) Submit a script to the examiner before the presentation.
- (c) Presentation will be for 15-20 minutes.
- (d) Presentation should be well focused.
- (e) Presentation should have a good combination of theory and your experience.
- (f) Your presentation will be assessed by a panel of examiners based on the following criteria:
 - Degree to which topic is addressed in the presentation
 - Adequate demonstration of understanding of relevant key theoretical concepts
 - Quality of organization of presentation
 - Presentation style (timing, clarity, holds interest of audience, creativity etc)

Method of Marking:

1. Conceptual clarity	40%
2. Communication and interpretation (ability to convey with commitment, confidence)	30%
3. Presentation skills (planning, timing, creativity etc.)	20%
4. Submission of script (with simple binding)	10%

3.1.4 Guidelines for Research Proposal

Elements of a Research Proposal

TITLE PAGE

TABLE OF CONTENTS

1. Introduction

- Background
- Statement of the problem
- Research questions and/or hypotheses
- Purpose
- Significance of the study

2. Literature Review

- Theoretical
- Empirical

3. Methodology

- Philosophy, Research approach, and research strategy
- Population and sampling (QT) /site selection and justification (QL)
- Instrumentation (QT) / Data collection methods
- Procedure and time frame
- Analysis plan (type of statistical tests) (QT) / Qualitative analytical framework

Scope and limitation (if any)

References (APA style)

Word count

3.1.5. Guideline for Research Proposal Writing

Title:

Decide what problem you are going to deal with. It is necessary to choose a topic that really interests you.

1. Introduction

Explain the area of research in brief (background information). Elaborate how the concept has been developed and in what perspective. (It is not necessary to conduct a detailed analysis of literature at this stage). You may cite certain key works to show that you are aware of the existing theories. This is important to formulate a research problem in the following section.

Statement of the problem - *Research need translated into feasible research problem*

The statement of the problem is the focal point of your research. Explain the specific area that needs investigation. Explain why this is an area in which more research is needed. What is the significance of this problem? Answer to this question is very important. The statement is just one sentence with several paragraphs of elaboration. See below an example from the internet

Example of a problem statement:

"The frequency of job layoffs is creating fear, anxiety, and a loss of productivity in middle management workers."

While the problem statement itself is just one sentence, it is always accompanied by several paragraphs that elaborate on the problem. Present persuasive arguments why the problem is important enough to study. Include the opinions of others (politicians, futurists, other professionals). Explain how the problem relates to business, social or political trends by presenting data that demonstrates the scope and depth of the problem. Try to give dramatic and concrete illustrations of the problem. After writing this section, make sure you can easily identify the single sentence that is the problem statement.

Objectives/purpose

Formulate the objective (s) of the study. In quantitative studies it is essential to have measurable objectives. In qualitative studies the objectives must be specific and smart. (It's not necessary to have several objectives).

Refer the following explanation of SMART from the internet

The most well-known method for setting objectives is the **S.M.A.R.T.** way, the SMART approach is well understood amongst managers, but is poorly practiced. S.M.A.R.T refers to the acronym that describes the key characteristics of meaningful objectives, which are **S**pecific (concrete, detailed, well defined), **M**easurable (numbers, quantity, comparison), **A**chievable (feasible, actionable), **R**ealistic (considering resources) and **T**ime-Bound (a defined timeline).

The following terms to be CONSIDERED when writing objectives:

To explain,	To apply,	To predict
To identify,	To employ,	To evaluate
To describe,	To illustrate,	To defend
To integrate,	To use,	To assess
To contrast	To interpret	To distinguish
To sort,	To categorize,	To diagram
To solve	To formulate	To report
To relate	To organize	To restate
To recall	To prepare	To review
To list	To arrange	To classify
To name	To construct	To translate
To recognize	To create	To discriminate

General Terms such as those listed below are inadequate because they are open to many interpretations (they are non-specific) and are not accessible to quantification.

AVOID the following terms when writing objectives:

To know, To understand

To really understand, To fully appreciate

To internalize, To grasp the significance of, To have an awareness of

Research question/hypothesis

Research question (RQ) should be specified clearly

RQ integrated into relevant literature

Formulate specific questions and say what you are going to investigate and find out. These questions must be directly relevant to the objectives you have formulated; formulate the questions in such a way that the answers will help you to achieve the objectives.

2. Literature Review

When reviewing literature sources see if you can relate those to the question formulated in your current research. Are you trying to advance any particular thinking through your research? Are there theories you would like to relate to your study? What are the empirical evidence already available in relation to your question?

3. Methodology

- *Research design - justifies choice of philosophy/paradigms/methods used to research the topic.*
- *Data collection - explains research participants and sample.*
- *Data analysis – methods available & choice justified*

Choose the method that will be the most applicable in relation to your topic. You need to explain why you are choosing the method. It is important to identify the sources of information and the tools that you are going to adopt to collect information.

In quantitative studies you need to explain about the population and sampling techniques.

In qualitative studies you need to explain about the research process (how exactly the research will be conducted)

Discuss briefly about the strengths and weaknesses of the selected methodology in relation to your research problem.

4. Scope and limitation

Describe the scope of your study; say to what extent your questions can answer your problem area. All research studies have limitations, often imposed by time and budget constraints. Describe the extent to which you believe the limitations affect the quality of the research.

5. References

Give a list of references at the end of the proposal. This should be formatted in accordance with the rules of the required style (Author Date citation).

PART IV

**DISSERTATION
GUIDELINES**

4.1 Guidelines for Dissertation preparation for MA in Development Studies and Public Policy

1. Length of Dissertation-

The number of words should strictly be between 12,000- 15,000 including references and footnotes.

2. Font: Times New Roman. Font sizes- Title 14, Bold, subheadings- 12 Bold numbered accordingly (eg; 1.2, 1.3 etc.), 3rd level headings- 12, Text 12

3. Spacing 1.5

4. Left right margins 1 inch

5. Page numbers bottom center

6. Paper size-A4, Print only on one side of the paper

7. Clearly title and number graphs, maps and tables (eg. The first table in chapter 2 will be Table 2.1)

8. References should include only those that are cited in the dissertation

9. Use the American Sociological Association (APA) format for References.

10. Dissertation should be submitted in triplicate spiral bound copies to the Department of Social Studies, OUSL on or before the deadline for submissions.

11. After examiners' comments are provided to the candidate, she/he should submit all three duly corrected and completed hard bound (Color-Black) copies to the Department of Examinations OUSL, two months from the date of viva voce examination.

Please note that if your dissertation does not adhere to the above given format /guidelines you will be requested to revise and submit prior to formal acceptance by the Examinations Department.

In the next section specimens of title pages and the first pages of the dissertation are provided. These pages should be numbered using Roman numerals (i, ii, iii), numbering from the first chapter onwards should be done using Arabic numerals (1, 2, 3).

4.1.1 Specimen of Title Page and Front Pages of the Dissertation

Title page

PERCEPTIONS OF PARENTS AND CARE TAKERS ON GAMES AND PLAY FOR THE DEVELOPMENT OF CHILDREN: A CASE STUDY OF SELECTED PROVINCES OF SRILANKA (Times New Roman (TNR) font 14 Bold)

A DISSERTATION SUBMITTED IN PARTIAL COMPLETION OF THE REQUIREMENTS FOR THE MASTER OF ARTS DEGREE IN DEVELOPMENT STUDIES AND PUBLIC POLICY OF THE OPEN UNIVERSITY OF SRI LANKA (TNR 12 bold)

BY

HIROSHI GOONAWARDENA

REG. NO. 50993456

(TNR 12 Bold)

DEPARTMENT OF SOCIAL STUDIES

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

THE OPEN UNIVERSITY OF SRILANKA

(TNR 12 Bold)

JUNE, 2019

DECLARATION BY CANDIDATE

I do hereby declare that the dissertation titled
submitted by me in partial fulfillment of the requirements for the award of the Master of
Arts Degree in Development Studies and Public Policy at the Open University of Sri Lanka
is my original work and has not been submitted to any other institution for the award of any
other degree.

.....

Hiroshi Goonawardena

CERTIFICATE OF APPROVAL

We hereby declare that this dissertation is from the student’s own work and effort, and all other sources of information used have been acknowledged. This dissertation has been submitted with our approval

Supervisor:

Signature:

Date:

Head, Dept. of Social Studies:

Signature:

Date:

(TNR 12)

LIST OF ABBREVIATIONS

Table of Contents

List of Tables

List of Figures

ACKNOWLEDGEMENT

(TNR font12 double space)

ABSTRACT 300 words

(TNR font12 single space)

Appendix 1

Department of Social Studies

Ethics Review for Dissertation

Title of Research:

.....

Name of Student:

Registration No:

Name of Supervisor:

Contact details:

Email Address:

Tel:

A. Details about proposed Research

1. Describe the proposed study

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2. Objectives of the study

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3. Significance of the study

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4. Duration of research

.....

5. How is the research funded?

.....

B. Data and Participant/ Respondent Information

1. Data type (Qualitative/Quantitative)

.....

2. Data collection methods

a. Who will collect data?

.....

b. How?

.....

3. Field location and number of participants

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.....

4. Participant profile

i. Age -

.....

ii. Gender -

.....

5. How will data be recorded?

.....

6. Where will data be stored and for how long?

.....

C. Ethical considerations

1. Are there any vulnerable participants? If so who?
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2. Permission from Authorities obtained?
.....
3. Consent Form/ Assent Form prepared?
.....
4. Information Sheet prepared?
.....

D. Anonymity and confidentiality

1. How is anonymity of participants ensured?
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2. What are the potential risks and benefits to participants?
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3. How is confidentiality of data maintained?
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E. Declaration

I hereby declare that all information contained in this document is true and accurate.

.....

.....

Signature of Student

Date

I have discussed the proposed study with the student and have consented to be the advisor.

.....

.....

Signature of Supervisor

Date

PART V

CITATION STYLE

GUIDELINES

5.1 Citation style guidelines

Please ensure that your TMAs/ extended essay/ learning journal are correctly referenced giving due credit to the authors you have quoted. The following is a style guide adapted from the American Psychological Association (APA).

The following guidelines have been developed for your use.

What is the importance of citation?

One of the important aspects of developing academic writing skills is to learn how to use a proper referencing method. This is part of learning academic ethics and maintaining academic integrity. We, of the Department of Social Studies expect all our learners, at all levels to maintain high academic standards.

PLEASE NOTE THAT FAILURE TO USE CORRECT CITATIONS MAY BE CONSIDERED PLAGIARISM. ASSIGNMENTS THAT ARE PLAGIARISED WILL BE REJECTED. STUDENTS MAY BE SUBJECTED TO PENALTIES DEPENDING ON THE DEGREE OF PLAGIARISM. THE UNIVERSITY CONSIDERS PLAGIARISM AS A SERIOUS FORM OF ACADEMIC MISCONDUCT AND WILL TAKE APPROPRIATE STEPS AGAINST STUDENTS WHO ARE REPORTED FOR PLAGIARISM

What does this mean?

When you prepare for an assignment you will use your course material as well as other books, journals, reports, newspapers to obtain information. You may go online to search for information as well. When you use these sources, you are expected to indicate that in your assignment. That means very simply that you have to show from where you obtained the information.

This is important because when you do so, you establish the credibility of your sources and your evidence as well as acknowledging the academic community that has developed the

body of knowledge that you are now using. Remember, you are now part of a large academic community that is constantly producing knowledge. And as part of that community we share each other's knowledge. When we do so, it is a recognised and accepted academic practice to acknowledge those sources.

Formatting your paper: APA formatting & style guide

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This note offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page.

Page size, margins and font size: Your essay should be typed and double-spaced on standard-sized paper (8.5" x 11"), with 1" margins on all sides. You should use a clear font that is highly readable. APA recommends using 12 pt. Times New Roman font.

In-text citations: When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

Short quotation	<p>If you are directly quoting from a work, you will need to include the author, year of publication, and page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.</p> <p><i>According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).</i></p> <p>If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.</p>
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	She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.
Long quotation	<p>Place direct quotations that are 40 words or longer in a free-standing block of typewritten lines and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.</p> <p>Jones's (1998) study found the following:</p> <p>Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)</p>

Reference list: Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text. Your references should begin on a new page separate from the text of the essay; label this page "**References**" centered at the top of the page (do NOT bold, underline, or use quotation marks for the title). All text should be double-spaced just like the rest of your essay.

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.
- Reference list entries should be alphabetized by the last name of the first author of each work.

- For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.
- Present the journal title in full.
- Maintain the punctuation and capitalization that is used by the journal in its title.
- Capitalize all major words in journal titles. When referring to the titles of books, chapters, articles, or webpages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.
- Note that the distinction here is based on the type of source being cited. Academic journal titles have all major words capitalized, while other sources' titles do not.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

How to cite author names:

Number of Authors	How to Cite (examples in red colored font)
Single Author	Last name first, followed by author initials. Berndt, T. J. (2002). Friendship quality and social development. <i>Current Directions in Psychological Science</i> , 11, 7-10.
Two Authors	List by their last names and initials. Use the ampersand instead of "and." Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. <i>Journal of Personality and Social Psychology</i> , 66, 1034-1048.
Three to Seven Authors	List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand. Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to self-esteem than whether it

	<p>is high or low: The importance of stability of self-esteem. <i>Journal of Personality and Social Psychology</i>, 65, 1190-1204.</p>
More Than Seven Authors	<p>List by last names and initials; commas separate author names. After the sixth author's name, use an ellipsis in place of the author names. Then provide the final author name. There should be no more than seven names.</p> <p>Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . . Rubin, L. H. (2009). Web site usability for the blind and low-vision user. <i>Technical Communication</i>, 57, 323-335.</p>
Organization as Author	<p>Also known as a "corporate author." Here, you simply treat the publishing organization the same way you'd treat the author's name and format the rest of the citation as normal.</p> <p>American Psychological Association. (2009). Blog guidelines. <i>APA Style Blog</i>. Retrieved from https://blog.apastyle.org/apastyle/blog-guidelines.html</p>
Unknown Author	<p>Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.</p> <p>NOTE: When your essay includes parenthetical citations of sources with no author named, use a shortened version of the source's title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the source above would appear as follows: (Merriam-Webster's, 1993).</p>
Two or More Works by the Same Author	<p>Use the author's name for all entries and list the entries by the year (earliest comes first).</p> <p>Berndt, T. J. (1981). Berndt, T. J. (1999).</p>

	<p>When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.</p> <p>Berndt, T. J. (1999). Friends' influence on students' adjustment to school. <i>Educational Psychologist</i>, 34, 15-28.</p> <p>Berndt, T. J., & Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. <i>Child Development</i>, 66, 1312-1329.</p> <p>References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.</p> <p>Wegener, D. T., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. <i>Psychology, Public Policy, and Law</i>, 6, 629-654.</p> <p>Wegener, D. T., Petty, R. E., & Klein, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. <i>European Journal of Social Psychology</i>, 24, 25-43.</p>
<p>Two or More Works by the Same Author in the Same Year</p>	<p>If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: "Berndt (1981a) makes similar claims..."</p> <p>Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. <i>Developmental Psychology</i>, 17, 408-416.</p>

	Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. <i>Child Development</i> , 52, 636-643.
Introductions, Prefaces, Forewords, and Afterwords	Cite the publishing information about a book as usual, but cite Introduction, Preface, Foreword, or Afterword (whatever title is applicable) as the chapter of the book. Funk, R., & Kolln, M. (1998). Introduction. In E. W. Ludlow (Ed.), <i>Understanding English grammar</i> (pp. 1-2). Needham, MA: Allyn and Bacon.

How to cite different types of sources in your reference list:

Type of Source	How to Cite (examples in red-coloured font)
Book	Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher. Calfee, R. C., & Valencia, R. R. (1991). <i>APA guide to preparing manuscripts for journal publication</i> . Washington, DC: American Psychological Association.
Edited Book, No Author	Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). <i>Consequences of growing up poor</i> . New York, NY: Russell Sage Foundation.
Edited Book with an Author or Authors	Plath, S. (2000). <i>The unabridged journals</i> . K. V. Kukil (Ed.). New York, NY: Anchor.
Article or Chapter in an Edited Book	Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), Title of book (pages of chapter). Location: Publisher. Note: When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers. List any

	<p>edition number in the same set of parentheses as the page numbers, separated by a comma: (2nd ed., pp. 66-72).</p> <p>O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), <i>Gender issues across the life cycle</i> (pp. 107-123). New York, NY: Springer.</p>
Article in Journal Paginated by Volume	<p>Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.</p> <p>Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. <i>Journal of Comparative and Physiological Psychology</i>, 55, 893-896.</p>
Article in Journal Paginated by Issue	<p>Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.</p> <p>Scruton, R. (1996). The eclipse of listening. <i>The New Criterion</i>, 15(3), 5-13.</p>
Article in a Magazine	<p>Henry, W. A., III. (1990, April). Making the grade in today's schools. <i>Time</i>, 135, 28-31.</p>
Article in a Newspaper	<p>Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4.</p> <p>Schultz, S. (2005, December). Calls made to strengthen state energy policies. <i>The Country Today</i>, pp. 1A, 2A.</p>
Letter to the Editor	<p>Moller, G. (2002, August). Ripples versus rumbles [Letter to the editor]. <i>Scientific American</i>, 287(2), 12.</p>
Review	<p>Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book <i>The self-knower: A hero under control</i>, by R. A. Wicklund & M. Eckert]. <i>Contemporary Psychology</i>, 38, 466-467.</p>

<p>Webpage or Piece of Online Content</p>	<p>Individual webpages and documents hosted online are cited similarly to print content. Note, however, that the URL is typically included at the end of the entry. The URL may, at the author's discretion, be left as an active link. Include additional information (like translators, editors, first edition publication date, and so on) as you would for print sources.</p> <p>Author, A. A. & Author B. B. (Date of publication). Title of page [Format description when necessary]. Retrieved from https://www.someaddress.com/full/url/</p> <p>Eco, U. (2015). How to write a thesis [PDF file]. (Farina C. M. & Farina F., Trans.) Retrieved from https://www.researchgate.net/...How_to_write_a_thesis/.../Umberto+Eco-How+to+Write+... (Original work published 1977).</p> <p>If the page's author is not listed, start with the title instead. If the date of publication is not listed, use the abbreviation (n.d.).</p> <p>Spotlight Resources. (n.d.). Retrieved from https://owl.purdue.edu/owl/about_the_owl/owl_information/spotlight_resources.html</p> <p>You only need to include a date of access when the page's content is likely to change over time (like, for instance, if you're citing a wiki that is publicly edited).</p> <p>Purdue University Writing Lab [Facebook page]. (n.d.). Retrieved January 22, 2019, from https://www.facebook.com/PurdueUniversityWritingLab/</p>
<p>Article from an Online Periodical</p>	<p>Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.</p> <p>Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Online Periodical, volume number (issue number if</p>

	<p>available). Retrieved from https://www.someaddress.com/full/url/</p> <p>Bernstein, M. (2002). 10 tips on writing the living web. <i>A List Apart: For People Who Make Websites</i>, 149. Retrieved from https://www.alistapart.com/articles/writeliving</p>
Online Newspaper Article	<p>Note that the APA recommends using the homepage address for the online newspaper, rather than the full URL for the article itself.</p> <p>Author, A. A. (Year, Month Day). Title of article. Title of Newspaper. Retrieved from https://www.homeaddress.com/</p> <p>Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. <i>The New York Times</i>. Retrieved from https://well.blogs.nytimes.com/</p>
Wikis	<p>Please note that the APA Style Guide to Electronic References warns writers that wikis (like Wikipedia, for example) are collaborative projects that cannot guarantee the verifiability or expertise of their entries.</p> <p>OLPC Peru/Arahuay. (n.d.). Retrieved April 29, 2011 from the OLPC Wiki: https://wiki.laptop.org/go/OLPC_Peru/Arahuay</p>

PART VI

DEPARTMENT STAFF CONTACT INFORMATION

6.1 Academic Heads

Dean Faculty of Humanities and Social Sciences	Prof. Anton Piyarathne Professor E-mail: apiya@ou.ac.lk Telephone: 0112881218
Head Department of Social Studies	Dr. S. Pathmanesan Senior Lecturer in Sociology E-mail: spath@ou.ac.lk Telephone: 0112881082
Unit Leader Communication Studies	Dr. Thiwankee Abeywardena Wickramasingha Senior Lecturer (Grade I) E-mail: tawic@ou.ac.lk Telephone: 0112881402
Unit Leader Economics & Development Studies	Dr. Neavis Morais Senior Lecturer in Economics E-mail: nsmor@ou.ac.lk Telephone: 0112881218
Unit Leader Society and Culture	Dr. Sepalika Welikala Senior Lecturer in Sociology E-mail: sweli@ou.ac.lks Telephone: 0112881082
Unit Leader Politics and International Relations	Dr. Athula Samarakoon Lecturer in Political Science E-mail: smasa@ou.ac.lk Telephone: 0112881436

6.2 Administrative Staff

Ms. K. Manoji De Silva

Management Assistant

Tel: 0112881417