TITLE OF THE TOPIC

A Proposal

Submitted to

Office of the Dean

Faculty of Management

Tribhuvan University

By

Candidate's Full Name

Koteshwor Multiple Campus

Exam Roll No:

T.U. Regd. No:

In partial fulfillment of the requirements for the degree of

Master of Business Studies (M.B.S.)

Kathmandu, Nepal

Month, Year

Table of Content

Thesis Format and Layout

- Thesis should be written in Times new Roman font.
- The main heading of the report should be written in 16 pt
- The sub heading of the report should be written in 14 pt
- The Body text should be written in 12 pt
- Margins: 1.0 (right, bottom)
- Margins: 1.5 (left), 1.5 (Top)
- Must be written in only one side of the page
- **Spacing:** The report must be 1.5 spaced. Single spacing may be used only in the table of contents, charts, graphs, tables, quotations, appendices and references.
- **Page number from Chapter 1 to Appendix:** Page number from Chapter 1 to Appendix should be placed below mid portion of the page. The page number from Chapter 1 to Appendix should be kept in Arabic numerals.   For e.g.: 1, 2, 3…….35, 36…..
- **Page number from Declaration to Abbreviation:** The page number from declaration to Abbreviation should be written in a Roman form. For e.g.: ii, iii, iv……ix
- References if any should be written in APA Format
- Except for text in the tables, all other text must always be justified.