

## GUIDELINES FOR MINI-THESIS PREPARATION

### Formatting and Style Guidelines

- **Language:** English
- **Paper color and size:** White, A4 size
- **Paper weight:** 80 gsm
- **Font Type:** Times New Roman & Preeti (Nepali Abstract)
- **Font Color:** Black
- **Font Size:**
  - Main Headings: 14 (Bold)
  - Sub Headings: 12 (Bold)
  - Normal Text: 12 (Regular / Not Bold)
  - Further sub-headings could be separated by making them bold inside the normal text
- **Spacing:** 1.5 (lines)
- **Alignment:**
  - Cover Page(s): Centered
  - Before Main Text: Justified
  - Main Text: Justified
  - **Margins:** Left margin: 1.2 inch, Right margin: 1 inch, Top margin: 1.2 inch, Bottom margin: 1 inch
- **Page Numbering:**
  - Before Main Text: i, ii, (Latin numbers – lowercase)
  - Main Text: 1, 2 (Numerals)
- **For Printed Proposal/Manuscript**
  - **Corrections with fluid:** Not allowed
  - **Overwriting:** Not allowed
  - **Crossing out words:** Not allowed
  - **Breaking a word on 2 lines:** Not allowed
  - **Typing machine:** Computer
  - **Printing quality:** Laser print
  - **Copies:** High quality photocopy paper

### For table, Illustration, Images and Photographs

- Place within mini-thesis text at appropriate places
- Type titles at the top of the tables with their appropriate number (Table 1. Title of the text) in the same as of the text
- Type titles at the bottom of the illustration/figure (Figure 1. Title of the figure) with their appropriate number in the font used in the text

## **A. COVER PAGES**

### **Top Cover Hard Copy (Sample is given in Appendix)**

- Should be typed in capital letters except for scientific name and should be center justified
- Titles should be typed 2 inch below the top margin
- Full name should be typed in the middle of the page
- Month and year of mini-thesis submission should be typed 2 inch above the bottom margin
- Left edge binding width should contain: Bachelor of Science (Agriculture) and author's surname followed by a dash mark, year i.e. Bachelor of Science (Agriculture) Family name-2024

### **Title Page (Sample is given in Appendix)**

- Title of the Research: Not longer than 20 words
- Typed in capital letters and center justified on each line.
- Mini-thesis title should be typed 2 inch below the top margin
- Full name of the author should be typed 5 lines below the title
- Following contents should be typed 4 lines below the full name of the author

**MINI-THESIS  
SUBMITTED TO THE  
SCHOOL OF AGRICULTURE  
FACULTY OF AGRICULTURE  
FAR WESTERN UNIVERSITY (FWU)  
TIKAPUR, KAILALI, NEPAL**

- Following contents should be typed 2 lines below of the above write-up

**IN PARTIAL FULFILLMENT OF THE  
REQUIREMENTS FOR THE  
DEGREE OF**

- Following contents should be typed 2 lines below of the above write-up

**BACHELOR OF SCIENCE IN AGRICULTURE**

- Month and year of final copy of submission should be given at the bottom line.

**AUGUST 2024**

**Certificates**

- Declaration certificate from the major supervisor and member supervisor of advisory committee (Appendix)
- Certificate from the major supervisor and concerned dignitaries of University (Appendix)

**Acknowledgement**

- One page acknowledgement should be written acknowledging contributions of all concerned, including financial sponsors (if any)

**Table of contents**

- Should include the main headings and sub-headings, with page references
- Mini-thesis should include following chapters:
- INTRODUCTION
- LITERATURE REVIEW
- MATERIALS AND METHODS/RESEARCH METHODOLOGY
- RESULTS AND DISCUSSION
- SUMMARY AND CONCLUSION

These all above main chapters may have sub-titles.

**List of Tables**

- Should include the list of all tables (except in the Annex), with page references

**List of Figures**

- Should include the list of all figures (except in the Annex), with page references

**Abbreviations**

- Should include all the short forms used inside the text with appropriate full forms

**Abstract**

- Should be within the limit of 250-300 words
- Provides the summary of overall Manuscript (Mini-Thesis)
- First, briefly introduce your research with its purpose
- Then provide the methodology followed by you, including site selection, population and sampling, data collection, research design, treatments, etc.
- Present your major findings from the study/research

- Finally, mention the major conclusion of your research with its implications or ramifications, lessons learned and your recommendation, including policy recommendations, if any

## **B. MAIN TEXT**

### **Chapter 1: Introduction**

#### **1.1. Background Information**

- Provide background information leading to your research
- Setting the context of your research
- Contains facts, trends, point of views, opinions, etc. as drawn from previous literature, etc.

#### **1.2. Problem Statement**

- Logical lead into the problem you are trying to solve based on ground realities, real world problem of farmers, or other such research problems
- Mention the research questions which you are trying to address

#### **1.3. Rationale of study**

- Provide justification for the need of research you are going to conduct
- Explain the significance of this study that also explains the groups that could potentially benefit from this study and the reason they will get benefitted

#### **1.4 Objectives**

##### **1.4.1 General Objective**

- Based on research question(s) explain the purpose of your research

##### **1.4.2 Specific Objectives**

- You can break down the purpose of your research into more than one objective based on individual research questions (as above)

#### **1.5 Hypothesis**

- Hypothesis assumption of your research stating null and alternate hypothesis

### 1.6 Limitation of the study

- Explain the things that you have missed or could not cover or is beyond the scope of your research
- Also discuss if there are any assumptions made by you

## **Chapter 2: Literature Review**

- Presents the results of previous research related to your study topic, organized by the key variables in your study.
- A conceptual model showing the relationships among variables related to your research problem can also be included.

### **Chapter 3: Research Methodology / Materials and Methods**

**Materials and methods** could be written according to your research project and need.

**For biological researches**, details of field experimentation, cropping history, methods and timing of treatment application, observation parameters, data collection, statistical analysis, economic analysis, etc. should be written.

#### **3.1. Site Selection**

- Describe in detail about the site/field selection and logic for it
- Soil, climatic and environmental condition
- Demographics, socio-economic and other such scenarios

#### **3.2. Population, sampling frame, sample size, and sampling techniques**

- Explain about your population, sampling unit and sampling frame
- Explain in detail about the sample size and reason for the number
- Explain about the sampling techniques and reason for it

#### **3.3. Research design**

- Match your research question with your research design
- Explain your plan for the conduction of your research, including experimental designs, design of tools and instruments, etc.
- Explain about treatment, replication, cultivation practices and management, etc.

#### **3.4. Observations and Observation methods**

- Data collection methods, Sources of data, types of data
- Interviewing and observation method
- In case study we use mix method both qualitative and quantitative
- Describe about tools of data collection (e.g. FGD, KII, PRA, Questionnaire, etc.)

#### **3.5. Data Analysis and Techniques**

- Describes in detail the step-by-step procedures used in analyzing data
- Explain about the software used for data analysis

#### **Chapter 4: Results and Discussion**

- Reports all results obtained, including all observation, descriptions of data
- Mostly the results are qualitative and explorative with/ without statistical test
- Includes facts only – what was found with explanation, but not interpretation or conjecture by the researcher
- Is organized and written around objectives of the study (research questions)
- Describe, compare, or explain individual and societal knowledge, feelings, values, preferences and behaviors etc. based on your observation
- Discuss your results with other researchers findings and explain why your research is scientific or justifiable

#### **Chapter 5: Summary and conclusion**

- Briefly summarizes research, methodology, findings of study and lesson learnt
- States conclusions based upon findings (first point in paper where the researcher is allowed to include his or her own interpretations)
- Describes how findings support or refute related studies (Implications for Current Knowledge).
- Describes implications of findings for those groups affected by the program/findings (Implications for Practice)
- Includes recommendations based upon findings and conclusions
- Includes recommendations for further research

## **Chapter 6: References**

- Enlist all journal articles, books, and other literature reviewed and quoted in the main text in the appropriate format in APA style 7<sup>th</sup> ed. (Annex VII).

## **Appendices**

- Enlist all other tables, figures, maps of research site, treatment-control design, survey questionnaire, checklists for KII, and case studies, etc. (separately in different Annexes) in this section
- Also, includes copies of all correspondence, instrumentation, and other written communication used in carrying out the research

**Additional Note:** The Mini-thesis submitted by the student/ student's group must be checked with any authentic plagiarism software before its final approval. Research article may need to comply with the publication where students want to publish his/her article so additional requirements may need to be fulfilled if students want to publish their article outside the FoA's official publication.

## **APPENDIX (MINI-THESIS TEMPLATE)**

**COMPARATIVE STUDY OF DIFFERENT BIOFERTILIZERS ON  
GROWTH AND YIELD OF OKRA (*Abelmoschus esculentus*) IN  
TIKAPUR, KAILALI**

**RAMAN SHARMA**

**AUGUST 2024**

**COMPARATIVE STUDY OF DIFFERENT BIOFERTILIZERS ON  
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**IN PARTIAL FULFILLMENT OF THE  
REQUIREMENTS FOR THE  
DEGREE OF**

**BACHELOR OF SCIENCE IN AGRICULTURE**

**AUGUST 2024**

## DECLARATION

This is to certify that the mini-thesis entitled" ..... "submitted in partial fulfillment of the requirement for the degree of **Bachelor of Science in Agriculture** of Undergraduate Program, School of Agriculture, Faculty of Agriculture, Far Western University, is a record of original research carried out by ....., FWU Regd. No ....., under my supervision and no part of this mini-thesis has been submitted for any other degree or diploma.

The assistance and help received during the course of this investigation have been acknowledged.

\_\_\_\_\_  
Name:  
Member Supervisor  
Organization:  
Date:

\_\_\_\_\_  
Name:  
Major Supervisor  
School of Agriculture, Faculty of  
Agriculture, Far Western University  
(FWU)  
Date:

## CERTIFICATE

The mini-thesis attached hereto, "**Title of the mini-thesis in capital letters**" prepared and submitted by **Mr./Ms./Mrs. (full name of the student in capital letters)**, in partial fulfillment of the requirements for the degree of Bachelor of Science in Agriculture, is hereby accepted.

---

Name:

Major Supervisor:

School of Agriculture, Faculty of Agriculture, Far Western University (FWU)

Date:

Accepted as partial fulfillment of the requirements for the degree of Bachelor of Science in Agriculture.

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Head of School (HoS)

School of Agriculture, Faculty of Agriculture, Far Western University (FWU)

Date:

---

Dean

Faculty of Agriculture, Far Western University (FWU)

Date:

## **ACKNOWLEDGEMENTS**

**Name of the student**

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## ACRONYMS

|                 |  |
|-----------------|--|
| %               | : Percentage                                     |
| –               | : Absence  |
| +               | : Presence                                       |
| 1 <sup>st</sup> | : First  |
| 2 <sup>nd</sup> | : Second   |
| 3 <sup>rd</sup> | : Third  |
| AICC            | : Agriculture Information & Communication Center |
| ANOVA           | : Analysis of variance                           |
| Conc.           | : Concentrated                                   |
| CP              | : Crude Power                                    |
| CRD             | : Completely Randomized Design                   |
| CV              | : Coefficient of Variance                        |
| DAS             | : Days after Sowing                              |
| DAT             | : Days after Treatment                           |
| DW              | : Distilled water                                |
| <i>et al.</i>   | : et alii  |
| g               | : Gram   |
| Hr              | : Hour   |
| LSD             | : least Significance Difference                  |
| M               | : meter  |
| MFSC            | : Ministry of Forests and Soil Conservation      |
| ml              | : Milliliter                                     |
| MoAD            | : Ministry of Agriculture Development            |
| Par             | : Same as  |
| PE              | : Petroleum Ether                                |
| ppt             | : Precipitate                                    |
| R               | : Replication                                    |
| SN              | : Serial Number                                  |
| Soln            | : Solution                                       |

## ABSTRACT

Name:

FWU Regd. No.:

Year of Admission:

Degree: Bachelor of Science (Agriculture)

Major supervisor:

---

Name:

Major supervisor

---

Name:

Author

## शोध-सार

नाम:

भर्ना वर्ष:

मुख्य सल्लाहकार:

सु.प.वि. दर्ता नं.

उपाधि:

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नाम:

मुख्य सल्लाहकार

---

नाम:

लेखक

# **1 INTRODUCTION**

## **2 LITERATURE REVIEW**

### **3 MATERIALS AND METHODS/RESEARCH METHODOLOGY**

## **4 RESULTS AND DISSCUSSION**

## **5 SUMMARY AND CONCLUSION**

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## **BIOGRAPHICAL SKETCH**