

## **Guidelines**

- **Title of the Page;** Title font size 14, font style- Times New Roman, all letters capital, bold
- Title of each chapter heading; font size 12 others are 12, Capitalize each first letter of word, bold
- Line spacing of text 1.5
- Margin; left 1.5, but for top, bottom, and right 1
- Page number not required for reference and appendices
- Page Numbers: All the pages in the initial part are in small roman centrally located at the bottom of the pages. In Preliminary part there should be used roman number (ii, iii, ...) except title page. In each new chapter page, page number should not be marked. Main body part, there should be used Arabic numbers (i.e. 1, 2, ....)
- Each chapter should begin on a new page
- Length: Minimum 60 and not more than 100 pages.
- **Number of copies to be submitted**

A student shall be required to submit one hard bound (Black Color) and one loose bound copies of the URPR report in the recommended format with Soft Copy

# **TITLE OF THE UNDERGRADUATE RESEARCH PROJECT REPORT**

Font size 14

**By**

**(Student's Full Name)**

Symbol No.

T.U. Registration No.:

Tribhuvan University

font size 12

*A research project report submitted in partial fulfillment for the degree of Bachelor of Business Administration in Finance and Accounting (BBA-FA)*

*Submitted to*

**Department of Business Administration**

Lumbini Banijya Campus

Butwal  
Month, Year

## **Declaration**

**(ON CAMPUS LETTER HEAD)**

This is to certify that I have completed the URPR entitled .....(TITLE OF REPORT).....  
under the guidance of .....name of supervisor..... in partial fulfillment of the requirements for the  
degree of **Bachelor of Business Administration in Finance and Accounting** at Lumbini Banijya Campus. This  
is my original work and I have not submitted it earlier elsewhere.

.....

Name of Student:

Date:

## **Endorsement**

### **(Letter head of Campus)**

This URPR titled .....TITLE OF REPORT..... has been prepared by .....Name of student....., BBA-FA eighth semester has been endorsed for evaluation to the Office of the Examination Committee, BBA-FA Autonomous Program, Lumbini Banijya Campus, Butwal.

.....

Name of Supervisor:

.....

Name of Internal Expert:

.....

Program Incharge (BBA-FA): Asst. Prof. Tulshi Prasad Bhusal

Date:

## Approval Sheet

(ON CAMPUS LETTER HEAD)

We have examined the URPR entitled.....TITLE OF  
REPORT.....presented by.....Name of  
student..... for the degree of **Bachelor of Business Administration in  
Finance and Accounting** at Lumbini Banijya Campus. We hereby certify that the URPR is  
acceptable for the award of the degree.

Coordinator, Research Management Cell: Asst. Prof. Pitambar Sapkota

Signature: .....

External Expert: .....

Signature: .....

Campus Chief: Prof. Dr. Tara Prasad Upadhyaya

Signature: .....

Date:

## Acknowledgements

I would like to express my deepest appreciation to all those who provided me the opportunity to complete this URPR. A special gratitude is extended to my supervisor, [Prof./Assoc. Prof./Asst. Prof. Name of Supervisor], whose contribution in providing appropriate suggestions, consistent guidance, and encouragement helped me to complete this URPR.

Moreover, I am grateful to Prof. Dr. Tara Prasad Upadhyaya, Campus Chief, Prof/Assoc. Prof./Asst. Prof....., Program Incharge, Prof./ Assoc. Prof./ Asst. Prof. ...., Coordinator, Research Management Cell and all other faculty members of Lumbini Banijya Campus for their kind cooperation, support, and encouragement in conducting this URPR. Furthermore, I would also like to thank the internal and external experts for providing appropriate feedback for further improvement of my URPR work.

Additionally, I acknowledge with much appreciation the crucial role of my family members and friends for their continuous encouragement and support.

Name of the Student

Lumbini Banijya Campus,

Butwal, Rupandehi

Protocol:

1. Supervisor:
2. Campus Chief: Prof. Dr. Tara Prasad Upadhyaya
3. Assit. Campus Chief: Asst. Prof. Mahesh Prasad Chaudhary(Kurmi)
4. Program Incharge: Asst. Prof. Dwarika Prasad Gautam
5. HoD R& D: Asst. Prof. Pitambar Sapkota
6. Others (Family, Friends+++++)

## Table of Contents

<i>Title page</i>	<i>i</i>
<i>Declaration</i>	<i>ii</i>
<i>Endorsement</i>	<i>iii</i>
<i>Approval Sheet</i>	<i>iv</i>
<i>Acknowledgements</i>	<i>v</i>
<i>Table of Contents</i>	<i>vi</i>
<i>List of Tables</i>	<i>vii</i>
<i>List of Figures</i>	<i>viii</i>
<i>Abbreviations</i>	<i>ix</i>
<i>Abstract</i>	<i>x</i>
<b>Chapter I    Introduction</b>	
Background of the Study	1
Statement of Problem	4
Objectives of the Study	
Hypotheses	
Rationale of the Study	
Limitation of the Study	
<b>Chapter II    Literature Review</b>	
Theoretical Review	
Empirical Review	
<b>Chapter III    Research Methodology</b>	
Research Design	
Population and Sample, and Sampling Design	
Nature and Sources of Data, and the Instrument of Data Collection	
Methods of Analysis	
Research Framework	
<b>Chapter IV    Data Presentation and Analysis</b>	

Demographic Profile/**Data Presentation**

Descriptive Statistics/**Analysis**

Inferential Statistics/**Analysis**

Major Findings

**Chapter V      Summary, Conclusion and Recommendation**

Summary

Conclusion

Recommendation

**References**

**(no page no.)**

**Appendices**

**(no page no.)**



**List of Tables**

Table	Title	Page No
1		
2		

## List of Figures

Figure	Title	Page No
1		
2		

### **Abbreviations**

LBC:	Lumbini Banijya Campus
URPR:	Undergraduate Research Project Report
TU:	Tribhuvan University

## **Abstract**

The length of the abstract is usually a paragraph or two and always less than a page. A good way to write an abstract is to think of it as a series of brief answers to questions. These would probably include:

- What is the purpose of the work?
- What methods did you use for your research?
- What were the main findings and conclusions reached as a result of your research?
- Did your work lead you to make any recommendations for future actions?

## **Abstract (as example)**

The study intends to investigate the mediating and moderating effect of work-family enrichment and gender on the relationship between job autonomy and job satisfaction. Data for the study was collected through convenience sampling technique from 148 employees of development banks on five points likert scale through a self administrative questionnaire. Descriptive and casual comparative research design was used to conduct the research study using correlation and hays process macro approaches. The findings of the study revealed that work-family enrichment partially mediates the relationship between job autonomy and job satisfaction. Moreover, it is also found that gender moderates the relationship between job autonomy and job satisfaction. In this regard, development banks can re-formulate their policies and strategies for male and female employees with regard to job autonomy and work-family enrichment to enhance their satisfaction level since it is found that job satisfaction increases rapidly with the increase of job autonomy.

**Keywords:** Five keywords....



McCormack, B., McCance, T., & Maben, J. (2013). Outcome evaluation in the development of person-centred practice. In B. McCormack, K. Manley, & A. Titchen (Eds.), *Practice development in nursing and healthcare* (pp. 190-211). John Wiley & Sons.

### **Dissertation or Thesis**

Valentin, E. R. (2019, Summer). *Narcissism predicted by Snapchat selfie sharing, filter usage, and editing* [Master's thesis, California State University Dominguez Hills]. CSU ScholarWorks. <https://scholarworks.calstate.edu/concern/theses/3197xm925?locale=en>

### **Online Report**

Los Angeles County Department of Public Health. (2017, January). *Key indicators of health by service planning area*. <http://publichealth.lacounty.gov/ha/>

### **Web page**

Centers for Disease Control and Prevention. (n.d.). *Preventing HPV-associated cancers*. [https://www.cdc.gov/cancer/hpv/basic\\_info/prevention.htm/](https://www.cdc.gov/cancer/hpv/basic_info/prevention.htm/)

### **Online News/Magazine Article**

Rogers, O. (2021, July 9). Why naming race is necessary to undo racism. *Psychology Today*. <https://www.psychologytoday.com/us/blog/who-am-i-who-are-we/202107/why-naming-race-is-necessary-undo-racism>

#### **• Electronic Sources:**

### **Online journal article retrieved from a URL:**

- Thompson, A. & Wendell, P. T. (2010). Cognitive therapy as an adjunct to psychotropic. *Journal of Psychiatric Therapy*, 12(2), 28-54. Retrieved from <http://journalofpsychtherapy.com/url>

### **Online journal article with a DOI:**

- Thompson, A. & Wendell, P. T. (2010). Cognitive therapy as an adjunct to psychotropic. *Journal of Psychiatric Therapy*, 12(2), 28-54. doi:10.3102/00346543074001029

### **For internet site**

School of Administration [online] (cited 2008, January 7). Available : <http://www.adm.co.np> [2008, February 9].

### **For a brochure or pamphlet**

Ex; Lumbini Baniyya Campus (2018). *Viewbook*. Kathmandu: Author.

### **For a newspaper**

Ex; *The Rising Nepal*. (2018, June 10). P. 3.

### **For Institutional Author**

Nepal Red Cross. (2009). *Fire representative training manual*. Kathmandu: NRC

### **Meaningful Review**

- **The classroom dynamics of inclusion settings in Mphil classes taking two years intense study at the different programs of Tribhuvan University (Shrestha, 2000).**
- **Shrestha (2000) found that the quality of interactions between teachers and students decreased significantly after adopting inclusive strategies. This study is important because, being based on two year intense study, it supports to gauge the knowledge on inclusion setting and class room effectiveness of Mphil education at Tribhuvan University.**

### **Review Style**

- **Direct quoted:**

“the availability of data is crucial to the successful outcome of your research” (Collis & Hussey, 2009 p.116).
- **Paraphrasing:**

The availability of data is a key factor in determining the successful outcome of a research project (Collis & Hussey, 2009).

**or**

Collis and Hussey (2009) argue that the availability of data is a key factor in determining the successful outcome of a research project.

### **Direct quotation citation**

- **Short citation (up to 40 words/ three lines)**

The author’s surname and year of publication appear at the end when direct quotation is made. Use the same spacing as the rest of the text.

Ex; “Strategic processes are those processes by which the organization plans for and develops its future” (Paneru, 2011, p.10).

### **Long citation (for four or more lines)**

Use no quotation marks, use single line spacing, indent the citation five spaces from the left margin.

Most of the south Asian countries have initiated far-reaching reforms like opening up their economics, strengthening the market forces and providing a grater role for the private sector. In Nepal also steps are being taken to foster the private sector by opening up new areas for investment removing licensing and other controls on business and simplifying rules and regulation (Gupta, 2010, p.14).

### **Ellipses:**

To avoid long citation that are not completely relevant, it is possible to omit part of a citation.

Ex: "... South Asian countries have initiated for reaching reforms like opening up their economies".

### **Citation**

#### **Citation of Secondary Source**

- **What is a secondary source?**
  - A source that quotes or paraphrases another source that you did not read in the original
  - Example: If Gautam wrote in a 2005 publication on p. 211:

Pant (2001) suggested that human resource development mostly depend on employee enrichment in developing nations like Nepal. He concluded that, "When compared to managerial and non managerial staffs...." (p. 28).

In this case, Gautam would be the secondary source, and Pant would be the primary source.

- Then, you would cite the secondary source if you have not read the original. In this case, you would cite Gautam:
  - Pant in the 2001 study, suggested that enrichment therapy was most effectively administered technique for human resource development...(as cited in Gautam, 2005, p.211).

**"APA discourages the use of secondary sources"**

**Not necessary to repeat to use of date of same writer and article in one paragraph.**



For ex; Sapkota (2023) opined that economic growth of Nepal was influenced by different factors like..... Sapkota also argued that .....

**In-text citations differ depending on the number of authors listed for a work, and if there is a group author.**

You only need the author's last name comma year in parentheses for one author.

(Abrams, 2018)

Connect both authors' last names with & (ampersand) comma and the year for two author.

(Wegener & Petty, 1994)

If there are 3 or more authors use et al., which means "and others," comma and the year.

(Harris et al., 2018)

**First time with an abbreviation:**

(Centers for Disease Control and Prevention [CDC], 2019)

Then all subsequent citations: (CDC, 2019)

**More than one source in single citation**

Separate the sources with a semi-colon.

- **If the sources are by the same author within same year, designate them with an a, b, etc. and separate with a comma.**
- Examples:
  - In two studies (Adhikari et al., 1998; Pokhrel, 2001) of the long-term effects of speech therapy, researchers concluded that....
  - Several studies (Sharma & Basnet, 2005a, 2005b; Acharya, 2003a, 2003b) suggest that....(from the APA Manual, 7<sup>th</sup> ed.)

**Citation for article written by more than two authors**

Sapkota et al. (2023) analyzed that there is short-run relationship between.....

**Citation for article written by two authors**

Sapkota and Sharma (2023) emphasized that .....

Or

There is strong contingent effect of exchange rate on trade deficit of Nepal (Sapkota & Sharma, 2023)

From web site:

Wikipedia

Title of entry. (Year article was edited, Month Day). In *Wikipedia*. URL

Veterinary medicine. (2019, December 22).

In *Wikipedia*. [https://en.wikipedia.org/w/index.php?title=Veterinary\\_medicine&oldid=931891450](https://en.wikipedia.org/w/index.php?title=Veterinary_medicine&oldid=931891450)

In-Text Paraphrase	("Title of Entry," Year) Example: ("Veterinary Medicine," 2019)
In-Text Quote	("Title of Entry," Year, Section Name section, para. Paragraph Number) Example: ("Veterinary Medicine," n.d., Paraveterinary Workers section, para. 1) Note: When used in an in-text citation, the title of the entry should be in quotation marks, with each word starting with a capital letter.

#### Government Document From a Website

Name of Government Department, Agency or Committee. (Year of Publication, Month Day). *Title of document: Subtitle if given* (edition if given and is not first edition). Publisher if different from author. URL

Example	Ontario Ministry of Children and Youth Services. (2010, April 27). <i>Your preschool child's speech and language development</i> . <a href="http://www.children.gov.on.ca/htdocs/English/topics/earlychildhood/speechlanguage/brochure_preschool.aspx">http://www.children.gov.on.ca/htdocs/English/topics/earlychildhood/speechlanguage/brochure_preschool.aspx</a>
In-Text Paraphrase	(Name of Government Department, Agency or Committee, Year) Example: (Ontario Ministry of Children and Youth Services, 2010)
In-Text Quote	(Name of Government Department, Agency or Committee, Year, Section Name section, para. Paragraph Number if more than one paragraph in section) (Ontario Ministry of Children and Youth Services, 2010, By Age Five section, para. 4) <b>Note:</b> When there are no visible page numbers or paragraph numbers, you may cite the section heading and the number of the paragraph to identify where your quote came from

For

Further details: <https://columbiacollege-ca.libguides.com/apa/websites>

# Sample analysis of variance (ANOVA) table

Table 1

*Means, Standard Deviations, and One-Way Analyses of Variance in Psychological and Social Resources and Cognitive Appraisals*

Measure	Urban		Rural		$F(1, 294)$	$\eta^2$
	$M$	$SD$	$M$	$SD$		
Self-esteem	2.91	0.49	3.35	0.35	68.87***	.19
Social support	4.22	1.50	5.56	1.20	62.60***	.17
Cognitive appraisals						
Threat	2.78	0.87	1.99	0.88	56.35***	.20
Challenge	2.48	0.88	2.83	1.20	7.87***	.03
Self-efficacy	2.65	0.79	3.53	0.92	56.35***	.16

\*\*\*  $p < .001$ .

# Sample factor analysis table

Table 1

*Results From a Factor Analysis of the Parental Care and Tenderness (PCAT) Questionnaire*

PCAT item	Factor loading		
	1	2	3
Factor 1: Tenderness—Positive			
20. You make a baby laugh over and over again by making silly faces.	<b>.86</b>	.04	.01
22. A child blows you kisses to say goodbye.	<b>.85</b>	-.02	-.01
16. A newborn baby curls its hand around your finger.	<b>.84</b>	-.06	.00
19. You watch as a toddler takes their first step and tumbles gently back down.	<b>.77</b>	.05	-.07
25. You see a father tossing his giggling baby up into the air as a game.	<b>.70</b>	.10	-.03
Factor 2: Liking			
5. I think that kids are annoying (R)	-.01	<b>.95</b>	.06

# Sample results of several $t$ tests table

Table 2

*Results of Curve-Fitting Analysis Examining the Time Course of Fixations to the Target*

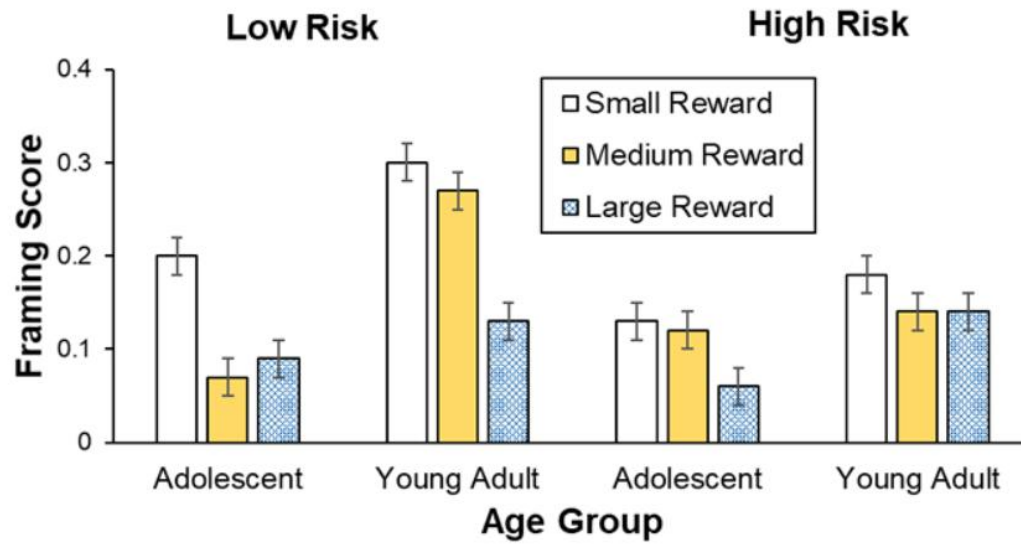
Logistic parameter	9-year-olds		16-year-olds		$t(40)$	$p$	Cohen's $d$
	$M$	$SD$	$M$	$SD$			
Maximum asymptote, proportion	.843	.135	.877	.082	0.951	.347	0.302
Crossover, in ms	759	87	694	42	2.877	.006	0.840
Slope, as change in proportion per ms	.001	.0002	.002	.0002	2.635	.012	2.078

*Note.* For each subject, the logistic function was fit to target fixations separately. The maximum asymptote is the asymptotic degree of looking at the end of the time course of fixations. The

# Sample bar graph

Figure 1

*Framing Scores for Different Reward Sizes*



*Note.* Framing scores of adolescents and young adults are shown for low and high risks and for small, medium, and large rewards (error bars show standard errors).