

GENERAL GUIDELINES ON THESIS FORMAT, APPEARANCE AND ORGANIZATION

1. Format & Appearance

1.1 Language: Thesis may be written in English or Urdu. Abstract must be both in English and Urdu.

1.2 Paper size: Final copy of the Thesis must be printed on International Standard A4 size paper (8.27" x 11.69")

1.3 Paper type: Paper should be white, easy to read and reproduce (atleast 75 g).

1.4 Page spacing: Should be printed on one side of paper (not back to back)

1.5 Line Spacing: The text should be in one-and-a-half (1.5) line spacing in English and single space in Urdu.

1.6 Margins: At least 3.5cm on the binding edge, 1.5cm on the opposite edge and 2cm each at the top and bottom.

1.7 Font size

1.7.1 For main text: 12 (Font size of 10 may be used for references, appendixes, charts, drawing, graphs, captions, footnotes, examples and table).

1.7.2 For Heading: Level 1: **16 bold**, level 2: **14 bold**, level 3: **12 bold**

1.8 Font type: Times New Roman (Jameel Noori Nastaleeq for Urdu)

1.9 Page Numbering:

1.9.1 Page numbers not required on Title page, Approval sheet, Declaration, Acknowledgment and Dedication page.

1.9.2 Preliminary pages (Table of Contents, List of Tables, List of Figures etc) should be numbered in lower case Roman numerals (i, ii, iii, etc.). The first numbered page (i) must be the Table of Contents.

1.9.3 Main body of the thesis must be numbered consecutively in the bottom center of the page, no less than 15 mm from the edge of

the page. This include pages containing illustrations, tables, bibliography, and appendixes

1.10 Submission of finally approved copies :

- **MS/MPhil Thesis:** Three copies are required to be submitted to COE. All the copies must have black hard binding with golden lettering on the front and the spine.
- **PhD Thesis:** Four copies are required to be submitted to COE. All the copies must have maroon hard binding with golden lettering on the front and the spine.

1.11 Length of Thesis: To be decided by the concerned faculty.


2. **Organization of thesis**

- 2.1 Preliminary Part
- 2.2 Main Text
- 2.3 End Matter

2.1 Preliminary Part pages

- 2.1.1 Title page
- 2.1.2 Approval Sheet
- 2.1.3 Declaration
- 2.1.4 Acceptance Certificate
- 2.1.5 Acknowledgement
- 2.1.6 Dedication Page
- 2.1.7 Contents
- 2.1.8 List of Tables
- 2.1.9 List of Figures/ Illustrations
- 2.1.10 List of Abbreviation
- 2.1.11 Abstract

2.2 Main Text Chapters

- 2.2.1 Introduction
 - 2.2.2 Review of the Literature
 - 2.2.3 Methods /Research Methodology/ Design
 - 2.2.4 Results/ Findings and discussion
 - 2.2.5 Conclusions
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- main text chapters/title may vary as decided by respective faculty

2.3 End Matter

- 2.3.1 Bibliography/References (As per APA 6th edition)
- 2.3.2 Glossary
- 2.3.3 Appendixes