

**Guidelines for Proposal/Synopsis
&
Thesis Preparation**

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Guidelines for Proposal/Synopsis and Thesis Preparation

ISBN

Foreword

The research work at universities helps and guides the students for preparation of uniform thesis for the award of respective degree. The intention of these guidelines is to provide a technical framework for the preparation of thesis. If the thesis is not presented in the required format, it will not be accepted, nor will the degree be conferred until all the required specifications have been met. This guide will serve as uniformity tool to develop thesis throughout the university. Such uniformity helps to boost-up the image of institution and will also serve as standard to write a thesis for all departments of the university. Thus, it becomes responsibility of the supervisors to ensure that none of the thesis should be submitted for evaluation until all the given guidelines are followed strictly which will help to protect them and research scholars from discomfort of not complying with the guidelines.

Our quality measures are to ensure perfection in university and better tomorrow for the nation at large.

Professor Dr. Saleem Tariq Khan
Vice Chancellor

Preface

The idea of developing this document was provoked when I came across few Theses of research students from various departments. There was no consistency of format between these theses even between the students from the same department. The purpose of this guide is to help the research students (MS., MPhil. and PhD. in completing a better quality dissertation/thesis in a uniform format throughout the university. I have tried to cover maximum possible aspects of thesis writing in this guide. Candidates are advised to acquaint themselves with the recommendations of this guide in the early stages of preparation, even though some of the recommendations apply only to the final stages. The Guide is also provided for the information of supervisors whose responsibilities include ensuring that candidates follow its recommendations. I expect that following these guidelines will ensure uniformity in theses, produced throughout the university which will ultimately boost the image of institution as quality education provider.

Professor Dr. Mahmood Ahmad
Director,
Advanced Studies and Research Board,
the Islamia University of Bahawalpur

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Urdu Part

Guidelines for the Urdu, Arabic, Islamiyat, Saraiki and Persian

CHAPTER 1

THESIS WRITING OVERVIEW

1.1 Definition of a Thesis

Thesis in this guidebook refers to a documented report of the process followed by and the results of original research conducted by the students to fulfill the requirements for M.S., M.Phil. or Ph.D. degree. The thesis should be presented in a manner that will reflect credit on the student, the faculty, and the university.

1.2 Organization of the Thesis

A thesis is made up of three main parts namely preliminary pages, text and references.

Preface

Text

References

Appendices

1.3 Preface

1.3.1 Declaration

1.3.1(a) Student's Declaration

This page should contain declaration by the student on originality of the thesis and it shall be signed by the student.

Example

I, Student's Full Name and Father Name M.Phil./Ph.D. Scholar of Department's Name, the Islamia University of Bahawalpur, hereby declare that the research work entitled "Title of Thesis" is done by me. I also certify that nothing has been incorporated in this research work without acknowledgement and that to the best of my knowledge and belief it does not contain any material previously published or written by any other person or any material previously submitted for a degree in any university where due reference is not made in the text.

Student's Full Name, Father Name and Signature

1.3.1(b) Supervisor's Declaration

A thesis is to be submitted for the purpose of examination. It must obtain prior declaration by the supervisor on standard and quality of thesis.

Example

It is hereby certified that work presented by Student's Full Name in the thesis titled "Title of Thesis" is based on the results of research study conducted by candidate under my supervision. No portion of this work has been formerly been offered for higher degree in this university or any other institute of learning and to best of the author's knowledge, no material has been used in this thesis which is not his own work, except where due acknowledgement has been made. He has fulfilled all the requirements and is qualified to submit this thesis in partial fulfillment for the degree of Master of Philosophy (M.Phil., Ph.D. in the Field) in the Faculty (Name), the Islamia University of Bahawalpur.

Supervisor's Full Name (with prefix i.e. Dr., Professor etc)

Supervisor

Supervisor's Designation in the University and Faculty Name

the Islamia University of Bahawalpur

1.3.1(c) Certificate (for final hardbound submission)

A certificate is required to be attached with the final submission duly signed by candidate, all the examiners (external and internal), supervisor, chairman of the department and dean of the faculty. This page certifies that the candidate has fulfilled all the requirements for the award of degree (M.S., M.Phil. or Ph.D) including open defense and/or viva voce.

Example

Certificate

It is hereby certified that work presented by Student's Full Name and Father Name in the thesis titled "**Title of Thesis**" has been successfully presented/ defended and is accepted in its present form as satisfying the requirement for the degree of Master of Philosophy/Doctor of Philosophy in the (Field's Name) in the Department and Faculty the Islamia University of Bahawalpur.

Candidate's Name and Signature	_____
Supervisor	_____
(_____)	
External Examiner	_____
(_____)	
External Examiner	_____
(_____)	
Chairman	_____
Department Name	_____
Dean	_____
Faculty Name	_____
Date:	_____

1.3.2 Dedication Page (optional)

The dedication must be brief, not more than one paragraph, and must not contain any number, chart or photograph.

1.3.3 Acknowledgement (optional)

The student may acknowledge the assistance of various individuals or organizations in successfully producing the thesis. This should be written in one page.

1.4 Table of Contents

The table of contents must start on a new page. It should list all sections, chapters and sub-headings up to level 4. The titles must be written using the same words as those written in the text. It should list major divisions and subdivisions as these appear in thesis.

Heading, ‘Table of Contents’ is typed one line space in the centered capitals at top of page and without terminal punctuations. The body of table of contents then follows 1.5 space below. Spacing depends on table. Generally, use a 1.5 line space between major headings and major and sub-headings; use a single line space between sub-headings in the same order. Major headings are in capital or in title format. Major headings begin at left margin; and second order sub-headings two more spaces. All the words in sub-headings are in title format except articles, prepositions, punctuations except in case where any of letters is first in the title.

Example

Table of Contents

Contents		Page No.
Table of Contents		
List of Tables		
List of Figures		
List of Abbreviations		
Certificate		
Acknowledgements		
Declaration of Originality		
Abstract		
Abstract (Urdu)		
Chapter No. 1		
Introduction		
1.1		
1.2		
1.2.1		
1.2.2		
1.3		
1.4		
1.5		

1.5 List of Tables

This page should list all the tables found in the thesis. The page number of the table must also be included. The table numbers should be arranged according to the chapter numbers.

The position of heading, list of tables is same as for the table of contents, with column heading & page in same position. The tables should be numbered as second level with chapter number i.e. “Table 4.1”; here “4” indicates the number of chapter and “1” indicates the number of table so 4.1 means first table of chapter 4 (the results chapter). These are typed at the left margin and aligned vertically by the period marks following each number.

Example

Table No.	Title of Tables	Page No.
4.1		
4.2		
4.3		
4.4		
4.5		
4.6		

1.6 List of Figures

Diagrams, photographs, drawings, graphs, charts and maps are included as figures. The list should be written similar as the List of Tables.

The list of figures appears on a separate page and in the same general form as the list of tables. No distinction is made among drawings, figures, or

photographs. These should all be designated as figures and numbered consecutively and should be numbered as defined for the tables.

Note: For list of figures, same format applies as mentioned above for list of tables

1.7 List of Symbols/Abbreviations/Notations/ Terminologies

All symbols or abbreviations or notations or terminologies found in the text should be listed on this page. They are listed in the following order:

- Roman letters - alphabetical order
- Greek letters - alphabetical order
- Superscripts - alphabetical order
- Subscripts - alphabetical order

1.8 List of Appendices

All appendices should be listed on this page.

1.9 Text

The construction of main body of a thesis is the joint responsibility of student and his/her Supervisor/Advisory Committee. It should be appropriate to the character of work to be reported.

A thesis must be divided into chapters. A title must be given and it should reflect its content. A new chapter must begin on a new page. A chapter must be divided into sections. These sections must be given appropriate titles and numbers. Texts must be written in paragraphs. Long paragraphs should be avoided. Each paragraph must describe an issue or subject. There must be continuity between paragraphs.

The text should contain:

1.9.1 Abstract

The abstract should be brief, written in one paragraph and should not exceed 700 words. An abstract is different from proposal/synopsis or summary of a thesis. It should state;

- The field of study,
- Problem definition,
- Methodology adopted,
- Research process,
- Results obtained and
- Conclusion

of the research. The abstract shall be written using 1.5 spacing.

The abstract must be in both, Urdu and English.

1.9.2 Introduction

Set the scene and problem statement. Introduce structure of thesis. This is more extended and elaborative version of introduction as presented in the proposal/synopsis. It is reemphasized that this chapter must contain statement(s) on the general subject, the orientation, setting, and foundation, on which the present investigations were made, but it is not and should not be made a general literature review.

The objectives of study must be described. The purpose of introduction is to provide an overview of the problem. It should contain a statement of the problem investigated so that the readers could proceed with the nature and purpose of thesis in mind. It should briefly outline the scope, aims and general characters of research.

There is a tendency to use “Introduction” as second window for “Review of Literature” with the incorporation of several citations. This is a duplication of the scope and purpose of a subsequent section, the “Review of Literature”. It is, therefore, desirable that “Introduction” should be kept confined to a general account which has led one to embark on a particular project:

- An introduction and background on the study or research;
- A detailed description of the study or research which include theories, models, materials and methods used applied to accomplish the project;
- The data collection and analysis techniques.
- The main results and discussions; and
- The conclusions and significance of the findings.

1.9.3 Review of Literature

The “Review of Literature” should begin with a few references by way of introduction, rest or bulk should only include citations pertinent to the investigations. A “Review of Literature” is thus a documentation of the related work done by others, its merits and limitations, i.e. critical analysis of reported research on the problem or topic under review. The review may be placed under sub-headings for clarity and more critical analysis. In principle, the review of literature should provide an account of research work done by others on the related topics. Implicitly, it has to be a critique of the previous research results.

While it is not the intention to discourage students from presenting all the information he/she likes to include in a “Review”, it is necessary at the same time, that a judicious care is taken by his teacher while editing, to retain only those references which are pertinent to the subject of thesis. The students are advised to be exact and concrete in preparing a critique of results of research done in the past. The following steps are usually involved in the preparation

of review:

- Before a student starts working on a thesis, he/she should consult his teacher about the need and scope of “Review” as well as digestion of reviewed information in the “Discussion” so as to eliminate diffused and unnecessary literature on various aspects of an extensive field.
- The students may do full exercise at the first typing stage taking note of English Usage and Grammar and get it vetted by his/her Supervisor/Supervisory Committee to bring it within the logical presentation of the information which is pertinent to his/her subject.

These stages of work will allow a student to have mental satisfaction of presenting everything that he/she thought was necessary and by the end will be trained for scientific presentation of facts.

Overall, the Review of Literature should be a complete and orderly development of status of knowledge in the area bearing of work. It should be divided into subsections as appropriate for the particular situation. The sub-sections dealing with different aspects of work should be arranged as nearly as possible in the same order as the items are considered in later divisions. The on-line search facility and computer search services are very helpful for review of literature. To improve the database, a researcher should become familiar with:

- i. The contents of database, particularly list of publications and rationale for included items.
- ii. The methods of obtaining documents and other materials uncovered by the search.
- iii. The structure and contents of system dictionary of key words or descriptors.
- iv. The method of constructing search instructions using key words and logical operators.

- v. The likely number of items to be obtained by a search request, sometimes provided by documentation.

The last part of literature review should be conceptual frame work of the project in graphical form, followed by its explanation in text.

1.9.4 Materials and Methods/Experimental

In some cases, the word “Materials” is not applicable. In such cases this chapter may be named “Methodology”. This section usually explains various aspects of what materials were used and how the work was done. The soundness of research has its foundation on the methods followed by the investigator. The validity of his/her technique and logic of interpretation need to be clearly stated and must be acceptable.

To understand and evaluate a thesis, readers would like to know exactly how the study was carried out. If the author does not supply complete information in this chapter, no credence can be placed on the research results and conclusions. It is also essential that the material selected and the basis of selection, if drawn from literature, be clearly described along with other relevant information on the subject.

If a student does not attend to his work personally, he/she will always remain shy and indifferent to the use of research, analytical procedures, statistical methods and their presentation. The make and models of scientific equipment used may be mentioned which will help to validate the health of findings.

1.9.5 Results and Discussion

Some workers name this chapter as simply “Results” and then “Discussion” separately. This is the main and an important part of the manuscript containing description of experimental observations. Representative data, therefore, should appear in a clear, concise, and logical form. The emphasis should be on precise description of the phenomenon observed as well as collection of data.

A very common error to be avoided, when no number is involved, the word percent should be used instead of percentage, e.g. “it was expressed as a percentage of the total; it was 10 percent or 10 % of the total but not to be expressed as percent of the total.

(i) The Handling of Tables and Figures

All the tables, figures, graphs etc. must be transcribed in text. All the tables and figures are faced in the same manner as the written text unless dimensional considerations require the presentation along length of page. In this case, these should be read properly when the page is rotated 90 degrees clockwise.

Figures larger than the normal page size usually may be reduced photographically. If reduction is not feasible, the material may be folded. When folded, the sheet should be approximately, but no larger than 8.25 inch by 10.75 inches with a 1-inch left margin for binding remaining free of folds. Because of special requirements of the microfilm service, this arrangement is not recommended for the Ph.D. thesis. The number and title of figure are placed 1.5 line spaces below the figure.

(ii) Discussion

If results are given in one section and the discussion in another, then title “Discussion” may be given. If both the “Results and Discussion” are presented combined, then separate title “Discussion” must be avoided. In this section, the writer may answer the questions “So what?” as he/she interprets his/her data in relation to the original objectives. He clarifies the meanings and implications of various results and may indicate possible future developments. The reasoning done must be accurate and in accordance with a recognized method of logic. It is emphasized again that “Review of Literature” and “Discussion” parts of a thesis, are intimately related, the former reflected entirely in the subsequent account. Majority of references cited in the literature review chapter should be included in discussion to interlink available literature with findings of the study. Additional references may also be included if necessary to further elaborate the phenomena under discussion.

1.9.6 Conclusion and Recommendations

The conclusion part of the thesis should mainly focus on:

- Make generalization or scope of thesis based on the objectives of study and discussion of results.
- Look at the implications of findings for practice, accepted theoretical models/paradigms and indicate overall importance of research to field.
- Come-up with important recommendation for practice, policy and future research.

1.9.7 References

It is important that the students should go to the primary sources of information and an effort always be made to obtain the information from original articles published in a journal or a reprint obtained from the author. The tendency to cite the literature from abstracting journals is neither enough nor in scientific spirit. In only unavoidable circumstances, the secondary source of information may be utilized or when the original article is in a language other than English. Secondary reference(s) should be written in parenthesis after quoting primary reference without main heading. The references of websites should be kept at minimal level and should not exceed 5% of the total cited references.

Following points should be kept in mind while enlisting references:

- i. References should be arranged alphabetically according to author and then according to the year.
- ii. A complete reference includes author(s), year of publication, complete title of the paper, and reference to journal.
- iii. The number of issue of the volume of a journal may not be given, unless paging of each number starts from 1 or issue number may be

given in all the references consistently.

- iv. In case of book, name of the author(s), year of publication, title, edition and complete address of the publisher must be given and should not be underlined.
- v. Names of journals and number of their volumes should not be underlined and the journal name should be italic.
- vi. The words 'Idem' and 'Ibid' may be avoided in citing references.
- vii. The word 'References' may be used in preference to 'Literature Cited'.
- viii. The title must appear exactly as it does on the first page of article or title page of the book.
- ix. For titles of scientific papers, only first letter of the first word is capitalized (exceptions are proper names, scientific names or certain other words which are capitalized always).
- x. The family name of the first or sole author precedes the initials or given names. The names of co-author(s) follow in normal order and are separated by comma.
- xi. When reference is the proceedings of a symposium etc. and the author to be cited is the editor, it may be indicated as such in parenthesis.
- xii. References except of publication by Government department or other Organizations, for which no author is known, may be listed as Anonymous.
- xiii. In case of publications of organizations, learned societies or Government department, name of the organization, Government department, Ministry or Division be given in place of author, if no author is indicated in the publication.

- xiv. Work of authors, whether individual or joint should be discussed under different topics or headings in the review, i.e. integration and analytical treatment.
- xv. There are many systems of writing References in vogue in various science journals. With this end in view, a model list is given to be followed for uniformity in the Thesis preparation.

Format of Listing References

i. Journal Article

Ghafoor, A. and Salam, A. (1993) Efficiency of Ca concentration in irrigation water for reclamation of a saline-sodic soil. *Pakistan J. Agric. Sci.* 30:77-82.

Kelly, J.D., Stavely, J.R. and Miklas, P.N. (1996) Proposed symbols for rust resistance genes. *Annu. Rep. Bean Improv. Coop.* 39:25-31.

ii. Article in Serial Publication

Brown, P.D. and Morra, M.J. (1997) Control of soil-home plant pests using glucosinolate-containing plants. *Adv. Agron.* 61:167-231.

Edwards, A.C. and Cresser, M.S. (1992) Freezing and its effect on chemical and biological properties of the soil. *Adv. Soil Sci.* 18:59-79.

iii. Article not in English with English Abstract

Title translated into English

Rosolem, C.A., Silverio J.C.O. and Primaves, O. (1982) Foliar fertilization of soybean: II. Effects of NPK and micronutrients. (In Portuguese, with English abstract.) *Pesq. Agropec. Bras.* 17:1559-1562.

Title in original language

Rosolem, C.A., Silverio, J.C.O. and Primaves, O. (1982) Adubacao foliar de

soja: II. Efeitos de NPK e micronutrients. (In Portuguese, with English abstract.) *Pesq.Agropec.Bras.* 17:1559-1562.

iv . Without English Abstract (Translated title)

Vigerust, E. and Selmer-Olsen, A.R. (1981) Uptake of heavy metals by some plants from sewage sludge. (In Norwegian) *Fast Avfall.* 2:26-29.

v. Magazine Article

Anonymous. (1984) Computer programmes from your radio? *Agri. Marketing.* 22(6):66.

Mulvaney.D.L., and Paul, L. (1984) Rotating crops and tillage. *Crops Soils.* 36:18-19.

vi. Article with Known Errata Follow-up

Baker, J.M., Spaans, E.J.A. and Reec, C.F. (1996) Conductimetric measurement of concentration: Theoretical basis and its verification. *Agron. J.* 88:675-682 [errata: 88(6):vii].

vii. Books (including bulletins, reports, multi volume works, series)

Brown, J. (1966) Soils of the Okpilak River region, Alaska. CRREL Res. Rep. 188. U.S. Army Cold Reg. Res. Eng. Lab, Hanover, NH, USA.

Bernard, R.L., Juvik, G.A., Hartwig E.E. and Edwards, C.J. (1988) Origins and pedigrees of public soybean varieties in the United States and Canada. USDA Tech. Bull. 1746.

viii. Book Equivalent: Numbered Bulletin, Report or Special Publication

California Certified Organic Farmers. (1995) California Certified Organic Farmers certification handbook. CCOF, Santa Cruz, CA, USA.

Schneider, A.A. (ed.). (1997) Sunflower technology and production.

Agron.Monogr. 35. ASA, CSSA and SSSA, Madison, WI, USA.

ix. Conference, Symposium or Workshop Proceedings and Transactions

Ghafoor, A., Qadir, M. and Murtaza, G. (1997) Potential for reusing low quality drainage water for soil amelioration and crop production. p. 411-420. *In: A. Tariq and M. Latif (eds.) Proc. Int. Symp. Water for the 21st Century: Demand, Supply, Development and Socio-Environmental Issues. 17-19 June 1997, Lahore, Pakistan.*

x. Chapter in a Book

Achom, P.P. and Balay, H.L. (1985) Developments in potassium fertilizer technology. p. 49-66. *In R.D. Munson (ed.) Potassium in agriculture. ASA, Madison, WI, USA.*

xi. Chapter in a Proceeding Volume

Cagirgan, M.I. and Token, C. (1996) Path-coefficient analysis for grain yield and related characters under semiarid conditions in barley. p. 607-609. *In A. Slinkard et al. (eds.) Proc. 5 Int. Barley Genet. Symp., Vol. 2. Univ. Saskatchewan Ext. Press, Saskatoon, SK, Canada.*

xii. Dissertation or Thesis

Endres, C. (1986) Influence of production practices on yield and morphology of *Amthus cruentusaran* and *Amaranthus hypochondriacus*. M.S. thesis, Dept. Agron., Univ. Arkansas, Fayetteville, AR, USA.

Kirkegaard, J.A. (1990) Effect of compaction on the growth of pigeon pea on clay soils. Ph.D. diss., Dept. Soil Sci., Univ. Queensland, St Lucia, Australia.

xiii. Abstracts

Cite abstracts only until a more formal publication becomes available

Caldwell, B.A. (1997) Fatty acid esterase activity in forest soils and ectomycorrhizal mat communities. p. 223. *Agron. Abstr.* 1997. ASA, Madison, WI, USA.

Krishnamurthi, G.S.R. and Huang, P.M. (1991) The role of Al in Fe(II) transformation. p. 96. *In* Abstracts, Annual Meeting, Clay Minerals Soc., Houston, TX. 5-10 Oct. 1991. Clay Miner. Soc., Houston, TX, USA.

xiv. Software and Software Documentation

Abacus Concepts. (1991) Super ANOVA users guide. Release 1.11. Abacus Concepts, Berkeley, CA, USA.

Note: If candidate wants to use and cite multiple article/document of the same author, published in the same year, must be identified as individual by mentioning a, b within the brackets of year both in citation in text and in the list of references i.e.,

Gray, A., Goodman, B., Puente, J. M. T. & Mintzes, B. (2005a) Using unbiased prescribing information. *Understanding and responding to Pharmaceutical Promotion: A Practical Guide*. First ed. Geneva World Health Organization/Health Action International, 145-152.

Gray, A., Hoffman, J. & Mansfield, P. R. (2005b) Pharmaceutical sales representatives. *Understanding and responding to Pharmaceutical Promotion: A Practical Guide*. First ed. Geneva World Health Organization/Health Action International, 61-80.

1.10 Citation in the Text

Citation is a means of formally recognizing within the text, the resources from which the information or idea were obtained. The purpose is to acknowledge the work of others, to demonstrate the body of knowledge in which the work is based on and to lead others.

1.11 Quotations in the Text

A quotation must be written in a separate paragraph, should be italic and given in inverted comma. If the quotation is in a different language, it must be written in italic.

“Education is the most powerful weapon which you can use to change the World”

--- Nelson Mandela

1.12 Tables in the Text

All tables must be numbered numerically. A caption should be positioned at the top of table. If the caption is written in a single line, it should be centered. If the caption is written more than one line, it should be align to the left. Tables must be numbered with respect to the chapter.

Table 3.0 Demographic details of study participants

Chapter number	Variables	Table number	Frequency	Percentage
Gender	Male			
	Female			
	Total*			
Age	xx.xx (mean)		±xx.xx (SD)	
City	Lahore			
	Karachi			
	Peshawar			
	Quetta			
	Total			

Note: * Calculations are based on observed values, missing values were excluded from analysis.

1.13 Figures in the Text

Illustrations such as maps, charts, graphs, drawings, diagrams, and photographs are referred as figures. All figures must be clear and of high quality. Figures must be numbered as defined above. A caption should be located at the bottom of the figure. If the caption is written in a single line, it should be centered. If the caption is written in more than one line, it should be aligned to the left. Figures are numbered with respect to the chapter. A figure should be positioned after it has being cited for the first time in the text. All figures in the chapter can also be grouped together and positioned at an appropriate location. All figures must be listed in the List of Figures page. Illustrations in the form of CD's, slides, and others should be placed in specially made pockets glued to the inner side of the back cover. Oversized illustrations in the form of plans, maps, charts, graphs,

and others should be reduced to fit a single page unless the oversized materials are absolutely necessary for clarity and understanding. For illustrations other than above, please refer to the following guidelines;

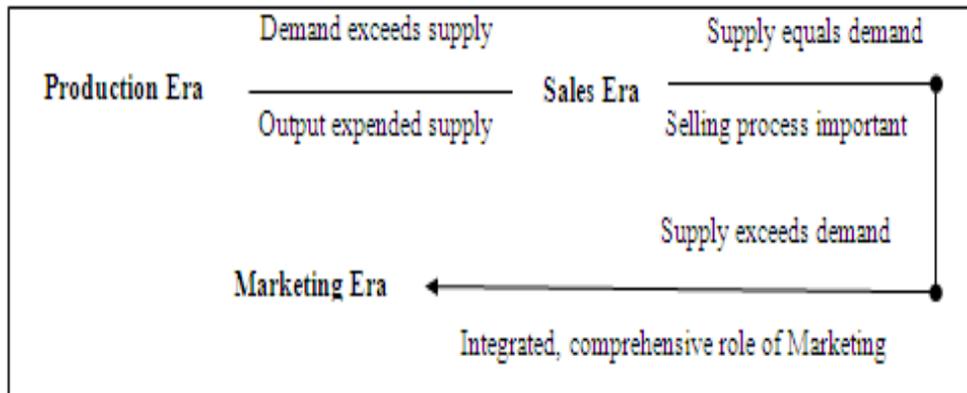


Figure 2.10 Flow of marketing evolution: the graphical presentation of marketing evolution; priorities and challenges at different evolutionary stages

Chapter number

Figure number

(i) Photographs

Photographs should be digitally embedded in the text unless absolutely impossible.

(ii) Newspaper cuttings or similar materials

Copies of newspaper cuttings or similar materials should be of high quality.

1.14 Appendix

Appendices are supplementary materials to the text. These include tables, charts, computer program listings, and others.

1.15 Bibliography

The bibliography should contain entries of all references used in the preparation of paper including all references cited in footnotes and every work relevant to the author's formulation and solution of problem.

1.16 Page Numbering

The first section of the thesis i.e. dedication, acknowledgement, declarations, list of publications, table of contents, table of tables, table of figures, table of abbreviations, abstracts etc. should be numbered in roman digits i.e. i, ii, iii, iv and so on while the main body of thesis, starting from chapter 1 should be numbered as 1, 2, 3, 4 and so on.

CHAPTER 2

WRITING PROPOSAL/SYNOPSIS FOR A M.Phil. or Ph.D. RESEARCH PROJECT

In order to encourage and expand M.Phil. or Ph.D. research, there is need to make it an active part of the academic life of IUB. As a prestigious University of Pakistan, we have to ensure that a reasonable standard of research is maintained at IUB. The University regulates through its bodies like Advanced Studies and Research Board and it is required that the research program like M.Phil. and Ph.D. should be properly planned and executed to maintain the standards.

A research proposal for M.Sc./M.Phil./Ph.D. registration should include certain basic components, in which a number of questions need to be addressed:

- Why research on the proposed topic should be undertaken and what benefits are likely to be achieved?
- What has been done previously in this or related areas?
- What are the objectives of this study and how these will be achieved?
- Are the facilities required for doing the proposed research available?

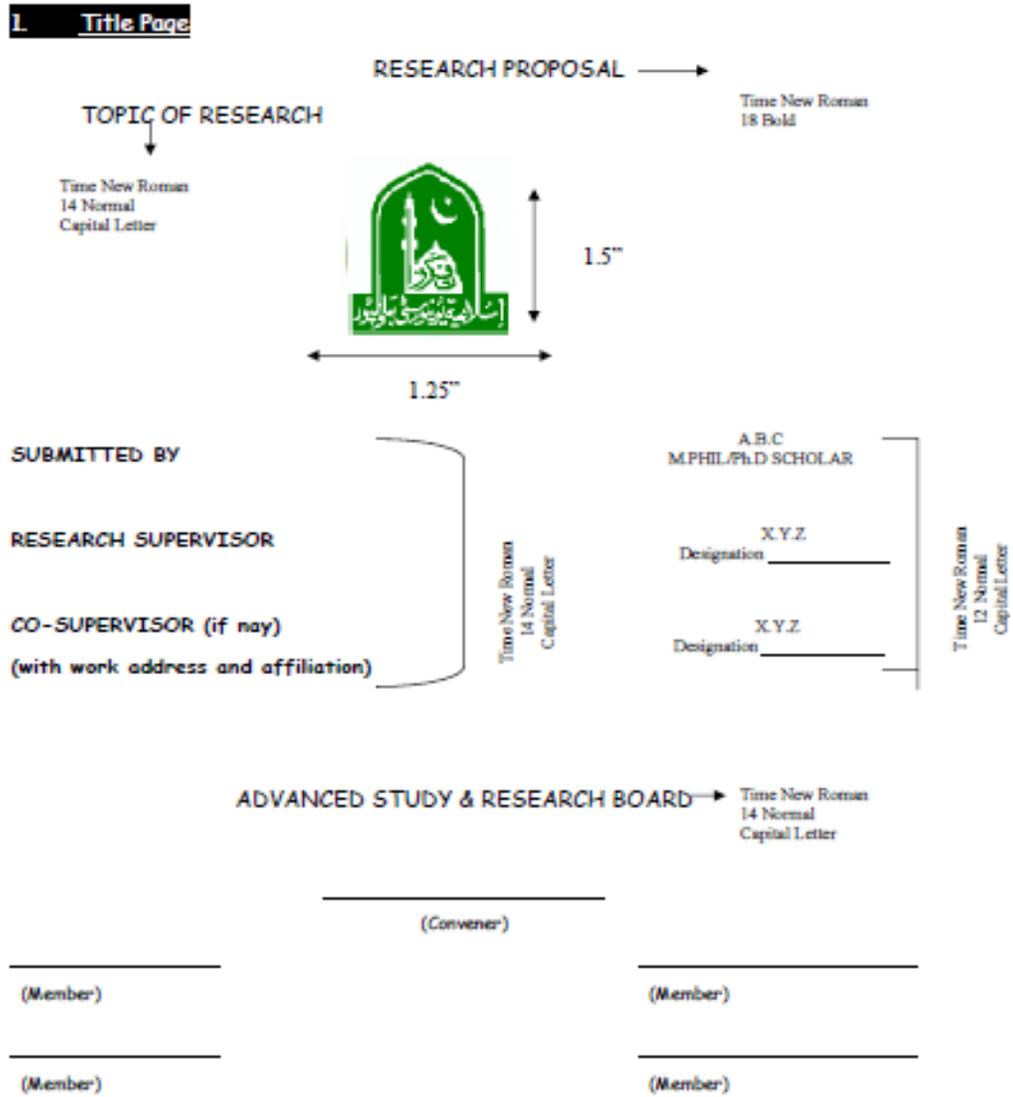
An extensive initial exercise should help in designing a sound research project, which is likely to make a significant contribution in successful completion of M.Sc./M.Phil./Ph.D. research.

1.17 Components of a Proposal/Synopsis

The following components should be provided in a proposal/synopsis of M.Phil. and Ph.D. research projects. The details may, however, vary according to the field of study.

Note: Example

1.17.1 Title Page



1.17.2 Topic

The topic for research should be selected carefully. It should be specific and about the general issues at national or international level.

1.17.3 Introduction

It should provide a brief description to explain the area of proposed research work by the researcher.

1.17.4 Review of Literature

A review of the relevant literature is another very important part of the proposal/synopsis, showing the work done previously in the area of proposed research is essential to plan further research effectively and in a proper way. The information given in the review should be supported by references.

1.17.5 Justification/Rationale and Likely Benefits

It is important to provide justification for undertaking the proposed research, perhaps in the light of previous work done. It should be possible in most cases to predict the specific and general benefits likely to be achieved as a result of completion of the proposed research.

1.17.6 Main Objectives of the Study

Broad objectives to be achieved should be clearly mentioned and these should be itemized. These objectives will indicate the major aspects of the study to be undertaken.

1.17.7 Hypothesis of Study

Hypothesis is statement which is to be tested for possible acceptance or rejection. Hypothesis are of two types i.e. Null (Ho) and

Alternative (H1). Null hypothesis is tested for possible rejection, whereas alternative hypothesis is tested for possible acceptance.

1.17.8 Significance of Study

It emphasizes on the significance/ importance of the research work/study i.e. why we selected the topic under discussion.

1.17.9 Statement of Problem

The researcher has to clearly identify the problem/issue selected for thesis.

1.17.10 Plan of Work and Methodology

A plan of work describing various aspects of study in a logical sequence along with the methodologies to be employed is the most important cruxes of any research work. It helps to demonstrate that the researcher has a fairly good idea about the nature of work likely to be involved. In case of social sciences what resource materials will be used; whether the required information will be obtained from primary or secondary sources, etc. A time schedule for various aspects of the proposed research may be provided wherever possible. Methodology includes the following:-

- **Sources of data (Primary or Secondary)**

Survey, questionnaires, interviews, focus group interviews, observation, case-studies, diaries, critical incidents, portfolios, books, journals, periodicals, abstracts, indexes, directories, research reports, conference papers, market reports, annual reports, internal records of organizations, newspapers & magazines, CD-ROMs, on-line databases, Internet, videos & broadcasts.

- **Sample size/number of observations:**

Sample size/number of observations should be normal neither too small nor too large.

- **Data collection techniques:**

Registration, Questionnaires, interviews, Direct Observations

- **Analysis of data**

Data is to be analyzed according to the requirement of topic. After collecting the data, it is to be tabulated. The total variables used are to be included in the study and then the relationship between variables will be analyzed.

1.18 Place of Work and Facilities Available

In order to complete the proposed research some specialized facilities may be required. For example in case of experimental sciences different equipment may be involved or in the case of study on a scholar, the relevant literature may be available in a foreign country. Therefore, it is important to identify the place where the research work will be undertaken and whether the resources and facilities required for doing the research are available like easy access to the external academic markets via internet.

1.19 References and Bibliography

Proposal/Synopsis should contain at the end a list of references, and a bibliography if required. These should be written on a standard pattern.

1.20 Length of a Proposal/Synopsis

It will be difficult to define an overall length for a proposal/synopsis for M.Sc./M.Phil./Ph.D. research in such varied fields of studies. Whereas it should be concise as far as possible and avoid repetitions, it should also

provide sufficient details on various aspects mentioned above to show that the search has been well understood and planned, and it is of an acceptable academic merit. The total length of a proposal/synopsis may run from 1,500 to a few thousand words.

CHAPTER 3

1.21 M.Sc./M.Phil./Ph.D. THESIS FORMATTING

All presented typescript for the degree of M.Sc./M.Phil./Ph.D. should comply with the following specifications unless permission to do otherwise is obtained from the relevant authority / body.

- **Paper size and quality for printing thesis**

The thesis/synopsis/proposal shall be typed on one side of A4 size white paper of at least 80 gram.

- **Method of production**

The text must be typewritten in acceptable type face (readable) and the original typescript (or copy of equal quality) must normally be submitted to examination branch.

- **Layout of script**

Typescript should appear on one side only, lines; at least 1.5 spaced. Footnotes, quotations, references and photographic captions may be single spaced. Where appropriate, these should contain lists giving the locations of figures and illustrations.

- **Font size**

Title Page 22

Headings level one should be bold and of 16 font size

Headings level two should be bold and of 14 font size

Headings level three should be bold and of 13 font size

Headings level four should be bold and of 12 font size

The body text of the thesis/synopsis/proposal should be non-bold and of 12 font size.

The captions of tables, pictures graphs and figures can be given in small font size but not less than 10 and in this regard consistency must be maintained throughout the document.

Footnotes font size 8

Footnotes shall be given on the same page where reference is quoted.

Unnecessary use of colored text and graphics should be avoided.

- **Type Style**

Times New Roman font style shall be used throughout the document.

- **Margins**

1½ inches (3.81cm) on the left-hand side, 1 inch (2.54cm) at the top and bottom of the page, and about 0.75 inches (1.90cm) at the outer edge. The best position for the page number is at top-center or top right ½ inch (1.27 cm) below the edge. Pages containing figures and illustration should be suitably paginated.

- **Tables, Figures, Graphs, Pictures and Equations**

The tables, figures, pictures and/or equations shall fit to the window.

The caption shall be given above the tables and important aspects i.e. *p* values, statistical test types etc. should be given in the table notes font size 8 to 10.

The caption of figures/graphs/pictures/equations should be below and the explanation note should be given at one line space in non-bold font of size 8 to 10.

1. Title Page

Declarations

Certificates

2. Abstract / Summary

3. Acknowledgements

4. List of abbreviations (not described in the text)

5. Contents

6. List of Tables (where applicable)

7. List of Figures (where applicable)

8. Introduction (including literature review)

a) Introduction

It should provide a brief description to introduce the area of proposed research work.

b) Review of Literature

A review of the relevant literature showing the work done previously in the area of proposed research is essential to plan further research effectively. The information given in the review should be supported by references.

9. Main Objectives

10. Hypothesis of Study

11. Significance of Study

12. Statement of Problem

13. Material and Methods

14. Results

May comprised of one chapter or a number of chapters depending upon the subject matter/ requirements

15. Discussion (including Conclusion/s, Recommendation/s where applicable)

16. References / Bibliography / Literature Cited

17. Appendices (where applicable)

18. Any other information specific to the respective discipline

1.22 Length of Thesis

The maximum word limit for thesis is as follows

M.S./M.Sc.

40000 words (excluding references, tables, captions and appendices)

M. Phil.

50000 words (excluding references, tables, captions and appendices)

Ph. D.

80000 words (excluding references, tables, captions and appendices)

1.23 Published Work

Published work from the Thesis to be included as appendix (Reprints/ proof / preprint).

1.24 Binding

All final thesis and published work presented for higher degrees must be bound in a permanent form or in a temporary (hard binding will be provided after defense of the thesis); where printed pamphlets or off-prints are submitted in support of a thesis, they must be bound in with the thesis, or bound in such manner as binderies may advise. Front cover should give title of the thesis, name of candidate and name of the Institute/ Department/ Centre/ College through which submitted, in the same order from top to bottom. The lettering may be in bold face and properly spaced. Their sizes should be:

title 24 pt.,

name of the candidate 18 pt.

and name of the department/ institute/ centre/ college 18 pt.

1.25 Color of Binding

The colors of bindings (both submission for examination and final hardbound submission) for different degrees are as follows:

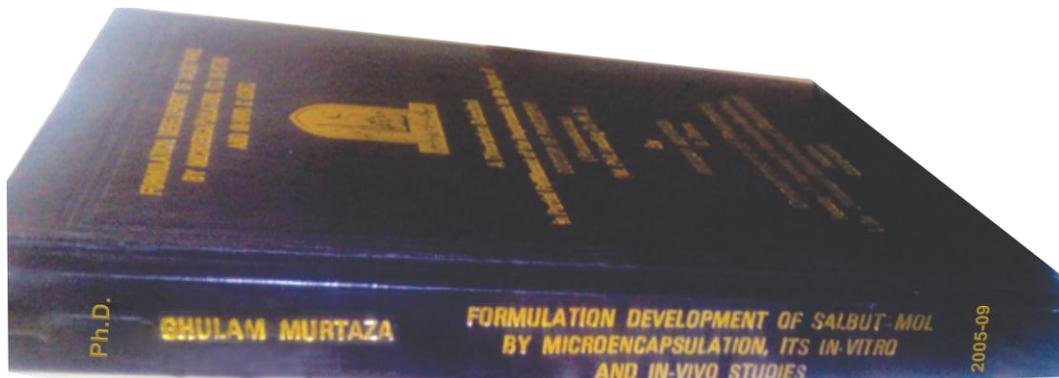
PhD.	Maroon	
MPhil.	Green	
MSc.	Black	

Spine of the thesis should show "Ph.D. thesis" on top across the width of spine, name of the candidate in the middle and the year of submission across the width at the bottom.

Color of Writing

For M.Sc. & M. Phil. (Silver)

For Ph.D. (Golden)



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