

Thesis Guidelines Handbook



For

MS/PhD (Mgt.) Program

Sukkur IBA University

Guidelines for MS/PhD Thesis

Please read the guidelines carefully to avoid wastage of time and other resources involved in revision of the thesis.

- The MS thesis should be printed on a good quality (minimum 70 grams, white, imported, offset) paper of A4 size.
- For temporary bound copies, the title/ covering page of thesis shall be white in color; however, weight of paper shall be minimum of 70 grams.
- The Top, Bottom and Right margins should be 1”, while the Left (binding side) margin should be of 1.5 inches to allow binding.
- Times New Roman script shall be used to write a thesis.
- The typeface/font size in the main body of the thesis should be 12-point. Footnotes should be 10-point.
- Items where different font size is required are mentioned separately in the samples, starting from the next page.
- Line spacing in main body of text should be 1.5. Anyhow, single line space should be used in footnotes. Long quotations should also be single spaced and indented.
- Introductory pages should be numbered in lower case Roman numerals (i, ii, iii ...). The title page is counted as page “i” but the page number is not printed.
- For the body of the thesis including text, chapter title pages, section dividing pages, illustrations, appendices, and bibliography, use Arabic numerals (1, 2, 3 ...). The numbering begins with one (1) and runs consecutively to the final page or end of the manuscript. Do not use suffixes to the Arabic numerals, such as 12a.
- All page numbers of the thesis or dissertation are placed in the center at the bottom of the page. Page numbers must be at least two single spaces below the nearest line of text. All page numbers must be in the same font and size as the text.
- Thesis shall be submitted for examination in a temporarily bound form, which is sufficiently secure to ensure that pages cannot be added or removed.
- At the time of submission for examination, a thesis must be in its final form from all aspects except the binding and incorporation of any amendment required by the examiner(s).
- The Thesis must be presented in English.
- The minimum number of words for MS Thesis must be 15,000 words.

- The minimum number of words for PhD Dissertation must be 60,000 words.
- The title of the thesis should be exactly the same, in all aspects, as approved and notified by the department. The case of the alphabets (upper/lower), effects of the text fonts (subscript, superscript, italic, etc.), special characters including punctuation, word dividers and general typographical characters (., “, &, ?, /, :, ;, etc) should be reproduced in the same manner as in the notified title.
- The Thesis submission form shall be attached duly signed by all the concerned along with Thesis’s hard copy.
- Similarity Index shall be generated by ORIC department.
- Thesis shall be submitted in soft copy by concerned Supervisor to the Coordination Office.

Thesis Title (Font 21, Regular)



By (14, Italic)

Student Name

Registration Number

MS Thesis

In

Program Name

(17, Regular)

Sukkur IBA University

(20, Regular)

Semester in which Thesis Submitted << e.g. Fall/ Spring>>, Year
YYYY <>(18, Regular)



Sukkur IBA University (16, Bold)

Thesis Title
(20, Regular)

A Thesis Presented to (14, Regular)

Sukkur IBA University (16, Regular)

In partial fulfillment
of the requirement for the degree of (14, Regular)

MS (Program Name) _____

(21, Regular)

Student Name (15, Regular)

Student Registration Number (15, Regular)

Semester & Year in which Thesis Submitted <<Fall/Spring , 2007>>

(18, Regular)

Declaration (16, Bold)

I <<Name and **registration** of the student>> hereby declare that I have produced the work presented in this thesis, during the scheduled period of study. I also declare that I have not taken any material from any source except referred to wherever due that amount of plagiarism is within acceptable range. If a violation of HEC rules on research has occurred in this thesis, I shall be liable to punishable action under the plagiarism rules of the HEC.

Date: _____
<<Date of Thesis Submission>>

Signature of the student: _____
<<Name of the Student>>
<Registration No. of the Student>>

Sample

Certificate (16, Bold)

It is certified that <<Name & Registration of the student>> has carried out all the work related to this thesis under my supervision at the Department of <<deptt name>>, Sukkur IBA University, <<campus name>> and the work fulfills the requirement for award of MS/PhD degree.

Date: _____
<<Date of Thesis Submission>>

Supervisor:

<<Supervisor name with title >>
<<Designation of the Supervisor>>

Head of Department:

<<HoD Name with Designation>>
<<Department Name>>

DEDICATION

(18, Regular)

Sample

ACKNOWLEDGEMENTS (14, Bold)

Sample

<<Student name & Registration>> **(12, Bold)**

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ABSTRACT (16, Bold)

<<Title>> (16, Regular)

Word Limit: Maximum 350 Words

Body Text: 12

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Sample

LIST OF ABBREVIATIONS (14, Bold)

α	Alpha (12, regular)
β	Beta
μg	Microgram
μl	Microliter
μm	Micrometer

Sample

Chapter 1
Introduction (17, Bold)

Sample

Chapter 2
Subjects & Methods
(17, Bold)

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Chapter 3

Results (17, Bold)

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Chapter 4
Discussion

Sample

Chapter 5

References

Sample

Qamar, R., Ayub, Q., Mohyuddin, A., Helgason, A., Mazhar, K., Mansoor, A., Zerjal, T., Tyler-Smith, C. & Mehdi, S.Q. (2002). Y-chromosomal DNA variation in Pakistan. *Am. J. Hum. Genet.* 70, 1107-1124.

1. Walls, E.V. & Crawford, D.H. (1987). In: *Lymphocytes, a practical approach*. (eds. G.G.B. Klaus), pp. 149-162. Oxford: IRL Press.
2. Mehdi S. Q, Qamar, R., Ayub, Q., Khaliq, S., Mansoor, A., Ismail, M., Hammer, M.F., Underhill, P.A. and Cavalli-Sforza, L. L. The Genetic Origins of Pakistani Populations: Evidence from Y Chromosome Markers. In “Genomic Diversity: Applications in Human Population Genetics”. SS Papiha and R Deka, eds. Plenum Press. NY., pp. 83-90 (1999).

No 1 above is a journal reference, No 2 is a book reference format and No3 is a book chapter reference format.