

## **INSTRUCTIONS FOR MS/PH.D THESIS PATTERN/FORMAT**

All theses (MS or Ph.D) presented in typescript for the degree of MS/Ph.D should comply with the following specifications.

### **Paper Specification**

A4 size be used, no restriction is placed on drawings and maps.

### **Method of Production**

The text must be typewritten in acceptable type face and the original typescript (or copy of equal quality) must normally be submitted as the first copy. The second and subsequent copies may be produced by means of other acceptable copying methods.

### **MS Thesis**

Three copies before defense in spiral binding or tape binding (one external examiner, one supervisor, one co-supervisor if applicable) and five copies after defense (one BUIITEMS library, one respective department, one supervisor, one co-supervisor if applicable, one candidate) on good quality paper (minimum 80 gsm) be submitted.

### **Ph.D Thesis**

Five copies before defense in spiral binding or tape binding (two external examiners, one internal examiner, one supervisor, one co-supervisor if applicable) and five copies after defense (one BUIITEMS library, one respective department, one supervisor, one co-supervisor if applicable, one candidate) on good quality paper (minimum 80 gsm) be submitted.

### **Layout of Script**

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

### **Components of MS/Ph.D thesis**

The following components should be provided in thesis of MS/Ph.D in “times new roman” format with “1.5 line spacing”.

#### **Title Page**

Title page of the thesis should include title of the research project (16-22 pts, bold, upper case letters, centralize), BUIITEMS logo and complete University name (14 pts, bold, upper case letters), degree name (12 pts, bold, upper case letters, centralize), student name (14 pts, bold, upper case letters, centralize), supervisor(s) name and affiliation (12 pts, bold, centralize), and date (month and year) of submission (12 pts, bold, centralize).

#### **Initial Pages**

Initial pages should include following components in same order. Pagination should be Arabic roman letters (I, II, III, IV etc).

- Certificate (14 pts, bold, upper case letters, centralize)
- Dedication (14 pts, bold, upper case letters, centralize)
- Index/Contents page (14 points, bold, upper case letters, centralize) Enlist all the contents of the thesis with page number.
- List of Figures, if applicable (14 pts, bold, upper case letters, centralize)
- List of Tables, if applicable (14 pts, bold, upper case letters, centralize)
- Summary/Abstract (14 pts, bold, upper case letters, centralize)
- Acknowledgements (14 pts, bold, upper case letters, centralize)
- Abbreviations if not described in the text (14 pts, bold, upper case letters, centralize)

**Introduction** (14-16 points, bold, upper case letters, centralize)

A brief description to introduce your research work, any subheading used should be in (12 points, bold, Sentence case letters).

**Review of Literature** (14-16 points, bold, upper case letters, centralize)

A review of the relevant and upto-date literature showing the work done previously in the area of proposed research is essential. The information given in the review should be supported by references (see standard pattern/format for references at end). Any subheading used should be in (12 points, bold, Sentence case letters).

**Material and Methods** (14-16 points, bold, upper case letters, centralize)

Write the detailed methodology, how work has been performed. Any subheading used should be in (12 points, bold, Sentence case letters).

**Results** (14-16 points, bold, upper case letters, centralize)

May comprised of one chapter or a number of chapters depending upon the subject matter/ requirements. Any subheading used should be in (12 points, bold, Sentence case letters).

**Discussion** (14-16 points, bold, upper case letters, centralize)

(Including Conclusion/s, Recommendation/s where applicable). Any subheading used should be in (12 points, bold, Sentence case letters).

**References/Bibliography/Literature Cited** (14-16 points, bold, upper case letters, centralize). Thesis should contain at the end a list of references/bibliography. These should be written on a standard pattern.

**Appendices** (if applicable), Published work from the theses be included as appendix (Reprints/ proof / preprint) or any other information specific to the respective discipline.

**Reference pattern\_Journal**

Marazita ML, Ploughman LM, Rawlings B, Remington E, Arnos KS, and Nance WE. (1993) Genetic Epidemiological studies of early onset deafness in U.S school-age population. *Am J Med Genet* 46: 486-491.

#### *Reference pattern\_book*

Karathwohl DR. (1988) How to prepare a research proposal. Guidelines for funding and dissertations in the social and behavioural sciences. 3rd Ed. New York, Syracuse University Press.

#### **OR**

Blumenfeld H (2001) Neuroanatomy through Clinical Cases. Yale University School of Medicine, New York.

#### *Reference pattern\_conference*

Asmussen LE, Hicks DW, Leonard RA, Knisel WG, and Perkins HF. "Potential Pesticide Contamination in Groundwater Recharge Areas: A model Simulation". Proceedings of the Georgia Water Resource Conference, University of Georgia. 161-164, Georgia, May, 1989.

### **Additional Instructions:**

#### **Font Size**

Title Page	16-22
Headings	14-16
Subheadings	12-14
Text	12
Footnotes	8-10

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

#### **Type Style**

Times New Roman

#### **Margins**

- 1½ inches (3.81cm) on the left-hand side
- 1 inch (2.54cm) at the top and bottom of the page
- 0.80 inches (2 cm) at the outer edge

#### **Pagination**

The best position for the page number is at bottom-centre, and should start from Introduction. Pages containing figures and illustration should also be paginated.

#### **Figure legends**

Figure legends should be below the figures, ordered as numeric with single line spacing (10 points).

#### **Table captions**

Table captions should be above the tables, ordered as numeric with single line spacing (10 points).

#### **Binding**

All final theses 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) form approved by the **Advanced Studies and Research Board**; 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.

The colour of binding for different degrees is as follows:

Ph.D.	Dark Green
M.Phil/MS	Dark Maroon
BS	Dark Black

Spine of the thesis should show "MS/Ph.D thesis" on top across the width of spine, name of the candidate in the middle along the length of spine, and the year of submission across the width at the bottom. Lettering on spine should be in 18 pt. and may be in boldface.