# Basic Thesis Submission Guidelines

## 1. Submission Format

Your thesis should be submitted in both hard copy and electronic formats (PDF). Ensure the document is clear and legible in print and digital formats.

## 2. Document Structure

Your thesis should follow this standard structure:

* 1. Title Page  
  2. Abstract  
  3. Table of Contents  
  4. List of Figures and Tables  
  5. Introduction  
  6. Literature Review  
  7. Methodology  
  8. Results  
  9. Discussion  
  10. Conclusion and Recommendations  
  11. References  
  12. Appendices

## 3. Formatting

* • Font: Times New Roman, size 12.  
  • Line spacing: 1.5.  
  • Margins: 1 inch on all sides.  
  • Page numbers: Bottom center.  
  • Alignment: Justified.

## 4. Referencing

Use a consistent citation style (e.g., APA, MLA, IEEE) as per your institution's requirements. Ensure all sources are cited properly in the text and included in the References section.

## 5. Deadlines

Adhere to the submission deadline specified by your institution. Late submissions may not be accepted.

## 6. Plagiarism

Plagiarism is strictly prohibited. Ensure all work is original or properly cited. Use plagiarism detection software if required.

## 7. Advisor Consultation

Regularly consult your advisor for feedback and guidance throughout the thesis writing process.

## 8. Proofreading

Thoroughly proofread your thesis to eliminate grammatical, typographical, and formatting errors before submission.