



THESIS GUIDELINES

STYLES AND FORMATS

December 2019

PREFACE

The primary goal of thesis submission is to present to the reader, i.e. the examiners and other parties, the academic contributions and achievements accomplished by the candidates pursuing the degree. Failure to present the material in the most appropriate style and approach may lead to confusion and frustration to the reader. Over the years, it has been noted that there has been large variations of styles and formats adopted by the students submitting their thesis/dissertations. For the most part, these variations have not hindered the main objectives of thesis submissions. However, it has been noted that some of the examiners and even supervisors have some disagreements of the style and format for the students to adopt, causing unnecessary anxiety and confusion.

This thesis/dissertation handbook has been developed to guide the undergraduate students pursuing degrees in UET Peshawar in preparing their thesis/dissertation in partial fulfilment of their degrees. This handbook should be used as the main reference in determining the style and format to be followed. As such this handbook contains a wealth of information on the format of the presentation of the thesis/dissertation as well as references to other works and to other related materials. It is our hope that this handbook will provide a structured guide and style to follow in order to reduce the possibility of miscommunications.

CHAPTER 1
UNIVERSITY REGULATIONS GOVERNING THE THESIS
REQUIREMENTS

Candidates pursuing advanced degrees in UET Peshawar are normally required to submit a thesis or dissertation as a partial fulfilment of their degree programs. This thesis/dissertation would serve as the main submission to be evaluated by a panel of examiners to ascertain that the candidates have successfully completed their academic works that can be considered as a significant contribution to the respective field of expertise.

1.1 Thesis Submission

1. All thesis must be written in the English language.
2. In the preparation of the thesis, the candidate must always refer to the guidelines on thesis format.
3. All thesis submitted to UET whether successful or not become the property of UET. UET reserves the right to make copies of the thesis in whole or in part.

1.2 Examiners for Thesis Evaluation

1.2.1 Membership of the Panel of Examiners

The Panel of Examiners shall consist the following:

- a) One external examiner.
- b) The Chairman of the department.

- c) Supervisor or Co-Supervisor of the candidate.

1.2.2 Duties of the Examiners

The examiners are required to:

- a) Evaluate the thesis of the student independently, and
- b) Provide a comprehensive report and point out the syntactic and semantic errors in the thesis, and
- c) Provide an indication of the original contribution made by the candidate.

1.2.3 Report from the Panel of Examiners

After receiving the Examiners' reports and reviewing the performance of the candidate in the oral (viva voce) examinations, the Viva Voce Committee will submit the marks to FYP coordinator.

1.3 Academic Misconduct

Academic misconduct includes cheating and plagiarism. Cheating implies dishonesty in fulfilling academic requirements. Plagiarism may involve presenting another person's work as one's own, including

- Direct duplication, by copying or allowing to be copied another person's work or submitting one's own work which has already been submitted for assessment purposes for other purpose; or
- The act of taking an idea, writing, data or invention of another person and claiming that the idea, writing, data or invention is the result of one's own findings or creation; or

- An attempt to make out or the act of making out in such a way, that one is the original source of the creator of an idea, writing data or invention which has actually been taken from some other source.

The University may, in the case of academic misconduct, suspend or terminate the candidature of the student.

CHAPTER 2

MANUSCRIPT FORMAT REQUIREMENTS FOR A THESIS AND DISSERTATION

2.1 Introduction

This is a guide for the preparation of an undergraduate thesis of UET Peshawar. It covers information on the format of the thesis, arrangement of the chapters in the thesis, design and layout of the cover and preliminary pages, pagination and use of font size and font type.

This guide also contains samples of the important preliminary pages as well as an extensive bibliography style guide to be used. This document has been prepared in “MS Word document” format that can be used as a template for the preparation of the thesis. Candidates may simply “copy & paste” the required format accordingly.

If a thesis is not presented in the form required in this guide, it will not be accepted. It is the responsibility of the student and the supervisor to ensure that the thesis complies in all respects to these guidelines.

Candidates are strongly encouraged to read this guide thoroughly before proceeding in preparing the final manuscript of the thesis/dissertation. Candidates are advised against using other thesis as a reference as they not fully adhere to the formats. Whenever there are questions in regards to style, mechanics or formats that have not been addressed by this handbook, the candidate should consult his/her supervisor, chairman, FYP coordinator or other representatives that are responsible for under graduate studies within the department.

In order to help authors visualize what the overall thesis should look like, this thesis guideline has been prepared to follow the formatting described in this document.

2.2 Specifications for Final Thesis (Final bound thesis)

2.2.1 Candidate's Name

Throughout the thesis/dissertation, the candidate must use his/her full legal name. This legal name shall be the name as that which appears on his/her official university record as well as other legal documents such as the Computerised National Identification Card (CNIC) or international passport.

2.2.2 Number of Copies

A candidate is required to submit three copies of the thesis and an electronic thesis to the FYP coordinator within one month after the approval. One copy of the thesis will be placed in the department library.

2.2.3 Length of Thesis

Bachelors Thesis should normally be less than 50,000 words.

2.2.4 Language of Thesis

Thesis may be written in American or British English, as long as it is used consistently throughout. Final oral defence is also to be conducted in English.

2.2.5 Printing

Thesis must be printed using laser quality printer or better. Inkjet printer is not to be used for final thesis submission as the quality tends to degrade over time.

2.2.6 Paper

High quality bond paper A4 size, (8.27" x 11.69" or 21.0 cm x 29.7 cm) and weight 80 g/m² must be used for the bound copies, except for such charts and diagrams. This paper should be white in colour, acid free and non-erasable.

2.2.7 Typeface and Font Size

Typeface to be used is 12 point Times New Roman. The same typeface should be used throughout the thesis including the title page, approval page, acknowledgements, bibliography and appendices. The same font with its *italic* and **bold** variants may be used wherever necessary, for instance scientific names should be written in *italic* fonts. Exception to this can be made for footnotes, subscripts and superscripts, and for tables, figures or illustrations imported from other sources.

2.2.8 Corrections

Corrections of typographical errors, or changes in the text, figures or tables, must be made as cleanly and invisibly as possible. Correction fluid is not to be used. Corrections should be made on the original before recopying or reprinting the corrected page.

2.2.9 Margins

The thesis must be printed on single side of A4 paper. Therefore, the margins for pages are;

The left margin must be 1.5 inch (40 mm) while all the other sides (right, top and bottom) margins must be 1 inch wide (25 mm).

2.2.10 Spacing

Text should be typed 1.5-spaced, on both sides of the paper. All information excluding page numbers must be within the text area. All typing, print, illustrations, etc. should be on both sides of the paper. Single-sided printing is not allowed.

Two line spacing is required between the word CHAPTER and the title of the chapter. If the title requires more than one line, the lines must be double-spaced and centred with inverted pyramid justification.

Notes should be typed, single-spaced, and double-spaced between entries. Abstract should be typed, 1.5-spaced, and must be double-spaced between entries. Single spacing may be used in extensive quotations within the body of the text and in extensive Table of Contents, List of Tables, or List of Figures - as long as there is double or 1.5 spacing between entries.

2.2.11 Body Text Formatting

Under Format, the Chapter text's Font settings are 12-point font size, Regular font style and Times New Roman font and no Effects boxes are checked. In MS Word, Under Format, the Chapter text's Paragraph settings are Alignment set to "Justified", Outline Level set to "Body Text", Indentation set to "0" for both Left and Right, Spacing set to "12 pt" for Before and "0 pt" for After, and Line Spacing set to "1.5 lines". For the first paragraph of every section and subsection, under the Paragraph setting, Special set to "None" to remove the first-line indentation for the first paragraph.

For the other paragraphs in the section or subsection, the first line of each paragraph (such as this one) should have a 0.66 cm or 0.26" left indentation. In MS Word, under the text's Paragraph setting, Special set to "First Line", By set to 0.66 cm or 0.26".

2.2.12 Justification

The thesis must be fully justified (i.e., have even left- and right-hand margins).

2.2.13 Pagination

Page numbers are to be placed at least 1 inch from the edge of the page at the bottom centre of the page. Every page except the title page must be numbered. Preliminary pages are to be numbered in lower case Roman numerals (iv, v, vi etc). Status Page, Approval Page and Title Page are numbered “i–iii” but the numbers are not to be printed on the page.

The content pages are to be numbered in Arabic numerals (e.g. 1, 2, 3, ...) and all pages must be numbered consecutively and continuously, irrespective of volumes.

2.2.14 Covers and Binding

The final thesis must be hard bounded according to the following colours:

- BSc – Dark Black with Gold Lettering

Typeface to be used on the front cover and spine of the thesis is Times New Roman.

Font size to be used for:

- Front Cover of the Thesis

Title of thesis, names of candidates, degree awarded, name of university, and month of thesis submission.

- Spine of the Thesis

Name of candidate, title of thesis, degree awarded and session of thesis submission. Direction of lettering: run from the top of spine.

2.2.15 Photographs

Photographs should be black and white whenever possible. Pages containing photographs should be numbered as regular pages. The photographs used are to be scanned, using a minimum of 300×300 dpi resolutions. It is not acceptable to tape, glue or use any type of adhesive to insert photographs.

2.2.16 Equations

Equations are not indented. They should be numbered consecutively and the corresponding number should be placed at the end of the line between parentheses. Equations are called by these numbers within the manuscript. It is important to remember that only equations that are called should have a number.

CHAPTER 3

THESIS PREPARATION

3.1 Typing Requirements

In preparing the thesis/dissertation, the following guidelines must be observed throughout. In most cases, most word processing software will automatically format the text accordingly. However it is the responsibility of the author to know and ensure these guidelines are adhered to.

1. A heading appearing at the bottom of the page must be followed by a minimum of two lines of text, or otherwise pushed to the following page.
2. Hyphenated words may be divided only at the hyphen. The last word in a paragraph should not be divided in separate pages. The last word must appear entirely in the following page.
3. When a paragraph begins at the bottom of the page, it must consist of at least two lines of text. Otherwise, the entire paragraph must be placed in the following page.
4. When a last paragraph of a chapter appears at the top of a page, it must consist of at least two lines of text. One word or one line appearing at the top of a page should be avoided.
5. Figures and tables should appear entirely in a single page and properly labelled with an appropriate caption. Long tables must be divided into separate tables with their own captions. Large illustrations that require fold-out must adhere to the guidelines to be described at a later section.

3.2 Sections in Thesis

A thesis should normally have three sections: the preliminary pages or the front matter, the text or the body matter, and the references or back matter.

3.2.1 Preliminary Pages

The Preliminary Pages include:

- a. Title Page
- b. Dedication (optional)
- c. Acknowledgements (optional)
- d. Abstract
- e. Table of Contents
- f. List of Tables (if any)
- g. List of Figures (if any)
- h. List of Symbols, Abbreviations, Nomenclature (if any)

3.2.2 Body Text

The Body Text should be divided into chapters that properly present the work completed. A typical arrangement of the chapters should include the following:

- a. Introduction
- b. Literature Review
- c. Methodology
- d. Results and Discussion
- e. Conclusions and Future Work

3.2.3 References

The References consist of:

- a. Appendices (if any)
- b. References or Bibliography
- c. List of Publications (optional)
- d. Glossary
- e. Endnotes

CHAPTER 4

PRELIMINARY PAGES

4.1 Title Page

Title should be capitalized and double-spaced. The name of the author must be the author's legal name as it appears in the UET Peshawar records. The full name of the degree and programme must be written out.

4.2 Dedication (if any)

This section is optional. Similar format is to be used for this Dedication and Acknowledgement sections.

4.3 Acknowledgement (if any)

This is a brief acknowledgement of assistance given to the author in researching and writing the thesis. Its page is numbered with a consecutive lower-case Roman numeral.

4.4 Abstract

This is a summary of the thesis, which will state the problem, the motivation for the work, the methods of investigation, results and the general conclusion. A sentence at the end with the major conclusion is useful. Since abstract is normally used in an abstracting service or search database, it should be informative and complete on its own to be of use to others seeking material within the area of interest.

An abstract should only be one-page long. Line spacing is one and half spacing and double-spacing between paragraphs. Typeface to be used is Times New Roman and the font size is 12.

4.5 Table of Contents

This table must include the entries for preliminary pages (abstract, dedication, and acknowledgement, lists of tables and figures), text (main divisions and subdivisions of the thesis), appendices, notes, references and index. Typeface to be used is Times New Roman and the font size is 12.

4.6 List of Tables

This list provides the list of table numbers, full title and page numbers. Tables must be numbered consecutively in order of appearance in Arabic numerals (Table 1.1, 1.2, 1.3 or 2.1, 2.2, 2.3, etc). The title of the table must appear on the top section of the table and centred. A table is not to appear in more than one page. For any table that requires more than one page, it must be sectioned properly with separate headers and titles. Typeface to be used is Times New Roman and the font size is 12.

4.7 List of Figures

Figures, i.e. graphs, photographs and other illustrative material are to be listed on a separate page. Number, title and page are to be given. Figures must be numbered in Arabic numerals consecutively (Fig. 1.1, 1.2, 1.3 or 2.1, 2.2, 2.3, etc) in order of appearance and captioned. The title of the figure must appear at the bottom section of the figure and centred. The entire figures must appear within the margin of a page. Typeface to be used is Times New Roman and the font size is 12.

CHAPTER 5

BODY TEXT

5.1 Contents

Body text contains the chapters of the thesis, in logical order, and should be written in a third person voice and past tense. For example, instead of “We did this study...” it should be written as “The purpose of this study was to...”. However, active voice can be used if the message of the sentence is somehow altered or becomes ambiguous.

Even though the organisation of the text may vary slightly depending on the requirement of the department and expectation of the supervisor, the body text should include, at least, the following items:

a. Introduction

This section should include background of the project, brief history leading to the problem, justification for the project, problem statement and project objectives, scope and key assumptions, and outline of the thesis.

b. Literature Review

Review should contain critical evaluation and discussion of other related researches. It should include discussions of what has been done along the line of the problem, the issues and challenges faced by the other researchers and the summary of the general body of knowledge. The discussion should also be focused to support the direction of research to be undertaken with appropriate justifications.

c. Project Methodology

Project method vary from problem to problem, thus this section generally should describe the general framework of the problem being addressed. It may also discuss the project frameworks, instrumentations and equipment's being used in the study with sufficient precision so that a skilled person could set up similar work that would be able to duplicate the research if necessary and desirable.

d. Results and Discussion

These sections should include detailed description of the results obtained, followed by discussions, analysis, and interpretations of the data obtained. Tables, charts and figures should be used wherever suitable to present the data in a more concise manner and easy to understand. It must be noted that the author is expected to not only be responsible for the accuracy of the data but to further discuss and compare the finding with the well understood principles and finding reported earlier.

e. Conclusion and Future work

As the final section in the thesis, the conclusion should summarise the results of the project reported in the thesis as based on the factual finding. It is a good practise to recap the scope of work and research method, summarise the results and findings, and recap the main contributions of the work completed. It should focus on how the project objectives has been achieved and should not add new information that has not been presented earlier or attempt to generalise the finding beyond the scope of the work. In reviewing the results and limitations, the reported work may highlight a few interesting and valuable allied problems that could be considered for future work. It is thus recommended that suggestions for future work be included for possible improvements or new directions that may extend the current work to other related areas.

5.2 Chapters and Sections

To provide coherent presentations, the thesis must be divided into separate chapters that contain major topic to be discussed. It is recommended that the organisation of the chapters be discussed and agreed by the supervisor to meet the departmental requirement.

Each chapter must begin on a new page. The chapter title must be placed at two inches from the top centre of the new page and capitalised. If the title requires more than one line, the lines must be double-spaced and centred with inverted pyramid justification.

Each chapter is usually segmented further into separate sections and subsections as necessary. Each section must be numbered accordingly (e.g. 2.1., 2.1.1, etc). Each of these sections must begin with section headings.

Each chapter begins with a chapter overview and ends with a chapter summary. This will ease the reading of the thesis.

E.g. 1.0 Chapter overview – introduce the contents of the chapter.

. . .

1.n Chapter summary – summarize the contents of the chapter.

The objectives and contributions of the project should be clearly stated in the first chapter. The conclusion chapter should include making references to the objectives of research stated earlier in the thesis and suggesting recommendations for future work.

5.2.1 Subsection Title

If your work needs to be subdivided into separate sections to provide clarity, make sure that the subsections do not become too deep. Section depth should be limited to

maximum of three levels. Thus, prepare your outline well and your reader would find it easy to follow your report.

In each chapter, the first level section is numbered X.X. For example, a section that is numbered with 1.1 is the first level, 1.1.1 is the second level, and 1.1.1.1 is the third level. The use of subsequent level subsections (e.g. 1.1.1.1.1, etc.) is not allowed.

Each of these sections and subsections must begin with section headings as described below.

5.2.1.1 First-level Heading

The first level heading should be formatted as follows. Typeface is 12 point Times New Roman, boldface, left-aligned with no left indentation. One-and-a-half line spacing, 36-point and 6-point top and bottom spacings, respectively.

5.2.1.2 Second-level Heading

The second level heading should be formatted as follows. Typeface is 12 point Times New Roman, boldface, left-aligned with no left indentation. One-and-a-half line spacing, 36-point and 6-point top and bottom spacings, respectively.

5.2.1.3 Third-level Heading

The third level heading should be formatted as follows. Typeface is 12 point Times New Roman, *italic*, left-aligned with no left indentation. One-and-a-half line spacing, 36-point and 6-point top and bottom spacings, respectively.

5.3 Appendices

The pages should be numbered continuously with the rest of the text. Numbering Appendices page A1, B1, etc. is not acceptable. Typeface to be used is Times New Roman with the font size of 10 and 1.5 line spacing.

Each appendix must be referred to in the body of the text. Materials that are not referred to cannot be included in the appendix. Any list of publications resulted from the project may be included in the Appendix.

5.4 References

In order to provide credibility to the work, the author is expected to cite recent relevant articles and publications in the literature review section and other sections of the thesis. Every reference quoted or cited in the thesis must be included in the list of references and numbered accordingly. References should be ordered sequentially following the IEEE style. Typeface to be used is Times New Roman with the font size of 10 and 1.5 line spacing.

There must be a single, unified list of references in the thesis. It is not permissible to put individual listings at the end of each chapter in lieu of full references.

5.5 Glossary

The pages should be numbered continuously with the rest of the text. Typeface to be used is Times New Roman with the font size of 10 and one-and-a-half line spacing.

5.6 Footnotes

The footnotes may be numbered consecutively throughout the thesis, or throughout each chapter. Footnotes may be placed at the foot of the page (footnotes proper), in a group at the end of a chapter (called “Notes”), or grouped at the end of the thesis before the bibliography (called “Endnotes”). If notes or endnotes are collected at one place in the thesis, their location must be shown in the table of contents by title and page. Typeface to be used is Times New Roman and the font size is 8. Single spacing with a double spacing between entries.

5.7 Page Headers

These may be used as long as there is a line across the entire page to separate the headers from the text.

5.8 Charts, Graphs, Maps

The use of charts, graphs, maps and tables that are larger than the standard page should be avoided. Photographically reduced pages are acceptable if they are clearly legible. If oversized pages are used, they will be microfilmed in sections so that they read from left to right and top to bottom.

5.9 Oversized Pages

Oversized pages can be included in the thesis as fold-outs, but they must be folded to no more than eight inches (21.5 cm) wide to avoid being cropped in the bindery.

Oversized pages may be placed in a pocket at the end of the thesis. They must then be referred to in the body of the thesis as being in a pocket, and listed as such in the Table of Contents.