



# UNIVERSITY OF GUJRAT

## REGISTRAR OFFICE

Hafiz Hayat Campus, Gujrat. Ph: 053 3643233, 3643327, 3643112  
 Fax No. 053 3643167 E-mail: [info@uog.edu.pk](mailto:info@uog.edu.pk) Web: [www.uog.edu.pk](http://www.uog.edu.pk)

No. UOG/REG/DAC/ACD/18/501

Dated: **02.08.2018**

### NOTIFICATION

In exercise of the powers vested under section 24 of University of Gujrat Act IX of 2004, the Academic Council vide decision of Agenda Item No. 03-X-B of its 11<sup>th</sup> meeting held on June 25, 2018 is pleased to approve the handbook for the write-up of academic documents by the scholars / students of the University of Gujrat; first edition (August 02, 2018).

**DR. TAHIR AQIL**  
REGISTRAR

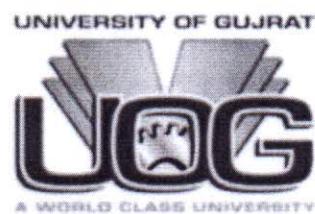
**No. & date even.**

A copy for information and necessary action is forwarded to:

- The Director, ASRB, UOG
- All Members of Academic Council, UOG
- The Controller of the Examinations, UOG
- The Director, QEC, UOG
- The Treasure, UOG
- The PSO to Vice Chancellor, UOG
- Academic Council File

**Dr. Rashid Saeed**  
Director, DAC

**HANDBOOK**  
**FOR THE WRITE-UP OF ACADEMIC DOCUMENTS BY**  
**THE SCHOLARS / STUDENTS OF THE**  
**UNIVERSITY OF GUJRAT**



**UNIVERSITY OF GUJRAT, PUNJAB PAKISTAN**

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**ADVANCE STUDIES AND RESEARCH BOARD (ASRB)**  
**(1<sup>st</sup> Edition)**  
**(August 2, 2018)**

21/8/18  
DIRECTOR  
Advanced Studies & Research Board (ASRB)  
**UNIVERSITY OF GUJRAT**

## PREAMBLE

Universities are considered the hub of research and are supposed to play a vital role in the Knowledge Economy. The Higher Education Commission Pakistan accentuates on the indigenous solutions of indigenous problems. The University of Gujrat (UOG) offers undergraduate, graduate and doctorate degree programs in a variety of disciplines in compassing arts, computing, engineering, languages, law, medical sciences, management sciences, social sciences and applied / basic sciences. However, the major student population comprises of the undergraduates.

The UOG focuses the personal development in order that the graduated students may perform in their professional lives with zeal. To improve the writing skills incrementally, the assignments are mandatory in all undergraduate courses offered by the university. The theses and dissertations are the mandatory requirements besides courses work for the completion of the graduate and doctorate degree programs, respectively.

The University of Gujrat has well established Advance Studies and Research Board (ASRB) which is a statutory body advising the Authorities on all matters pertinent to the promotion of Advance Studies and Research at the University. The ASRB also governs and administers the activities of research based graduate and doctorate degree programs. The Vice Chancellor is the Chair of the ASRB. The Directorate of ASRB executes all above furnished scope. The Directorate of ASRB has prepared the 1<sup>st</sup> Edition of this hand book which shall serve as Instructions source for all students and scholars for academic writing viz; synopsis, thesis, dissertation etc.

(Prof Dr Muhammad Faheem Malik  
Director ASRB



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(i)



## **CHAPTER-01**

### **GENERAL FORMAT INSTRUCTIONS**

The general format Instructions shall be considered as common for semester Assignments, Synopses, Theses and Dissertations. The scholars and Supervisors are advised to read the document carefully before proceeding with academic write-up. In case of any confusion or guidance required by a student / scholar, the instructor / Supervisor concerned or Directorate of Advance Studies and Research Board (ASRB) may be contacted.

#### **1.1: TURNITIN Originality Report**

The Semester Assignments, Synopsis, Thesis / Dissertation shall be composed of the genuine research work conducted by the student / scholar. The entire text except the references shall be tested on Higher Education Commission (HEC) recommended software “*Turnitin*” and duly signed summary of the same by student/scholar and teacher / supervisor concerned shall be annexed at the end of the relevant document(s) on the given format. The Supervisor concerned shall use her/his *Turnitin* account for the Synopsis and Thesis of his/her research scholar; whereas, the UOG Quality Enhancement Cell (QEC) shall check the similarity index through *Turnitin* for all PhD dissertations and shall provide a signed copy to the supervisor concerned.

Considering HEC guidelines and international standards, the respective Board of Studies shall define the upper limit percentage of the similarity index. The Dean concerned shall notify the same after the approval from the UOG Academic Council.

#### **1.2: Language**

English is the medium of Instructions at UOG thus, entire documentation, unless mentioned, shall be in American English otherwise approval from ASRB through respective Faculty Board shall be required. The supervisor concerned shall be responsible for the appropriate linguistic structure (sentence structure, grammar, spelling, punctuation, capitalization etc.).

#### **1.3: Theses / Dissertation Binding Colors**

<b>BS/MSc/MA</b>	Black with White Embossed Text
<b>MPhil/MS</b>	Dark Blue with White Embossed Text
<b>PhD</b>	Maroon with White Embossed Text

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*Hand Book for the write-up of academic documents by the scholars / students of the University of Gujarat  
(Notified on August 2, 2018)*

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#### **1.4: Paper Color, Size and Quality**

Thesis shall be submitted on white A-4 size paper weighing not less than 80 grams.

#### **1.5: Page Numbering**

The title page(s) shall have no page number(s). The preliminary pages including Table of Contents, before main text body, shall be numbered in lower case Roman numerical font size with parenthesis on the right bottom footer in Times New Roman Font size-11 (ie. ii, iii, iv.). The pages of the main text body shall be numbered in Natural digits with parenthesis on the right bottom footer in Times New Roman Font size-11 (ie. Page 1 of 165).

#### **1.6: Page Margins, Text Justification and Paragraph**

All pages except title page(s) shall have left margin equal to 1.5 inch or 3.8 cm and both top and bottom with 01 inch or 2.5 cm. The title page shall have 01 inch or 2.5 cm margins on all sides. The whole text shall be justified. The paragraphs shall not be indented but every new paragraph shall have space before starting the next.

#### **1.7: General Text Format**

- a) The main body of the document text shall be typed in font size-11 (Times New Roman), 1.5 line spacing and space before paragraph.
- b) The quotation(s), table(s), appendices and heading(s) shall be typed in font size-11 (Times New Roman) with 1.5 line spacing and no space before and after paragraph.
- c) The reference shall be typed in font size-11 (Times New Roman) with single line spacing and space before paragraph.
- d) The footnote (if any) shall be in font size-10 (Times New Roman) with single line spacing and no space before and after paragraph.
- e) No Header or Footer shall be allowed.
- f) The Chapter number shall aligned right on top with Caps lock with font size-14 (Times New Roman), bold and underlined.
- g) The main heading of the Chapter shall be centred and Caps lock with font size-12 (Times New Roman), bold, with Single Space and no space before and after Paragraph and having no full stop, colon or semicolon at the end.

- h) The Sub-heading(s) of first degree shall be aligned left with font size-12 (Times New Roman), bold with Single Space and no space before and after Paragraph and having no full stop, colon or semicolon at the end of the phrase and numbered as per relevant main heading. The first letter except prepositions shall be with Caps lock.
  - i) The Sub-sub-heading(s) shall be aligned left with font size12 (Times New Roman), bold, with Single Space and no space before and after Paragraph and having no full stop, colon or semicolon at the end of the phrase and numbered as per relevant sub-heading. The first letter except prepositions shall be with Caps lock.

### **1.8: Table(s) and Figure(s) Format**

*Note: Please go through the dummy thesis annexed at the end of this document.*

## **CHAPTER-02**

### **SEMESTER ASSIGNMENT(S)**

#### **2.1: Essentials for the Semester Assignment(s)**

Considering UOG grading policy semester assignment(s) are required in almost all undergraduate courses as a part of Sessionals. This exercise not only inculcates writing skills of the students but also flourishes the course outcomes.

In addition to the following essentials, the students are advised to follow the guidelines given by the respective course Instructor.

- 1. Title Page (Appendix-2.1)**
- 2. Introduction or Description of the Topic**
- 3. Need and Significance of the Topic (where applicable)**
- 4. Review of Literature (where applicable)**
- 5. Conclusion and Recommendations (where applicable)**
- 6. References (As per American Psychology Association (APA) 5<sup>th</sup> Edition otherwise on the recommendations of the Convener Faculty Board concerned the ASRB shall notify for the respective Faculty. The Supervisor concerned may be requested to guide the scholars accordingly.)**
- 7. TURNITIN Originality Report (Appendix-2.2)**

## **APPENDIX-2.1**

### **ASSIGNMENT TITLE**

(Shall be Centered with Caps lock and Times New Roman Bold in font size-16 with Single Space and no Space before and after paragraph and having no full stop, colon or semicolon at the end. This shall be page centered and shall have 01 inch or 2.5 cm margins on all sides with no page numbering)

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### **(ASSIGNMENT # ..... SEMESTER FALL-2018)**

(Shall be Centered with Caps lock and Times New Roman Bold in font size-14)

### **Submission Date (December 31, 2018)**

(Shall be Centered and first letter in Caps lock with Times New Roman Bold in font size-14)

**BY**

### **NAME OF THE STUDENT/SCHOLAR**

(Shall be Centered with Caps lock and Times New Roman Bold in font size-14)

### **ROLL #**

(Shall be Centered with Caps lock and Times New Roman Bold in font size-14)

### **Course Code (Course Title)**

(Shall be Centered and first letter in Caps lock with Times New Roman Bold in font size-14)

### **Degree Program Title and Section**

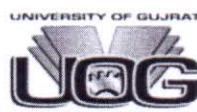
(Shall be Centered and first letter in Caps lock with Times New Roman Bold in font size-14)

### **Submitted To**

(Instructor's Name shall be Centered and first letter in Caps lock with Times New Roman Bold in font size-14)

### **Department of XXXX**

(Shall be Centered and first letter in Caps lock with Times New Roman Bold in font size-14)



---

### **UNIVERSITY OF GUJRAT**

(Shall be Centered with Caps lock and Times New Roman Bold in font size-14)

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*Hand Book for the write-up of academic documents by the scholars / students of the University of Gujarat  
(Notified on August 2, 2018)*

(Page 5 of 12)

  
DIRECTOR  
Advanced Studies Board (ASRB)  
UNIVERSITY OF GUJRAT

## **APPENDIX-2.2**

### ***Turnitin Originality Report***

Tested on \_\_\_\_\_, 2018, by Turnitin Anti Plagiarism Software Provided by Higher Education Commission, Pakistan to the Instructors of the University of Gujarat, Punjab, Pakistan.

Assignment Title: .....

Student/Scholar's Name: .....

Department: .....

Degree Program: .....

Semester: .....

Course Code & Title: .....

#### **PRIMARY SOURCES**

<b>SIMILARITY INDEX</b>	<b>INTERNET SOURCES</b>	<b>PUBLICATIONS</b>	<b>STUDENT PAPERS</b>
7 %	3 %	2 %	2 %
<b>Internet Source</b>			
1. www.cclam.org.pe (Internet Source)			3 %
2. getdatasheet.org (Internet Source)			
<b>Publication</b>			
1. Pankratz,. "Z", Special Edition – Environmental Engineering Dictionary and Directory, 2000 (Publication)			2%
2. Gabriel Bitton, Ben Koop man, Keumhee Jung "An assay for the enumeration of total coliforms and <i>Escherichia coli</i> in water and wastewater", Water Environment Research,1995 (Publication)			
<b>Student Paper</b>			
1. Submitted to George Washington University (Student Paper)			2%
2. Submitted to University Malaysia Pahang (Student Paper)			

*Note: The content of the table shall be in separate rows with 01 pt. lines. Top and bottom bold lines shall be 1.5 pt. All other above mentioned "General Format Instructions" shall be followed.*

## **CHAPTER-03**

### **SYNOPSIS**

Synopsis for research based academic degrees is a documented contract required from a scholar to initiate thesis / dissertation. The Synopsis is also a document that can help a scholar to structure ideas and outline the methodology that would be followed during research. Thus the document must be well elaborated and rational to cover all aspects of the designed research for the better understanding of the scholars' thoughts, research objectives and planning to execute research and expected outcomes of the research project. Depending upon the theme the Synopsis may of 2500 to 3000 words excluding references.

#### **3.1: Essentials for the Synopsis**

The students are advised to follow the guidelines given by the respective supervisor to incorporate in the following essentials in the Synopsis.

Title Page (Appendix-3.1)

**1. Description of the Research Work**

**2. Need and Significance of the Research**

**2.1: Research Objectives or Problem Statement**

**2.2: Research Questions (Optional)**

**3. Review of Literature**

**4. Work Place and Available Research Facilities (Optional)**

**5. Research Facilities Required (Optional)**

**6. Materials and Methods OR Work Plan OR Methods of Research OR Research Methodology (Use any one)**

Material and Methods OR Work Plan OR Research Methodology (Use any one)

**7. Expected Outcomes of the Research or Implications of the Research (Use any one)**

**8. Comprehensive Tentative Budget Required for Conducting Research (Where applicable)**

**9. References (As per American Psychology Association (APA) 5<sup>th</sup> Edition otherwise on the recommendations of the Convener Faculty Board concerned the ASRB shall notify for the respective Faculty.)**

**10. Appendices**

**10.1: TURNITIN Originality Report (Appendix-3.2)**

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(Notified on August 2, 2018)*

(Page 7 of 12)

## **APPENDIX-3.1**

### **SYNOPSIS TITLE**

(Shall be Centered with Caps lock and Times New Roman Bold in font size-16 with Single Space and no Space before and after paragraph and having no full stop, colon or semicolon at the end. This shall be page centered and shall have 01 inch or 2.5 cm margins on all sides with no page numbering)

**BY**

### **NAME OF THE STUDENT**

(Shall be Centered with Caps lock and Times New Roman Bold in font size-14)

- 1) ROLL #: -----
- 2) REGISTRATION #: -----
- 3) DEGREE PROGRAM: -----
- 4) DEPARTMENT: -----
- 5) FACULTY: -----
- 6) CAMPUS NAME: -----
- 7) SUPERVISOR NAME: -----
- 8) DEGREE ENROLMENT SEMESTER: -----
- 9) FIRST TIME THESIS / DISSERTATION ENROLLMENT SEMESTER: --
- 10) FREEZED OR MISSED SEMESTER(S) (IF ANY): -----
- 11) SEMESTER IN WHICH SUPERVISOR WAS ALLOTTED: -----
- 12) EXPECTED THESIS COMPLETION SEMESTER: -----
- 13) DATE OF SYNOPSIS SUBMISSION TO THE DEPARTMENT: -----
- 14) DATE OF THE APPROVAL FROM DRRC: -----

Scholar's Signature	Supervisor's Signature	Signature of the Convener DRRC
Signature of the Convener Faculty Board		

Date of Submission to the Directorate of ASRB .....

Date of Approval by ASRB .....

Note: All other above mentioned "General Format Instructions" shall be followed.

*Hand Book for the write-up of academic documents by the scholars / students of the University of Gujarat  
(Notified on August 2, 2018)*

(Page 8 of 12)

  
DIRECTOR  
Advanced Studies Research Board (ASRB)  
UNIVERSITY OF GUJARAT

## **APPENDIX-3.2**

### ***Turnitin Originality Report***

Tested on -----, 2018, by Turnitin Anti Plagiarism Software Provided by Higher Education Commission, Pakistan to the Instructors of the University of Gujrat, Punjab, Pakistan.

Synopsis Title: -----

Scholar's Name: -----

Institution: -----

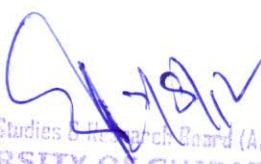
#### **PRIMARY SOURCES**

<b>SIMILARITY INDEX</b>	<b>INTERNET SOURCES</b>	<b>PUBLICATIONS</b>	<b>STUDENT PAPERS</b>
7 %	3 %	2 %	2 %
<b>Internet Source</b>			
3. www.cclam.org.pe (Internet Source) 3 %			
4. getdatasheet.org (Internet Source)			
<b>Publication</b>			
3. Pankratz,. "Z", Special Edition – Environmental Engineering Dictionary and Directory, 2000 (Publication) 2%			
4. Gabriel Bitton, Ben Koop man, Keumhee Jung "An assay for the enumeration of total coliforms and <i>Escherichia coli</i> in water and wastewater", Water Environment Research,1995 (Publication)			
<b>Student Paper</b>			
3. Submitted to George Washington University (Student Paper)			
4. Submitted to University Malaysia Pahang (Student Paper) 2%			

*Note: The content of the table shall be in separate rows with 01 pt. lines. Top and bottom bold lines shall be 1.5 pt. All other above mentioned "General Format Instructions" shall be followed.*

*Hand Book for the write-up of academic documents by the scholars / students of the University of Gujrat  
(Notified on August 2, 2018)*

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**DIRECTOR**  
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**UNIVERSITY OF GUJRAT**

## **CHAPTER-04**

### **THESIS AND DISSERTATION**

Thesis and dissertation are the documents based on the genuine research work of a scholar's findings required for the award of undergraduate / graduate and PhD degrees respectively.

#### **4.1: Essentials for Thesis and Dissertation**

The students are advised to follow the guidelines given by the respective Supervisor to incorporate the following essentials in the Theses / Dissertations.

**TITLE PAGE**

**TABLE OF CONTENTS**

**LIST OF TABLES**

**LIST OF FIGURES**

**LIST OF APPENDICES**

**LIST OF ABBREVIATIONS / ACRONYMS USED (If any)**

**ACKNOWLEDGEMENT (Optional)**

**DEDICATION (Optional)**

**DECLARATION**

**THESIS COMPLETION CERTIFICATE**

**ABSTRACT**

## **CHAPTER-01**

### **1. INTRODUCTION**

#### **1.1: Research Objective(s)**

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*Hand Book for the write-up of academic documents by the scholars / students of the University of Gujarat  
(Notified on August 2, 2018)*

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DIRECTOR  
Advanced Studies & Research Board (ASRB)  
**UNIVERSITY OF GUJARAT**

**1.2: Research Question(s) or Hypothesis (Optional)** Use any one

**CHAPTER-02**

**2. REVIEW OF LITERATURE**

**CHAPTER-03**

**3. MATERIALS AND METHODS OR WORK PLAN OR METHODS  
OF RESEARCH OR RESEARCH METHODOLOGY (Use any one)**

**CHAPTER-04**

**4. RESULTS AND DISCUSSION**

**CHAPTER-05**

**5. CONCLUSIONS AND RECOMMENDATIONS OR POLICY  
IMPLEMENTATIONS OR RESEARCH  
IMPLEMENTATIONS (Use any one term)**

**REFERENCES**

**APPENDICES**

**TURNITIN ORIGINALITY REPORT**

*Note: A dummy thesis is annexed at the end of this document for the guidance of the students / scholars.*

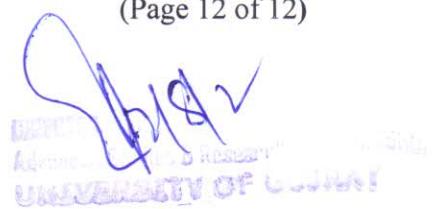
# **DUMMY**

## **THESIS / DISSERTATION**

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*Hand Book for the write-up of academic documents by the scholars / students of the University of Gujarat  
(Notified on August 2, 2018)*

(Page 12 of 12)



A blue ink signature of the Vice-Chancellor, Dr. K. S. Patel, is placed here. Below the signature, there is a printed official stamp.

DEPARTMENT OF ADVANCED LEARNERS RESEARCH & PUBLISHING  
UNIVERSITY OF GUJARAT

## **THESIS / DISSERTATION TITLE**

(Shall be Centered with Caps lock and Times New Roman Bold in font size-16 with Single Space and no Space before and after paragraph and having no full stop, colon or semicolon at the end. This shall be page centered and shall have 0I inch or 2.5 cm margins on all sides with no page numbering)

---

**BY**

## **NAME OF THE SCHOLAR**

(Shall be Centered with Caps lock and Times New Roman Bold in font size-14)

## **REGISTRATION #**

(Shall be Centered with Caps lock and Times New Roman Bold in font size-14)

## **Degree Program Title (MPhil/MS/PhD)**

(Shall be Centered and first letter in Caps lock with Times New Roman Bold in font size-14)

## **Department of Xxx**

(Shall be Centered and first letter in Caps lock with Times New Roman Bold in font size-14)



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## **UNIVERSITY OF GUJRAT**

(Shall be Centered with Caps lock and Times New Roman Bold in font size-14)

## **Session 2018-19**

(Shall be Centered and first letter in Caps lock with Times New Roman Bold in font size-14)

Note: This title page is for outer hard binding cover. This shall page Centered with text Centered in Times New Roman Bold with font size-16 and embossed in white color on the described base color.

DIRECTOR  
Advanced Studies & Research Board (ASRB)  
**UNIVERSITY OF GUJRAT**



Author Name	MA English (Linguistics) 2018-19
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*Note: This title is for Spine/Slide bar binding. This shall page Centered (left to right) with text Centered in Times New Roman Bold with font size-14 to 16 and embossed in white color on the described base color.*

  
DIRECTOR  
Advanced Studies & Research Board (ASRB)  
UNIVERSITY OF GUJARAT

## **THESIS / DISSERTATION TITLE**

(Shall be Centered with Caps lock and Times New Roman Bold in font size-16 with Single Space and no Space before and after paragraph and having no full stop, colon or semicolon at the end. This shall be page centered and shall have 01 inch or 2.5 cm margins on all sides with no page numbering)

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## **A Thesis Submitted in Partial Fulfillment of the Requirements for the Award of Degree of**

(Shall be Centered and first letter in Caps lock with Times New Roman Bold in font size-14)

### **Degree Program Title (MPhil/MS/PhD)**

(Shall be Centered and first letter in Caps lock with Times New Roman Bold in font size-14)

**In  
Discipline**

(Shall be Centered and first letter in Caps lock with Times New Roman Bold in font size-14)

**BY**

### **NAME OF THE SCHOLAR**

(Shall be Centered with Caps lock and Times New Roman Bold in font size-14)

### **REGISTRATION #**

(Shall be Centered with Caps lock and Times New Roman Bold in font size-14)

### **Department of XXXX**

(Shall be Centered and first letter in Caps lock with Times New Roman Bold in font size-14)



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## **UNIVERSITY OF GUJRAT**

(Shall be Centered with Caps lock and Times New Roman Bold in font size-14)

### **Session 2018-19**

(Shall be Centered and first letter in Caps lock with Times New Roman Bold in font size-14)

*Note: This title page is for thesis body in side hard binding cover and shall page Centered.*

  
DIRECTOR  
Advanced Studies & Research Board (ASRB)  
UNIVERSITY OF GUJRAT

## **ACKNOWLEDGEMENT**

(Shall be Centered with Caps lock and Times New Roman Bold in font size-12)

The names of the sponsor(s), mentor(s), teacher(s), colleague(s), relative(s) who guided / helped for the conduct of the research and composition of thesis / dissertation may be acknowledged by the author. It shall not be exceeded than a page.

**(Scholar's Name and Signature)**

*Note: This portion is optional. The above mentioned "General Format Instructions" shall be followed for the text of this portion.*

(i)

## **DEDICATION**

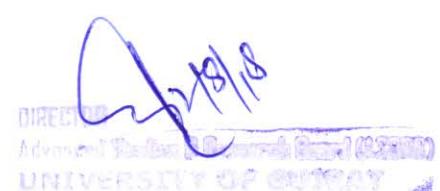
(Shall be Centered with Caps lock and Times New Roman Bold in font size-12)

The thesis / dissertation may be dedicated as per desire with the consent of the Supervisor concerned.

**(Scholar's Name and Signature)**

*Note: This portion is optional. The above mentioned "General Format Instructions" shall be followed for the text of this portion.*

(ii)



## **DECLARATION**

*(Shall be Centered with Caps lock and Times New Roman Bold in font size-12)*

I, Xyz d/o Xyz, roll # 00000000-000, MPhil Zoology scholar, Department of XXXX, Faculty of YYYY, University of Gujrat, Pakistan, hereby solemnly declare that this thesis titled “Aaaa Bbbb Cooo Dddd Eddddd” is based on genuine work and has not yet been submitted or published elsewhere. Furthermore, I shall not use this thesis for obtaining any other degree from this University or any other Institution.

I also understand that if evidence of plagiarism is found in this thesis at any stage, even after the award of the degree, the degree may be cancelled and revoked by the University.

**(Scholar's Name and Signature)**

It is certified that Ms/Ms Xyz d/o Xyz, roll # 00000000-000, MPhil Zoology scholar, Department of ZZZZ, Faculty of XXXX, University of Gujrat, Pakistan worked under my supervision and the above stated declaration is true to the best of my knowledge.

---

Name & Signature of the Research Supervisor  
Designation,  
University of Gujrat, Punjab, Pakistan.  
Email: cccccccc@uog.edu.pk  
Dated:

*Note: The above mentioned “General Format Instructions” shall be followed for the text of this portion.*

(iii)



**THESIS COMPLETION CERTIFICATE**  
*(Shall be Centered with Caps lock and Times New Roman Bold in font size-12)*

It is certified that this thesis titled "Aaaa Bbbb Cooo Dddd Edddd" submitted by Ms Xyz d/o Xyz, roll # 00000000-000, MPhil Zoology scholar, Department of XXXX Faculty of Yyyy University of Gujrat, Pakistan is evaluated and acceptance for the award of degree "Master of Philosophy (MPhil)" in Zoology by the following members of the Thesis / Dissection Viva Voce Examination Committee.

The evaluation report is available in the Directorate of Advance Studies and Research Board of the University.

---

Name & Signature of the External Examiner  
Designation,  
Official address.  
Email: cccccccc@uog.edu.pk

---

Name & Signature of the Research Supervisor  
Designation,  
University of Gujrat, Punjab, Pakistan.  
Email: cccccccc@uog.edu.pk

---

Name & Signature of the HOD  
Designation,  
University of Gujrat, Punjab, Pakistan.  
Email: cccccccc@uog.edu.pk  
Office Dispatch #: UOG / ZOO / CH / 18 /  
Dated:

*Note: The above mentioned "General Format Instructions" shall be followed for the text of this portion.*

(iv)

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2.2 Contaminated Water and Human Health .....	08
2.3 Water Analysis Techniques for Detection and Isolation of Bacteria .....	09
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a) Advantages and disadvantages of HPC .....	10
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## **ABSTRACT**

*(Shall be Centered with Caps lock and Times New Roman Bold in font size-12)*

Following the title pages, each researcher/student would summarize an abstract of not more than 300 words. The abstract should include the purpose of the work, the major results, and most significant conclusions. Avoid diagrams and reference in the text.

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## **CHAPTER-01**

*(Shall be Align Right with Caps lock and Times New Roman Bold in font size-14)*

### **INTRODUCTION**

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It is advised to follow the Instructions of your Supervisor. However, objectives of the research shall be elaborated in this portion.

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## **CHAPTER-02**

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### **REVIEW OF LITERATURE**

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It is advised to follow the Instructions of your Supervisor. However, this portion may describe the previous work with references to update the reader about the research and previous findings. This portion may be started from basic to advanced knowledge, presenting a general synthesis of the known facts on the problem under study, rather than presenting a summary/abstract of the papers appears in chronological order.

Considering the scope and nature of the study the author may elaborate the review of literature with or without appropriate headings.

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## **CHAPTER-03**

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### **MATERIALS AND METHODS OR WORK PLAN OR METHODS OF RESEARCH OR RESEARCH METHODOLOGY (Use any one)**

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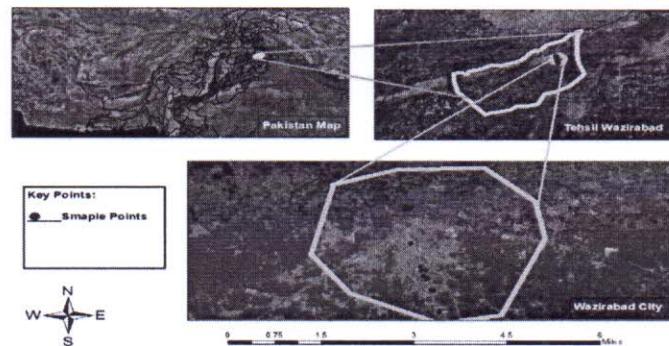
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Following are the examples of Figure and Table format (where required).

---

**Figure-3.1: Map Showing Sampling Sites**

---



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Reference (if any) shall be in this row aligned Right with font size-10 in Times New Roman and Single Space with space before and after paragraph.

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**Table-3.1: Status of Drinking Water Samples Obtained Through Crosstabs Analysis**

<b>Sample Specification and Unit Number</b>	<b>Non- potable (Number / %)</b>	<b>Potable (Number / %)</b>
Industrial Area (10)	7 (70%)	3 (30%)
Residential Area (10)	7 (70%)	3 (10%)

Reference (if any) shall be in this row aligned Right with font size-10 in Times New Roman and Single Space with space before and after paragraph.

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## **CHAPTER-04**

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### **CONCLUSIONS AND RECOMMENDATIONS OR POLICY**

### **IMPLEMENTATIONS OR RESEARCH IMPLEMENTATIONS** (Use any one term)

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**REFERENCES** (*Shall be Align Left with Caps lock and Times New Roman Bold in font size-12 with no full stop, colon or semicolon*)

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## **APPENDIX-01**

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<b>Abbreviations Used in the Thesis</b>		
<b>S #</b>	<b>Item</b>	<b>Abbreviation</b>
<b>1</b>	World Health Organization	WHO
<b>2</b>	American Public Health Association	APHA
<b>3</b>	Environmental Protection Agency	EPA
<b>4</b>	World Wide Fund	WWF
<b>5</b>	<i>Escherichia coli</i>	<i>E-coli</i>
<b>6</b>	Lactose Broth	LB
<b>7</b>	Brilliant Green Bile	BGB
<b>8</b>	<i>Escherichia Coli</i>	EC

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## **APPENDIX-02**

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5.	www.cclam.org.pe (Internet Source)		3 %
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<b>Publication</b>			
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6.	Gabriel Bitton, Ben Koop man, Keumhee Jung "An assay for the enumeration of total coliforms and <i>Escherichia coli</i> in water and wastewater", Water Environment Research, 1995 (Publication)		
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