



COMSATS University Islamabad Abbottabad Campus
Department of Computer Science

Guidelines for Thesis Formatting

S. No.	Guidelines	Checked by Supervisor Clear/Not Clear	Checked by Committee Clear/Not Clear
1	Normal Text Font: 12 and Times New Roman		
2	Line spacing between normal text is 1.15		
3	References (If required)		
4	References calling in text		
5	Caption Format (size: 11, font: Italic)		
6	Figure numbering & caption (below the figure).		
7	Figure numbering calling in text		
8	Equation number		
9	Equation numbering calling in text		
10	Table numbering & caption (on top of the table).		
11	Table calling in text		
12	Ctrl+F and check for double spaces		
13	Figures on top of text		
14	Line spaces between figures and text		
15	Line spaces between equations and text		
16	Figure and Tables should lie inside the page margin.		
17	Figure should be clearly visible.		
18	Equations formatting should be consistent		
19	No bullet list, proper sentences, only used bullets when needed.		
20	No unnecessary capitalization.		
21	Consistent heading size and bullets.		
22	Header & Footer starts from Chapter # 1. (size: 11 & Italic)		
23	“Project Title” in header & “Department of Computer Science” in footer		
24	Layout Margin should be Normal		
25	Heading numbering up to 3rd level. Use bullets for 4 th and onwards.		
26	At least one sentence explanation after every heading.		
27	Format of title pages heading is: size 14, underline, bold, all caps & center align such as TABLE OF CONTENTS etc.		
28	Format of chapter name heading is: size: 18 & bold		
29	Heading 1 size: 14 & bold. H2 size: 13 & bold. H3 size: 12 & bold.		
30	Proper indent should be used with heading and text.		

Note: These guidelines must be attached at the end of thesis:

Supervisor Sign

Committee Sign