



THESIS FORMAT GUIDELINES

The University of Faisalabad
Faisalabad (Pakistan)

General Guidelines

The thesis must represent a coherent body of original work by the student. It must display a scholarly approach and thorough knowledge of the subject.

The following guidelines apply to thesis formats.

- a. Language:** Thesis may be written in English, Urdu or Arabic. Thesis written in a language other than English must have two abstracts, one in the language of the thesis and one in English.
- b. Style:** A style appropriate to the subject matter should be followed consistently. The form and location of notes and bibliographic references must be consistent throughout the thesis. One form of spelling must be used consistently throughout the thesis.
- c. Paper:** The thesis must be printed on good quality white paper (A4 Size, 80 to 90 gms) on one side of the paper only. Photographs and other special figures or tables may be printed on photographic quality paper.
- d. Margins:** Left-hand margin should be 38 mm (1.5") wide, to facilitate binding. right, top and bottom margins should be well defined at approximately 25 mm (1"). Right-justification is mandatory.
- e. Font:** For the main body of the text 12 point font should be used with the following standards,

▪ English	Times New Roman	12 points
-----------	-----------------	-----------

Sample (For the main body of the text 12 point font should be used)

▪ Urdu	Noori Nastaliq	14 points
--------	----------------	-----------

Sample (حضرت ابوہریرہ سے روایت ہے کہ حضور ﷺ نے فرمایا)

▪ Arabic	Aasaar/Batool	14 points
----------	---------------	-----------

Sample Aasaar (عن أبي قتادة بن ربعي أنه كان يحدث أن رسول الله ﷺ)

Sample Batool (عن أبي قتادة بن ربعي أنه كان يحدث أن رسول الله ﷺ)

Chapter titles and Section subheadings may be in a different style and in 14-20 point font. They should stand out clearly from the text. Footnotes can be 8-10-point font. The thesis must be printed in black ink; printing should be laser printer or letter quality. The title of your thesis must be in ALL CAPS.

- f. **Page Numbers:** All pages must be numbered in sequence. There must be no missing, blank, or duplicate pages. Minimum font size is 10-point and must be consistent throughout the text. Chapter-1 must start on page-1.
- g. **Line Spacing:** 1.5
- h. **Length of Thesis:** The work presented for the degree of Ph D should normally be between 80,000 - 90,000 words of text and for M Phil 40,000 to 50,000 words of text.
- i. **Binding:** The binding of the thesis shall be on black hard paper. Where the title of thesis, insignia of the University, name and registration no of the student, name of the school and name of the university are to be superimposed in golden color. Author's name, year of submission and degree are to be superimposed on the spine of the thesis as per sample page 1 and 2.
- j. **Order of Items in Entire Thesis:** The following order of items is common to both Standard and Publication thesis formats. Please note which items are optional.
 - i. **Preliminary Pages (numbered with lower case Roman numerals):**
 - Title Page (Sample page 3)
 - Signature Page (Sample page 4)
 - Dedication Page (optional)
 - Acknowledgements (optional)
 - Table of Contents
 - List of Tables (optional) (*First Entry in Table of Contents*)
 - List of Figures (optional)
 - Abstract
 - List of Abbreviations and Symbols Used (optional)
 - Glossary (optional)
 - ii. **Main Pages (numbered with Arabic numerals):**
 - Body of Text – divided into chapters
 - iii. **Final Pages (continuation of Arabic numerals):**
 - Endnotes (optional)
 - Bibliography
 - Appendices (optional) (*Final Entry in Table of Contents*)

Preliminary Pages

- a. **Page Numbers:** The page numbers in the preliminary material are to be in lower case Roman numerals, centered at the bottom of the page, except for the title page, which is not numbered.
- b. **Title Page:** This must be in standard format. There is no page number written on this page, but it is considered to be page “i”.

- c. **Signature Page:** This must be in standard format. The original copy must bear original signatures, preferably in black ink.
- d. **Dedication Page** (if applicable): The content and format of this page are up to the student.
- e. **Acknowledgements** (if applicable): The content and format of this page are up to the student.
- f. **Table of Contents:** For clarity, use 12 points font. All chapters' titles, headings and subheadings should appear in the Table of Contents. Insert the word "Chapter" in front of chapter numbers in the table of contents and in the main body of text. Chapter 1 should be entitled Introduction, for example, 'Chapter 1: Introduction' and the last chapter entitled Conclusion (or Discussion). Titles that extend onto more than one line should be single-spaced; but the spacing of 1.5 should be maintained between entries. Right align page numbers.
- g. **List of Tables and List of Figures** (if applicable): Table/Figure titles that extend onto more than one line should be single-spaced, but line spacing of 1.5 should be maintained between entries.
- h. **Abstract:** The thesis must contain an abstract. This should occupy a single page, and may be single-spaced, if necessary. There should be no illustrations or footnotes. Abstract text may be 150 words for M Phil thesis and 350 words for PhD thesis.
- i. **List of Abbreviations and Symbols Used** (if applicable).
- j. **Glossary** (if applicable).

Main Pages (Body of Text) – Standard format

- a. **General:** The thesis should be organized as chapters, and should follow the general guidelines and order of items listed in section 1 (General Guidelines). Chapter-1 must start on page-1.
- b. **Page Numbers:** All pages must be numbered in sequence. Minimum font size is 10-point. It is normal practice for the page numbers in the main body of the text to appear in bottom centre, Page numbers must be at least 0.5 inches (1.3 cm) from the top or bottom of the page.
- c. **Line Spacing:** 1.5.

- d. **Chapter Titles, Headings, and Sub-headings:** All chapter titles, headings, and sub-headings must appear in the table of contents. For each level of title or heading, consistent format in font size and style, numbering or lettering, and placement should be maintained throughout the thesis text. Each chapter should begin on a new page. Title Case should be used when listing each title or heading.
- e. **Tables and Figures:**
- **General:** Sources of any figures or tables not original to the thesis must be cited; in some cases copyright permission may be necessary. Lettering in tables and figures should be legible at the scale of reproduction in the thesis. Figures may be in colour or grey-scale.
 - **Captions:** Captions may be single-spaced and may appear directly above or below the figure or table or alone on the immediately preceding page. Captions can be in sentence form, without capitalizing all major words.
 - **Page Setup:** Figures, tables, and captions may be embedded in the text or appear on separate pages as appropriate. Landscape or portrait orientation is acceptable, although the page itself must appear in portrait (vertical) orientation. Margin width and page number placement should be consistent with the rest of text.
 - **Numbering:** All figures and tables are to be listed at the beginning of the thesis except those appearing in the appendices. Numbering or lettering style (if any) should be consistent throughout the thesis.
 - **Other:** Figures (including photographs) and tables are normally printed directly on the page. Students are encouraged to use photographic or glossy paper where this will improve reproduction quality.
- f. **Footnotes:** In order to ensure that the thesis will be legible the font size used for both the superscripts and the corresponding text should be the same as that used in the main body of the text (10-point font minimum; see section 2.1). Footnotes may be placed at the bottom of the page, at the end of each chapter, or at the end of the thesis (endnotes), as long as placement and formatting are consistent throughout the thesis.

Final Pages (Endnotes/References/Appendices)

- a. **Endnotes:** If used, must be placed before the Bibliography and Appendix.
- b. **Bibliography/References/Reference List:** All cited references must be listed at the end of the thesis. This applies whether or not the thesis has been submitted as a series of related manuscripts with individual reference lists. The thesis must contain a complete reference list or bibliography, citing all the literature and other sources referred to in the thesis and appendices, including websites. Individual reference entries must not be split over two pages. Style of bibliographic shall be as specified by the Dean. Format and placement of reference citations should be consistent throughout the thesis.
- c. **Appendices:** Each appendix should be listed separately in the Table of Contents.
 - **General:** Appendices may include data tables, survey forms, or any other supplementary material approved by the supervisory committee.
 - **Copyright Permission:** Where a thesis includes copyrighted material (e.g., publications), copyright permission letters should be included as a separate appendix. Reprints may be included in the appendices, provided copyright permission is obtained.
- d. **Pagination:** Pages should be numbered in sequence with the rest of the thesis.
- e. **Line Spacing:** Individual entries may be single-spaced; spacing between entries should be 1.5. Individual reference entries must not be split over two pages.
- f. **Font Size:** Font size for both endnotes and cited references should be consistent with the rest of the thesis text.

Certificate by the candidates to be Countersigned by Supervisor: A certificate “that this research work was neither submitted earlier nor will be submitted elsewhere as a requirement of the PhD / M Phil degree” will have to be submitted on one of the starting pages of thesis.

Plagiarism: It is completely unacceptable. A candidate whose thesis is proved to be plagiarized, his admission will be cancelled. The candidate will not be readmitted in the university.

Research Work-Property of the University: The research work documented in the thesis will be the property of the University but the author can publish the work elsewhere with the permission of the University.

(TITLE OF THESIS)

Font Style: Times New Roman
Font Size:20(Bold)



(Name)
(Registration No)

Font Style: Times New Roman
Font Size:18(Bold)

(Name of Department)

Font Style: Times New Roman
Font Size:20(Bold)

Font Style: Old English
Font Size:24(Bold)

The University of Faisalabad

SHAISTA SHARIF

Font Style: Times New Roman
Font Size: 20

PhD }
2010 }

Font Style: Times New Roman
Font Size: 20

(TITLE OF THESIS)

Font Style: Times New Roman
Font Size:20 (Bold)

by

(Name)

(Registration No)

Font Style: Times New Roman
Font Size:18(Bold)



In Partial Fulfilment of Requirements

for the Award of Degree of

Font Style: Times New Roman
Font Size:14(Bold)

DOCTOR OF PHILSOPHY

Department of _____

Font Style: Times New Roman
Font Size:20 (Bold)

Font Style: Times New Roman
Font Size:14(Bold)

Faculty of _____

Font Style: Times New Roman
Font Size:18

The University of Faisalabad

Font Style: Times New Roman
Font Size:24

SIGNATURES

Title: _____

Name of Student: _____

Registration No: _____

Supervisory Committee (Name & Signatures)

1. _____ (Supervisor) _____
2. _____ (Member) _____
3. _____ (Member) _____
4. _____ Special member if any) _____

CERTIFICATE

This research work was neither submitted earlier nor will be submitted elsewhere as a requirement for M Phil degree. Moreover, no part of the thesis is plagiarized / copied.

Name of Student: _____

Signature: _____

Date: _____

Supervisor's Name: _____

Signature: _____

Date _____

**Certificate after Corrections recommended by External Examiners
(for hard binding only)**

All the corrections and amendments as suggested by both external and internal examiners have been incorporated.

Name of Student: _____

Signature: _____

Date: _____

Supervisor/Internal Examiner: _____

Signature: _____

Date: _____

The University of Faisalabad

TUF/AR/A-5/78

Dated: April 11, 2013

NOTIFICATION

On the recommendation of Board of Advance Studies & Research, the Board of Governors in its meeting held on March 17, 2013, has approved the number of words /number of pages of MS/M Phil/PhD thesis as under:-

For PhD Thesis

1. The no. of words for PhD thesis should be between 40 to 100 thousand or 160 – 400 pages. These pages include table, diagram, graphs etc. However, the page for bibliography and annexure will be excluded in this count. The number of words in the thesis of engineering and physical science may range from 40 to 80 thousand but 70 to 100 thousand words for Biological and Social Sciences.
2. The number of pages used for review of literature should not exceed 20% of the total number of pages in the thesis; Bibliography should include primary sources only.
3. The thesis must contain at least 50% reference from the review of literature chapter in the discussion of results. However, if the thesis is an original piece of research work and the core subject contents are not dependent on previous studies, the condition of at least 50% references will not apply.

For MS/M Phil Thesis

1. The number of words for MS/M Phil thesis should be between 20-60 thousands or the number of pages should be between 80 - 240. These pages include tables, diagrams, graphs etc. However, the pages for bibliography and annexure will be excluded in this count. The thesis of engineering and physical science may range from 20-40 thousand words and for Biological and Social Sciences the number of words may be 30-60 thousand.
2. The Committee recommended that the number of pages used for review of literature should not exceed 20% of the total number of pages in the thesis.
3. The thesis must contain at least 30% of the references from the review of literature in the Chapter of Results and Discussion.


Additional Registrar

Cc: Director Advance Studies & Research
All Deans
Controller of Examinations
All HoDs

NOTIFICATION

Subject: Thesis Format Guidelines

On the recommendations of Board of Advanced Studies and Research, the Board of Governors in its meeting held on Thursday December 27, 2018 approved the revision in in following clauses of Thesis Format Guidelines.

1. Study Design

Post graduate students should prefer to use the interventional study, they are not allowed for case report.

2. Length of the thesis

For post graduate the word count of thesis should be of minimum 18000 to 22000

3. Font size:

- CHAPTER TITLE (UPPER CASE, Times New Roman, 14 Bold)
- Headings (UPPER CASE, Times New Roman, 14 Bold)
- Sub-Headings (Lower Case, Times New Roman, 12 Bold)
- Body Text (Lower Case, Times New Roman, 12 Normal)

4. Table of content

For clarity, use 12 points font. All chapters' titles, headings and subheadings should appear in the Table of Contents. Insert the word "Chapter" in front of chapter numbers in the table of contents and in the main body of text. Chapter 1 should be entitled Introduction, for example, 'Chapter 1: Introduction' and the last chapter entitled Conclusion (or Discussion). Titles that extend onto more than one line should be single-spaced; but the spacing of 1.5 should be maintained between entries. Right align page numbers. Table of content should be automatically formed through MS word.

5. Abstract

The thesis must contain an abstract. This should occupy a single page and may be single-spaced, if necessary. There should be no illustrations or footnotes. The abstract should not exceed 250-300 words. It should include background, the purpose of the study, material and methods, results, conclusion and key words.

6. Use of Pictures

Sources of any figures, tables or pictures not original to the thesis must be cited; in some cases copyright permission may be necessary. Lettering in tables and figures should be legible at the scale of reproduction in the thesis. Figures may be in colour or grey-scale.


Additional Registrar

Distribution:-

- All Concerned