



GUIDELINES FOR WRITING THESIS

Thesis refers to a documented report of the process followed by, and the results of original research conducted by the students to fulfill the requirements for a Post-Graduate degree. The thesis should be presented in a manner that will reflect credit on the student, the faculty, and the University. A thesis is made up of three main parts namely preliminary pages, text and references.

A thesis must be divided into chapters. A title must be given, and it should reflect its content. A new chapter must begin on a new page. A chapter may be divided into sections. These sections must be given appropriate titles and numbered. Texts must be written in paragraphs. Too long or too short paragraphs should be avoided. Each paragraph must describe an issue or subject. There must be continuity between paragraphs.

A. COMPONENTS OF THESIS

A thesis is made up of three main parts namely preliminary pages (11-24), text (25-29) and references (30). This sequence should be followed while writing a thesis

1. Cover Page/Title Page (Page No. 11)

Front cover should give title of the thesis, name of the candidate and the name of the Department/Institute through which submitted, in the same order from top to bottom. The lettering may be in boldface and properly spaced. Their sizes should be: title 20-24 pt., name of the candidate 18 pt. and the name of the department/ institute 18 pt.

2. Plagiarism/Turnitin Report/Plagiarism Undertaking

3. Declaration

i. Supervisor's Declaration (Page No. 13)

A thesis is to be submitted for the purpose of examination. It must obtain prior declaration by the supervisor on the standard and quality of the thesis.

ii. Copy Right page (Page No. 14)

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iii. Student's Declaration (Page No. 15)

This page should contain declaration by the student on originality of the thesis.

The declaration should be signed.

iv. Plagiarism Undertaking (Page No. 16)

The author declare that no portion of thesis has been plagiarized and all material used as reference is properly referred/cited. The university reserves the rights to withdraw/revoke the degree if found plagiarized.

iv. Undertaking (Page No. 17)

According to "HEC GRADUATE POLICY 2023" an undertaking should be taken before submission of Monograph/Textbook/Proposal/Research paper/Thesis etc.

4. Certificate of Approval (Page No. 18)

It is an approval signed by all the members of Viva Voce Committee

5. Dedication Page (Optional)

The dedication must be brief, not more than one paragraph, and must not contain any number, chart or photograph.

6. Acknowledgement (Page No. 20)

The student may acknowledge the assistance of various individuals or organizations in successfully producing the thesis. This should be written in one page.

7. Abstract (Page No. 21)

The abstract should be brief, written in one paragraph and not exceed 300 words. An abstract is different from synopsis or summary of a thesis. It should state the field of study, problem definition, methodology adopted, research process, results obtained and conclusion of the research. The abstract can be written using single or one and a half spacing. According to APA style the Table of contents is between the Abstract and Introduction.

8. Table of Contents (Page No. 22)

The Table of Contents page must start on a new page. It should list all sections, chapters and sub-headings. The titles must be written using the same words as those written in the text.

9. List of Tables (Page No. 23)

This page should list all the tables found in the thesis. The page number of the table must also be included. The table numbers should be arranged according to the chapters.

10. List of Figures (Page No. 24)

Diagrams, photographs, drawings, graphs, charts and maps are included as figures. The list should be written similar as the List of Tables.

11. List of Symbols/Abbreviations/Notations/Terminology (Page No. 25)

All symbols or abbreviations or notations or terminology found in the text should be listed on this page. They are listed in the following order:

- i. Roman letters - alphabetical order
- ii. Greek letters - alphabetical order

iii. Superscripts - alphabetical order

iv. Subscripts - alphabetical order

12. Introduction (Chapter 1)

Set the scene and problem statement. Introduce structure of thesis.

a. Background of Study

b. Statement of the Problem

c. Hypothesis of Study

d. Significance of Study

e. Aims and Objectives

Aim is the title of your study work and objectives are designed for the achievement of your aim.

i. Must not be more than three in case of M.Phil.

ii. Each objective must start with “To” following an action verb

13. Literature review (Chapter 2)

i. Demonstrate wider appreciation (context).

ii. Provide motivation.

iii. Survey and critical assessment.

iv. Relation to own work.

14. Material and Methods/ Research Methodology (Chapter 3)

Sampling, analysis, design, calculations through formulas/map generation/pictorial representation, surveys, and questionnaires as in case of qualitative analysis, statistical interpretations. In experimental research instruments etc.

a. Research Design

b. Sampling

- c. Data collection**
- d. Research tools and techniques**
- e. Statistical Analysis**

15. Results / Findings (Chapter 4)

Implementation and interpretation of results through charts/graphs, figures, drawings, diagrams photographs and tables.

16. Discussion (Chapter 5)

State hypothesis, and demonstrate precision, thoroughness, contribution, and comparison with closest rival.

17. List of Appendices (where applicable)

All appendices should be listed on this page.

18. Citation in the Text

Citation is a means of formally recognizing within the text, the resources from which the information or idea were obtained. The purpose is to acknowledge the work of others, to demonstrate the body of knowledge in which the work is based on and to lead others.

19. Quotations in the Text (where applicable)

A quotation must be written in a separate paragraph. If the quotation is in a different language, it must be written in italic.

20. Tables in the text

All tables must be numbered using Arabic numeric. A caption should be positioned at the top of the table with single line spacing (10 points). If the caption is written in a single line, it should be centered. If the caption is written more than one line, it should be aligned to the left. Tables must be numbered with respect to the chapter.

21. Figures in the text

Illustrations such as maps, charts, graphs, drawings, diagrams, and photographs are referred as figures. All figures must be clear and of high quality. Figures must be numbered using Arabic numeric. A caption should be located at the bottom of the figure with single line spacing (10 points). If the caption is written in a single line, it should be centered. If the caption is written in more than one line, it should be aligned to the left. Figures are numbered with respect to the chapter. A figure should be positioned after it has been cited for the first time in the text. All figures in the chapter can also be grouped together and positioned at an appropriate location. All figures must be listed in the List of Figures page. Oversized illustrations in the form of plans, maps, charts, graphs, and others should be reduced to fit a single page unless the oversized materials are absolutely necessary for clarity and understanding.

22. Conclusion

23. Further Work/Future recommendations

24. References

References are detailed description of items from which information were obtained in preparing the thesis and must be listed at the end of the text. These should be written on a standard pattern of APA reference style 7th edition. For details visit <https://apastyle.apa.org/>.

25. Appendix

Appendices are supplementary materials to the text. These include tables, charts, computer program listings, and others.

26. Length of thesis

Whilst the regulations do not contain a clause relating to the maximum length of thesis. However, it is expected that work presented for the degree of M.Phil./MS should normally be between 20,000-40,000 words. The work presented for the degree of Ph.D. should be between 40,000–1,00,000 words (It may vary for departments, but they need to approve the word count through DRC and ASARB).

27. Published work

Published work/research papers from the theses be included as appendix (Reprints/ proof / preprint).

B. FORMAT/PATTERN OF THESIS

All thesis presented in type script for the degree of M.Phil./ Ph.D. should comply with the following specifications:

1. STYLE

Paper size: A4 (8.27" x 11.69).

Font style: Times New Roman.

Font Size: 12 pt normal for writing in English and 16 pt normal for writing in Urdu.

Footnotes: 8-10 12 pt

Line Spacing: 2 line spacing (double). Although, single line space can be used in initial pages and footnotes. Long quotations should also be single spaced and indented.

Headings: 14 pt bold for writing in English and 16 pt bold for writing in Urdu.

Subheadings: 12 pt bold for writing in English and 16 pt bold for writing in Urdu

(APA style for levels of headings will be followed as given below No.4. Headings)

2. PAPER SPECIFICATION

Good quality paper (minimum 80 gm) be submitted.

3. PAGE NUMBER

Introductory pages should be numbered in lower case Roman numerals (i, ii, iii ...). The title page is counted as page “i” but the page number is not printed. For the body of the thesis including text, chapter title pages, section dividing pages, illustrations, appendices, and bibliography, use Arabic numerals (1, 2, 3 ...). The numbering begins with one (1) and runs consecutively to the final page or end of the manuscript. All page numbers of the thesis or dissertation are placed at top right corner, in page header of the page. All page numbers must be in the same font and size as the text.

4. HEADINGS

Applying heading styles in APA

Heading 1	Centered, Bold, Title Case Capitalization*
Heading 2	Left-Aligned, Bold, Title Case Capitalization*
Heading 3	Indented, bold, sentence case capitalization,** a final period. The body text begins immediately after the period.
Heading 4	<i>Indented, bold, italics, sentence case capitalization,** a final period.</i> The body text begins immediately after the period.
Heading 5	<i>Indented, italics, sentence case capitalization,** a final period.</i> The body text begins immediately after the point.

* Capitalize the first word of the title and all major words (including words that have four or more letters). Example: The Effects of Autism on Listening Skills.

** Capitalize the first word of the title and proper nouns (just as you would capitalize a sentence). An example: Teenagers with autism in the United States.

5. LAYOUT OF SCRIPT

Typescript should appear on one side only, lines; at least one-and-a-half spaced.

Footnotes, quotations, references and photographic captions may be single spaced.

Where appropriate, these should contain lists giving the locations of figures and illustrations.

6. MARGINS

At least 1¼ - 1½ inches (3.17-3.81cm) on the left-hand side, ¾ - 1 inch (2 2.54cm) at the top and bottom of the page, and about ½ - 0.75 inches (1.27- 1.90cm) at the outer edge. The best position for the page number is at top center or top right ½ inch (1.27 cm) below the edge. Pages containing figures and illustration should be suitable paginated.

7. METHOD OF PRODUCTION

The text must be typewritten in acceptable type face (readable). The title of the thesis should be exactly the same, in all aspects, as approved and notified by the ASRB. The case of the alphabets (upper/lower), effects of the text fonts (subscript, superscript, italic, etc.), special characters including punctuation, word dividers and general typographical characters (., “, &, ?, /, :, ;, etc) should be reproduced in the same manner as in the notified title. The submitted copy should be duly signed by all the concerned.

Thesis shall be submitted for evaluation in a temporarily bound form (spiral/tape binding), which is sufficiently secure to ensure that pages cannot be added or removed.

For hard bound copies (after evaluation and defense), the outside covering front board shall be in Black/red colour with the golden writing. The contents in

covering front board shall be the same as presented in the covering page of thesis in temporary bound.

M.Phil./MS Thesis

Three copies before defense in spiral binding or tape binding (one external examiner, one supervisor, one co-supervisor if applicable) and six copies after defense (i) examination branch, (ii) GSO, (iii) library, (iv) respective department, (v) supervisor, (vi) co-supervisor if applicable, (vi) candidate) on good quality paper (minimum 80 gm) should be submitted.

Ph.D. Thesis

Five copies before defense in spiral binding or tape binding (two external examiners, one internal examiner, one supervisor, one co-supervisor if applicable) and six copies after defense (i) examination branch, (ii) GSO, (iii) library, (iv) respective department, (v) supervisor, (vi) co-supervisor if applicable, (vi) candidate) on good quality paper (minimum 80 gm) should be submitted.

8. BINDING

All final theses and published work presented for higher degrees must be bound in a permanent form or in a temporary (hard binding will be provided after defense of the thesis form approved by the Advanced Studies and Research Board (ASRB). The colours of binding for different degrees are as follows:

i. **Black: M.Phil.**

ii. **Red : Ph.D.**

C. PLAGIARISM ALLOWED

The plagiarism should be between 5% to 18%.

TITLE OF THESIS

Time New Roman
Font size = 20, Bold,
Capital letters



Size of monogram
(About 1.8'' X 2.8'')

Thesis submitted for the degree of

M.Phil./Ph.D. In -----

Time New Roman Font
size = 18 Sentence case
Bold

By (Regular, font size14)

NAME

Time New Roman Font
size = 18 Bold

TO

DEPARTMENT

SARDAR BAHADUR KHAN WOMEN'S UNIVERSITY

QUETTA

Session

Title of Thesis



Thesis Submitted For The Degree Of Master of M.Phil. In

Supervisor

Dr. -----Name

Designation

Co-Supervisor

Dr. -----Name

Designation

Department

Faculty

**Sardar Bahadur Khan Women's University Quetta,
Balochistan**

Session

Thesis Title (20, Regular)

A Post Graduate Thesis submitted to the Department of ----- as partial fulfillment of the requirement for the award of Degree of M.Phil. (-----).
(14, Regular)

Name (16, Regular)	Registration No. (16, Regular)
Student Name	Registration Number

Supervisor (16, Bold)

Supervisor Name

Designation

Department

Sardar Bahadur Khan Women's University Quetta

Month of Submission <<e.g. September, 2022>> (14, Regular)

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Time New Roman Font
size = 12



SARDAR BAHADUR KHAN WOMEN'S UNIVERSITY
QUETTA

DECLARATION

I, ----- D/O-----here by state that my thesis titled, -----
----- is my own work and has not been submitted
previously by me for taking any degree from Sardar Bahadur Khan Woman's University, Quetta
or anywhere else in the country/world.

At any time if my statement is found to be incorrect even after my graduation, the university has
the right to withdraw my **M.Phil./Ph.D.** degree.

Signature of Student: _____

Name of Student: _____

Registration Number: _____

Department: _____

Date: _____



SARDAR BAHADUR KHAN WOMEN'S UNIVERSITY QUETTA

PLAGIARISM UNDERTAKING

I solemnly declare that research work presented in the thesis titled, -----

is solely my research work with no significant contribution from any other person. Small contribution/help whatever taken has been duly acknowledged and that complete thesis has been written by me.

I understand the zero-tolerance policy of the HEC and SBKWU towards plagiarism. Therefore, I as an author of the above titled thesis declare that no portion of my thesis has been plagiarized and my material used as reference is properly referred/cited.

I undertake that if I am found guilty of any formal plagiarism in the above titled thesis even after award of ----- degree, the university reserves the rights to withdraw/revoke my ----- degree and that HEC and the university has the right to publish my name on the HEC/University Website on which name of student are placed who submitted plagiarized thesis.

Student Signature: _____

Name: _____



Undertaking by student and supervisor for HIGHER EDUCATION COMMISSION OF PAKISTAN

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Corresponding Author(s) Address: _____

Title of Work: _____

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All authors are requested to sign this form. If not signed by all authors, the corresponding author acknowledges that she is signing on behalf of all the authors and with their authorization. Faxed signatures and multiple forms are acceptable provided the corresponding author collates all the material and submits it in one batch.

Student Signature: _____ Name: _____ Date: _____

Supervisor Signature: _____ Name: _____ Date: _____

Co-supervisor Signature: _____ Name: _____ Date: _____

CERTIFICATE OF APPROVAL

This is to certify that **name of student (Sentence case, Bold)** who was registered for M.Phil./Ph.D. **department name (Sentence case, Bold)** on a research project entitled, “**thesis title**” (**Sentence case, Bold**), in the department of -----, SBK Women’s University now qualified to submit her thesis for the requirement of the degree of M. Phil. -----.

Date: _____

Supervisor

Name

Designation

Department

University

Co- supervisor

Name

Designation

Department

University

Chairperson

Name

Designation

Department

University

Dean

Name

Designation

Department

University

External Examiner

Name

Designation

Department

University

DEDICATION

(18, Regular)

ACKNOWLEDGEMENT (14, BOLD)

XXX
XXX
XXX
XXX
XXX

XXX
XXX
XXX
XXX

Student Name

Registration Number

(12, Bold)

ABSTRACT (14, Bold)

[illegible]

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FIG

Figure

CHAPTER 1

1.Introduction

XXX
 XX
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

1.1. Background of Study

XXX
 XXX.

1.2. Problem Statement

XXX
 XX XXXXXXXXXXXXXXX

1.3. Significance/Justification of Study

XXX
 XX
 XX XXXXXXXXX

1.4. Aims and objectives of Study/Research Questions:

XXX

i. XX

ii. XX

iii. XX

1.5. Limitation of Study (if applicable)

XXX

[illegible]

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[illegible]

CHAPTER 3

3. Material and Methods

XXX
XXX
XX XX

3.1. Research Design:

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XXX
XX XX

3.2. Sampling

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XX XX

3.3. Data Collection

XXX
XXX
XX XXXXXXXXXX

3.4. Research Tools & Techniques (If applicable)

XXX
XXX

3.5. Statistical Analysis (If applicable)

XXX
XXX

CHAPTER 4

4. Results

XXX
XXX
XX XX

CHAPTER 5

5. Discussions

XXX
XXX
XX XX

Conclusion (New Page)

XXX
XXX
XX XX

Recommendations/ Future Work (New Page)

XXX
XXX
XX XX

