

INSTRUCTIONS FOR COMPILATION OF **THESIS/RESEARCH DISSERTATION**

The final copy of the thesis/ Research Dissertation submitted to the Examination Department should be organized in the following order. The starred items (*) are required in every thesis; lists of tables, figures or maps are required if they appear in the thesis; the other items are optional.

1. TITLE PAGE *
2. DECLARATION *
3. RESEARCH COMPLETION CERTIFICATE *
4. ACKNOWLEDGEMENT
5. ABSTRACT *
6. CONTENTS *
7. LIST OF TABLES
8. LIST OF FIGURES (OR LIST OF MAPS)
9. TEXT *
10. BIBLIOGRAPHY AND REFERENCES *
11. APPENDICES

1. TITLE PAGE *

The specimen of Title Pages of a Thesis / Research Dissertation is given on the next page. The name of the degree and Roll No. of the student should be given in the proper format.

Title of the Thesis/ Research Dissertation



NAME _____

SESSION _____

Roll No. _____

DEPARTMENT _____

GC UNIVERSITY LAHORE

Title of the Thesis/ Research Dissertation

Submitted to GC University Lahore
in partial fulfillment of the requirements
for the award of degree of

IN

By

NAME _____

SESSION _____

Roll No. _____

DEPARTMENT _____

GC UNIVERSITY LAHORE

2. **DECLARATION** *:

The form of declaration is as follows. It is a compulsory requirement for every Thesis / Research Dissertation.

DECLARATION

I, Mr./Ms. _____ Roll No. _____
student of _____. in the subject of _____
session _____, hereby declare that the matter printed in the thesis titled
_____ is my own work and has
not been printed, published and submitted as research work, thesis or publication
in any form in any University, Research Institution etc in Pakistan or abroad.

Dated: _____

Signatures of Deponent

3. **RESEARCH COMPLETION CERTIFICATE:***

The form of Research Completion Certificate is as follows. It is a compulsory requirement for every Thesis / Research Dissertation.

RESEARCH COMPLETION CERTIFICATE

Certified that the research work contained in this thesis titled

_____ has
_____ has
been carried out and completed by Mr. / Ms. _____ Roll
No. _____ under my supervision.

Date

Supervisor

Submitted Through

Prof. _____
Chairperson
Department of _____
GC University Lahore.

Controller of Examinations
GC University Lahore.

4. **ACKNOWLEDGEMENT:** (Optional)

5. **ABSTRACT ***

This should be self-explanatory without reference to the text. It should provide a clear and concise description of the investigations, highlighting the objective of the study, the materials and methods used, main findings and principle conclusions.

6. **CONTENTS:***

This Table of Contents must provide the page location of the Acknowledgments, List of Tables (if included), List of Figures (if included), each chapter or section and sub-sections, as well as Appendices, Bibliography/References.

7. **LIST OF TABLES:**

(Required only if tables are presented in the text): This page must include the table number, exact title, and table page number.

8. **LIST OF FIGURES (OR LIST OF MAPS)**

(Required only if figures are presented in the text): This page must include the figure number, exact title, and figure page number.

9. **TEXT ***

This section must be divided into chapters or sections

Chapter 1. INTRODUCITON

This chapter will comprise of relevant fundamental terminology, general introduction of the problem, and aims of the investigations.

Chapter 2. LITERATURE SURVEY

In this chapter, a critical review of the relevant research work done by others in the past will be presented, such that it should clearly highlight the justification for the present work.

Chapter 3. EXPERIMENTAL WORK

In case of experimental project, details about the materials used, specimens preparation, experimental set up and techniques etc. will be described and illustrated with the help of diagrams, charts, tables and graphs.

OR

In the case of theoretical project, the theoretical model developed and/or used to analyse available data will be described in detail.

Chapter 4. RESULT AND DISCUSSION

This chapter will be devoted to experimental results and their interpretation, together with the conclusions drawn.

10. BIBLIOGRAPHY AND REFERENCES *:

A **bibliography** is a comprehensive list of all sources used in the preparation of a thesis, whether those sources are cited or not. Bibliographies must be alphabetized even within sub-headings if used.

REFERENCES

References will be given at the end. In the text, references should be cited as consecutive numerals in square brackets. In the list of references, the pattern will be as follows:

1. Kashmiri, M.A., Katritzky, A.R., J.Am, Chem. Soc. 105 (1983) 90-94

11. **APPENDICES:**

Appendices include materials that are independent of but relevant to the thesis, for example surveys, additional data, computer printouts, symbols, abbreviations, definitions, etc. The appendices must conform to the rules for spacing, font and margins.

GENERAL INSTRUCTIONS:

The general instructions for Thesis layout are given below:

SPACING:

The line spacing for the text of the Thesis should be one and one-half (1.5), with the exception of the title page, declaration, Research Completion Certificate, captions, table or figure headings, extensive quotations, footnotes or endnotes, entries in the References section, entries in the Table of Contents, and appendices where single-spacing should be used.

FONT:

Use a font size of 12. The only allowable exceptions to this font size are captions (not smaller than 9 point) and headings (not larger than 20 point). Use of italics is restricted to foreign words, book or periodical titles, taxonomic names, letters used as statistical symbols or algebraic variables, test scores and scales.

JUSTIFICATION:

Either left justification or full justification is acceptable for the body of the text. "Orphans" (headings or sub-headings located at the bottom of a page that are not followed by text) and "widows" (short lines ending a paragraph at the top of a page) should be avoided.

MARGINS:

Minimum thesis margins are 1.5 inches from the left edge and 1 inch from the other three edges. These margins are essential for copying and binding.

PAGINATION:

Every page is assigned a number, but numbers are not printed on the title page, declaration, research completion certificate, dedication, and acknowledgement.

Pages generally are numbered in the upper right hand corner; usual placement is at least 3/4 inch from the top and 1 inch from the right edge. Centered numbers at the top or bottom of the page are also acceptable

TABLES AND FIGURES

Table/Figure Placement: There are three options for table and figure placement within the thesis. Use one consistent method throughout the thesis.

- Place the table/figure on the page along with the body of the text (do not wrap the text around the table/figure).
- Place the table/figure on a separate page immediately following the page in which it is first cited in the text.
- Group tables/figures at the end of the chapter in which they are first cited in the text (note that when grouping, tables precede figures)

Table/Figure Numbering: The recommended method is to identify each Table or Figure according to the chapter in which it appears (Table/Figure 2.1, 2.2, 3.1, 3.2, etc.).

Table/Figure Headings:

- Table headings must be positioned above the table using the same font style and size as used in the main body of the thesis. Use a continuation notation for tables that exceed one page in length. For example, Table 3.1 (continued).
- Figure headings may be placed either above or below the figure, depending on the convention used in the discipline. For larger figures that fill the area of the page, it is acceptable to place the corresponding heading on a separate page that immediately follows the figure in the thesis. Both the figure page and the heading page should be numbered in the usual consecutive manner. Do not abbreviate the word "figure."
- For landscaped tables/figures, headings placed on the same page must be oriented to read from bottom to top

PAPER REQUIREMENTS:

The paper on which the work is printed must meet the standards for durability and permanence suitable for a work that will reside in the Library.

The requirements for thesis papers are:

- 8 ½ x 11"
- Durable
- At least 90 gram weight
- White

Note that all of the paper used in a given copy of the Thesis/ Research Dissertation must be from the same source, and must be of the same whiteness

OVERALL APPEARANCE:

The thesis or dissertation that is submitted to the Examination Department must be free from errors. All corrections should be made before the final copy is printed. Overstrikes, cross-outs, handwritten

additions or corrections, lines from paste-ups, dots or shading in the background, smudges, and use of correction fluid are not acceptable in the final copy

PRINTING THE FINAL COPY:

Print on one side of the page only. You may run the required paper directly through a laser or ink jet printer. The print must be sharp and of uniform darkness. Starting with a fresh ink or toner cartridge is recommended. If you use a professional photocopying service, check all pages before paying for the service and leaving the premises. Common problems with photocopying include missing pages, crooked pages, shifted margins, and smudges or spots on the copy.

BINDING OF THESIS/ RESEARCH DISSERTATION:

The Thesis/ Research Dissertation should be submitted to the Examination Department in the form of Ring/ Tape Binding. After the Viva Voce Examination the Thesis/ Research Dissertation should be submitted Hard Bound (after making necessary corrections, if any) and the cover should be Dark Maroon.

NO. OF COPIES OF THESIS/ RESEARCH DISSERTATION:

- 3 Copies for B.A./B.Sc. (Hons.)
- 3 Copies for M.A./M.Sc.
- 3 Copies for M. Phil.
- 6 Copies for Ph.D

SUBMISSION OF THESIS/ RESEARCH DISSERTATION IN THE LIBRARY:

After the Viva Voce Examination and after making necessary changes, if any, One copy of Thesis/ Research Dissertation in the form of Hard Binding must be submitted in the main Library of the University. **Degree will not be issued to the students who fail to submit the Final Copy (Hard Bound) of the Thesis/ Research Dissertation in the Library.**

PLAGIARISM

The act of using some one else's original ideas or work and then submitting it in his/her own name without acknowledging the source is strictly prohibited. Such case will be classified as Plagiarised. In case any student is found guilty of Plagiarism in any form, his/her case will be referred to the Dean of respective discipline by the Chairperson of the Department. The Dean after due investigation, if found sufficient evidence against the student, shall forfeit the work of the candidate and ask the Registrar for the cancellation of his/her admission under intimation to the Vice Chancellor. No appeal shall be entertained in such cases.