

# PhD Thesis Format

**1. COPIES:** Six copies (5 for Examination Department and one for Office record) of the thesis shall be submitted by the candidate in accordance with the University Regulations.

**2. PAPER:** Must use **A4 size paper** for all copies. The recommended paper quality is 80-90 gsm. Use only one side of the page for printing.

**3. PRINTING:** A laser quality printer should be used for the final copy. The candidate should maintain the quality of the scholarship/research, the soundness of the logic, the originality of ideas, and the lucidity of the prose in the write-up.

Use of headings/chapter titles in a font size larger than **14** is discouraged and the use of excessive **ITALICS** or **BOLD** print is not advisable. Acceptable font generated by MS Word program includes **Times New Roman**.

An example of the font and size is:

- i) **CHAPTER TITLE** (UPPER CASE - Times New Roman - **14 - Bold**)
- ii) **Headings** (Title case – Times New Roman – **14- Bold**)
- iii) **Sub-headings** (Title case – Times New Roman – **12- Bold**)
- iv) Body text (Title case – Times New Roman – **12 - Normal**)

**4. SPACING:** The text should be printed in double space. Only footnotes, long quotations, table captions, figures, legend and similar special material may be single spaced. Reference entries should also be single spaced (double space between entries).

**5. MARGINS:** On the left 1-1/2 inches; on the top, bottom, and right 1 inch. These are necessary to allow for binding and trimming. The margin should not be punched in holes, since holes would make binding impossible (It is important that the margins on the thesis meet these requirements so the binding can be made correctly). Page numbers do not need to meet the 1 inch margin requirement.

**6. TITLE PAGE:** The title page should be in accordance with format annexed. The degree for which thesis is submitted must be indicated i.e. Doctor of Philosophy, Master of Philosophy etc. The month and year shown on the title page should be those in which the final copy is submitted to the University.

**7. ABSTRACT:** A structured abstract should be included in each copy of the thesis. The abstract should not exceed 400 words for a doctoral and 250 words for other degrees. The abstract should be a miniature version of the thesis. It should include a summary of the results, conclusions or main arguments presented in the thesis.

**8. ASSEMBLING THE THESIS:** The thesis should be assembled in the following order:

- a. Title page
- b. Certificate by the Supervisor (sample attached)
- c. Acknowledgment
- d. List of abbreviations
- e. Table of Contents
- f. List of Appendices
- g. List of Figures
- h. List of Tables, etc.
- i. Abstract
- j. Text with following Chapters:
  - Introduction
  - Literature Survey
  - Materials and Methods
  - Results
  - Discussion
  - Conclusions
- k. Appendices, if any
- l. Tables and Figures
- m. References

**9. PAGE NUMBERING:** Preliminary pages of the thesis i.e., those preceding the ‘Text’ (Title Page, Certificate, Acknowledgement, Abstract, List of Abbreviations, Table of Contents, List of Appendices and List of Tables) are to be numbered in lower case Roman numerals i.e. (i), (ii), (iii) etc. and placed in the middle at the bottom of each page.

Pages of the text itself and of all items following the text i.e., Introduction, Materials and Methods, Results, Discussion, Conclusions, Appendices, Tables and References should be numbered consecutively throughout in numeric (arabic) numbers i.e. 1, 2, 3 etc. beginning with number 1 on the first page of the first chapter or introduction and shown in the middle at the bottom of each page. Page number should not be shown on the Title Page.