

THESIS MANUAL UNIVERSITY OF KOTLI AZAD JAMMU & KASHMIR

**Information about composition, style and format for BS, MSc, M.Sc.
(Hons.), MS/MPhil and PhD students/scholars.**



Prepared by

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AZAD JAMMU AND KASHMIR**

INTRODUCTION

These guidelines have been prepared for graduate/postgraduate students to provide a standard format for write up of thesis to be presented at the University of Kotli Azad Jammu and Kashmir. It would ensure uniformity in the preparation of thesis towards a standard style of presentation of their research plans/findings.

There is a little difference in the general writing of a synopsis and a thesis. A synopsis is a brief presentation of future research plans, while the thesis is an elaborate presentation of the final research findings. Therefore, the basic guidelines for typing and presentation remain same for both (given in typing, numbering and binding section).

FORMAT FOR THESIS

The final form of the thesis containing the preliminary pages and the text pages should be arranged in the following sequence:

Preliminary Pages:

- i. **Cover Page:** The Cover page must bear the full title of the thesis, full name of the candidate in (Block Capital Letters), registration number, session, the name of the Department, the name of the Faculty and the name of the university (Annexure-I). This should not bear page number.
- ii. **Title Page:** The title page must bear the full title of the thesis, full name of the candidate (Block Capital Letters), registration number, degree for which the thesis has been submitted, session, the name of the Department, the name of the Faculty and the name of the university (Annexure-II). The page number starts from title page up to abstract in romans like ii, iii etc.
- iii. **Order of Title Pages:** Title pages should be arranged in following order:
 - a) Cover page
 - b) Title page
 - c) Certification
 - d) Dedication
 - e) Contents
 - f) Abbreviations/Acronyms
 - g) Acknowledgements
 - h) Abstract
- iv. **Certification:** Duly signed by the supervisor/ Supervisory Committee (where applicable) and Co-supervisor (if any), at the time of its submission and the External Examiner, after viva-voce/oral examination (Annexure-III for MPhil & Annexure-IV for PhD degree programs).

- v. **Dedication:** The candidate, if desires may dedicate his/her works to some particular person(s) (Optional).
- vi. **Contents:** Thesis must contain and elaborate list of contents for the convenience of the readers indicating the page number for each title appearing in sequence, as it appears in the text. These must be arranged in their numeral order indication the text page (Annexure V). Lists of Tables, Figures (maps, diagrams, graphs, charts, etc.), plates/illustrations/pictures (photographs, etc.) which appear in the text may (if required) follow the “Table of Contents” in the same sequence (Annexure-VI& Annexure-VII).
- vii. **Abbreviations:** Special abbreviations, specifically used in the text, can be arranged in alphabetical order with explanation after the “contents”.
- viii. **Acknowledgements:** The candidate, if so desires (the scientific ethics generally demand), may acknowledge the help he/she received from person(s) during the course of research. This should be brief and dignified.
- ix. **Abstract:** The abstract should be brief and written in complete sentences. It should state succinctly the objectives / problem, the experimental design, the principal observations and conclusion. Headings and reference should not appear in the abstract.

Text:

The preliminary pages should be followed by the main text. The main text may contain the following sections:

- i. **Introduction:** Introducing the problem and spelling out the main objectives/hypothesis of the research.
- ii. **Review of Literature:** Critical review of literature updating the reader about the current status of the research findings in the field duly supported by suitable references (very general and/or universal facts may not be supported by reference). This should be in the form of an integrated running text, presenting a general synthesis of the known facts on the problem under study, rather than presenting a summary of the papers appearing in chronological order. It may be prepared under different headings that from the part of the study. Introduction and review of Literature may be combined where it is necessary but it should be written in “book-manner”.
- iii. **Material and Methods:** A detail objective narration of the study area, material used sampling/census technique, methods/instruments exploited and the technique(s) used in analyses is composed, which may help the reader in analysis of the results.
- iv. **Results and Discussion:** The results (without giving explanations comparisons with other studies) of the study should be presented in running text, duly

supported by the data, presented in tables, figures, plates, etc., mentioning the salient points. The results should lead to the generalized statements of the researcher, which may be carried for discussion. The statistical legends and symbols can be presented in consultation with the supervisor. The discussion forms the most important part of the thesis, where the results are interpreted with scientific logic duly supported by the previous studies/references. The cause and effect phenomenon should prevail in discussion section. The discussion should be based upon the results of the study. Usually the generalizations of the result are carried for discussion.

- v. **Conclusion and Recommendations:** It encompasses a brief statement of the methodology of the research study/studies followed by the results obtained, conclusions drawn and recommendations at the end.
- vi. **References:** All the references cited in the text and notes should invariable appear in this section. These should be arranged in alphabetical order to the last name of the author. The style of citing references is given in section III of the guidelines.
- vii. **Appendices:** The candidate, if so desires may include appendices. This section may contain supporting data for the text in the form of one and more appendices. It may include table (s) facsimile of the questionnaire/ data collection sheet (s) illustrations, maps and other similar data, which cannot be placed in the order parts of the main text. This data should be in an organized form.

Sections:

Each of these sections should be considered as separate chapters, numbered in consecutive order except for summary and appendices that should not be numbered as a chapter. In case, a research topic dealing with different fields and demands a separate handling of different parts of the research, considering each part as a chapter may contain separate introduction, review of literature, material and methods, results and discussion, appearing as continuous text. However, in such case a general overall introduction and discussion/conclusion shall be developed, appearing as the first text chapter and the last chapter, respectively. The references should always appear before appendices.

Footnotes:

Footnotes should generally be avoided unless decided by the Supervisor. Notes may appear as footnotes at the bottom of individual pages or may be gathered in section at the end of each chapter or may be placed all together in section at the very end of the text.

Language and style:

- i. The thesis must be written in English or such other languages as Academic Council may approve.
- ii. Great care should be taken to make the thesis a scholarly contribution to knowledge, including the usage of language and accuracy of expression.
- iii. A research thesis must be accurate and accordingly language must be precise. The level of presentation should be formal. Colloquial and conversational modes of expression are inappropriate in a scholarly presentation. The expression should normally be in the third person.
- iv. Proper attention should be paid to such skills as correct spellings, punctuation, sentence formation, capitalization and proper use of Italic. Students are advised to consult a good handbook on language usage and dictionary.

TYPING NUMBERING AND BINDING**Typing of Text:**

- i. Line space of the text should be 2.0, Font 12, Times New Roman (TNR) with the exception of captions footnotes, long quotations, reference entries of more than one line, tables and appendices etc. No inter-lineation, crossing out of letter or words are permissible. Correction fluid or type out may be used, but sparingly and with great care and no such corrections should involve more than three words.
- ii. The thesis must be submitted on an 80 gm, 100 % cotton paper of 210 mm x 297 mm (8.27" x 11.69" i.e., A-4) size, with 3.8 cm left (binding side) 3.0 right, top, and lower margins 2.50 cm.
- iii. The text should be fully justified
- iv. The first line of the paragraph should be indented (1cm), and line space be given between paragraphs.
- v. Nothing in the text should be italicized, except the scientific names of the species and the words from languages other than English.
- vi. For abbreviations, in general, the full term should be spelled out when it appears the first time in the text (with abbreviation in parenthesis), while these can be used in rest of the text. Abbreviations should be in capital letter(s) without full stop(s), or otherwise necessary.

Example:

Government of Pakistan

GOP

United states Department of Agriculture

USDA

- vii. Always write 'percent' in the text and not the % symbol. Similarly chemical symbol or formula should not be used.
- viii. No fractions should be used in the text. They should be spelled out.

- Example:** “Half” rather than “1/2” and five-eighth” for “5/8”.
- ix. Points of the compass and seasons of the year should not be written with capital letters unless these are a part of the name,
Example: the wind is in the North West or South East Regional Development Board.
 - x. “The” should not be written with capital “T” before the name unless it is a part of that name.
Example: The king’s Fund or The Royal College.
 - xi. Insert a space between a numeral and the unit of measurement,
Example: 3 mm or 15 °C.
 - xii. No space should be given between educes and associated numerals,
Example: 5.0-6.0 mm or between extreme measurement and ranges, (10-30) or 25-35.
 - xiii. All pages, except the cover page, are to bear a page number. The cover page is understood as preliminary page i. Other preliminary pages will be numbered in lower case Roman Numerals (ii, iii, etc.) at the bottom in the center of each page. The subsequent text start from introduction to references, appendices are to be numbered in a single sequence of Arabic Numerals (1, 2, etc.) beginning with at the bottom in the center of each page. Page numbers must fall on or within the specified margins which are as follows: left margin (or binding edge) = 3.8 cm, right margins 3.00 cm, top and bottom 2.50 cm.
 - xiv. Do not start a sentence with mathematical abbreviations.
Example: Seventy percent of the peoples are living in urban areas. (Correct)
70 percent of the peoples are living in urban areas. (Incorrect)

Headings:

- i) Chapter heading like Introduction, Material and Methods, Results and Discussion appearing in Font 14 TNR should be all capital (in upper case) adjusted in the center and bold. The heading for the chapter numbers should be italics and justified to the right hand side of the page appearing with first letter (i.e. *Chapter 3*). All other headings in the text should be set over to the left hand margin and the text should begin on the next line with indentation. The first level headings should be all in capital letters (Font 12 TNR). Second level heading should be typed in small (lowercase) with first letter capital of each main word (Font 12 TNR). For third level headings, only the letter of the first word should be a capital (Font 12 TNR), while fourth level headings may appear in the text like the third level headings. All the headings should be assigned digital number. Only chapter heading should be bold.

Examples:

- 3.0 Main Heading (chapter)
- 3.1 Sub heading
- 3.1.1 Sub sub heading
- 3.1.1.2 Sub sub sub Heading

Chapter 3

3.0 MATERIAL AND METHODS

3.1 COLLECTION OF PLANT MATERIAL

- 3.1.1 Morphological Parameters
 - 3.1.1.1 Plant height
 - 3.1.1.2 Grain yield per plant

3.2 BIOLOGICAL ACTIVITIES

- i. No full stop should be used after the heading/sub heading/sub sub heading. Collins (:) can be used after the fifth degree of headings, when these are directly followed by the text.

Tables:

Tables should be prepared in such a way that they could be read and understood without reference to the text of the thesis. A good table contributes to the processes of analysis and valid generalization of findings inherent in the original data. Tables without text should be brief and clear. Long tables containing raw data should normally be inserted in the appendix at the end of the thesis. Table should be numbered with Arabic numerals (1, 2, 3....) the table title must be typed after the table number on the same line.

Example: Table-1: Antioxidant activities of essential oils of *Zanthoxylum alatum*

No word in capital letter or with initial capital letters should be typed except the first word of the title or otherwise if it is special abbreviation e.g. DNA. The title must be written as bold letters. The unit of measurement should be written in column heading instead of repeating for every entry in the column(s) if a table is too long for one page type continued, at the bottom of the first page and "Table" Page 2' at the top of a new page, then repeat the column headings on the new page before typing the rest of the table. If the table is typed on 'landscape' it must be inserted in thesis with untitled side in the bindings. Any explanatory note, if any, should be typed immediately under that table. Identify each footnote with a reference character, making sure that it is linked to the correct matching character in the body of the table. If \pm or = signs or 'to' (6 to 8) are used, they should be first aligned on these characters and then on decimal.

Example:

64.1 + 1.5

234.0	+	21.0
0.29	+	0.03

Each table should be self-explanatory, with appropriate/heading, so that it could be read independent of the text.

Figures:

It includes graphs, charts, drawings, maps and some kinds of computer printouts. Size and shape of the figures should be well within the limits of the page size on which the text will be typed (A-4 pages). The figures, graphs should be given capital Arabic numerals (e.g., 1, 2 ... etc.). All figures of graphs should be of the same size on the paper. Each figure or graph should bear a self-sufficient legend, appearing in the bottom of the figure/graph. The legend should be typed double space after the Figure number, as:

Figure-1: Tree diagram based on 176 genotypes of wheat

The title must be written as bold letters. If the figure/graph is in landscape the side without title should go towards binding. Each figure/diagram should be self – explanatory so that it could be read independent of the text. Unnecessary figures should be avoided. Sometime allied figures give better analysis if these are presented in same figure or appear on the same page where these can be compared. It is generally believed that if information appears in table it should not be repeated in the figure, until very essential required. Illustration should be drawn in Indian ink, preferably on bristle board. Good quality computer simulations (preferable with laser printers) can also be used. Cellulose tape (including transparent scotch tapes) rubber cement, mucilage or ordinary glue are not to be used in submitting the final hard bound copies of the thesis. Dry mounting of illustrations is preferred but any high quality sealant of guaranteed permanency is acceptable. Staple pins, pins or paper clips are not allowed. For tables, full – page diagrams, pages with illustrations or mounted photographs, the same margins are required as for type written pages. Oversize fold out pages or illustrations are allowed, but the folded edges must be at or within the marginal limits. If full page photographs are used they must allow toe trimming and binding without sacrifice of any significant contents. Full page illustration may have accompanying caption pages facing them; such illustrations and their caption page will be numbered in the sequence of text numbers. Tables, figures, plates, etc. should be in proximity to the text, where these are referred, rather than appearing in the end.

REFERENCES

Referencing and Citation Styles: American Psychological Association (APA) 6th Edition

References in the body of your essay

The APA in text reference is in the format (author, date). When directly quoting from a text you must include a page number in the citation as given in the examples below. Including page numbers in all other circumstances is not required however; it is best practice to do so when referring to part of a work (e.g. a paragraph or chapter in a book). When referring to an entire work that covers a single topic (e.g. a journal article) it is not required.

Referencing an idea

The leading medical cause of Aboriginal mortality is due to circulatory system disease. Other important causes of death include diseases of the respiratory system and injury or poisoning (Anderson, 1999; Saggars & Gray, 1999; Thomson, 1995).

OR

Anderson (1999), Thomson (1995), and Saggars and Gray (1999) all state that the leading cause of Aboriginal mortality is due to circulatory system disease, and that other important causes of death include diseases of the respiratory system and injury or poisoning.

Referencing a quotation

Indeed, one researcher commented that “technological innovations have saved or extended the lives of many patients” (Lumby, 2001, p. 44).

Citing a source within a source

Where your source quotes or refers to another source, for example Unsworth refers to previous work by Halliday on linguistics, the citation might read thus: (Halliday, 1987, cited in Unsworth, 2004, p. 15)

Only Unsworth will appear in the Reference list at the end of your assignment

Reference list

Your reference list should be ordered alphabetically by author and then chronologically by year of publication. The APA 6th style requires the references to be indented as illustrated below in the examples.

For instances of multiple articles with the same authors and years of publication, please see the complete guide. If you have the DOI for the journal article, you should include it in the reference, otherwise, it is not necessary.

Book

Lumby, J. (2001). *Who cares? The changing health care system*. Sydney, Australia: Allen & Unwin.

Book chapter

McKenzie, H., Boughton, M., Hayes, L., & Forsyth, S. (2008). Explaining the complexities and value of nursing practice and knowledge. In I. Morley & M. Crouch (Eds.), *Knowledge as value: Illumination through critical prisms* (pp. 209-224). Amsterdam, Netherlands: Rodopi.

Journal article

Irshad, M., Jones, R. C., Ahmed, M. N., Shahid, M., & Aziz, S. (2017). New Pyrroloimidazoles by 1, 3-Dipolar Cycloaddition and their Biological Activities. *Journal of the Chemical Society of Pakistan*, 39(1), 113-118.

Journal article with more than 7 authors

Petti, C. A., Simmon, K. E., Miro, J. M., Hoen, B., Marco, F., Chu, V. H., . . . Woods, C. W. (2008). Genotypic diversity of coagulase-negative staphylococci causing endocarditis: a global perspective. *Journal of Clinical Microbiology*, 46(5), 1780-1784.

Webpage with an author

Welch, N. (2000, February 21). *Toward an understanding of the determinants of rural health*. Retrieved from <http://www.ruralhealth.org.au/welch.htm>

Webpage with no author

ANCI national competency standards for the registered nurse and the enrolled nurse. (2000). Retrieved from <http://www.anci.org.au/competencystandards.htm>

Newspaper article

Bagnall, D. (1998, January 27). Private schools: Why they are out in front. *The Bulletin*, pp. 12-15.

Government publication

The Health Targets and Implementation (Health for All) Committee. (1988). *Health for all Australians*. Canberra, Australia: Australian Government Publishing Service.

Company and Industry Reports

Magner, L. (2016). IBISWorld industry report OD5381. *Coffee shops in Australia*. Retrieved from IBISWorld database.

BINDING AND SUBMISSION

The original and two good quality Soft bindings photocopies are to be submitted to the University for an initial submission and evaluation by the Supervisory Committee and External Examiner. Hard bound copies should be submitted after the thesis defense examination incorporating the suggested changes/ correction (if any). The total number of hard bound copies shall be submitted according to the following table:

	BS/ MA/MSc B.Sc. (Hons.)	M.S/MPhil/M.Sc. (Hons.)	PhD
Student	1	1	1
Examination	-	1	1
Dept. Library	1	1	1
Central Library	-	1	1
Supervisor	1	1	1
DAS&R	-	1	1
HEC	-	-	1+ soft copy
Total	3	6	7

The title of the binding must contain the full title of the thesis (in block letters), University of Kotli Azad Jammu and Kashmir, the full name and the registration number of the candidate, session, the name of the department, the name of the Faculty and the name of the University (Annexure-I) printed in golden words. The color of the cover of the thesis shall be according to the following table:

BS/ MA/MSc/ B.Sc. (Hons.)/equivalent degree	Green
MS/MPhil/M.Sc. (Hons.)	Navy Blue
PhD	Maroon

SPINE OF HARD BOUND THESIS

The hard bound thesis must include the name of the degree, the name of the department, the name of student and session on the spine. If the name of the department is too long, it can be abbreviated, for example the Department of computer Science and Information Technology can be abbreviated as CS&IT.

Example:

PhD CS&IT	Muhammad Rashid	2014-2017
-----------	-----------------	-----------

Or

MPhil Chemistry	Muhammad Basharat	2015-2017
-----------------	-------------------	-----------

PLAGIARISM

The failure to give recognition to others work so that it gives the impression that their work is your own is plagiarism. The University takes a serious view of plagiarism, and requires significant re-writing and re-submission of theses in which it is found. You must acknowledge all work that is not your own whether ideas, experimental procedures or data. This requirement extends to maps, tables, diagrams and photographs. For further information, visit the website of HEC on plagiarism.

SIZE OF MONOGRAM

Height: 4cm

Width: 4cm

TOTAL WORDS OF THESIS

MPhil thesis should not less than twelve thousand (12000/-)

PhD thesis should not less than twenty thousands (20000/-)

**SEASONAL VARIATIONS AND BIOLOGICAL STUDIES OF ESSENTIAL
OIL COMPOSITION OF *Skimmea laureola***



BY

RUBIA ZAMAN

(Regd. No. _____)

Session 2015-2017

**Department of Chemistry
Faculty of Sciences
University of Kotli Azad Jammu and Kashmir**

**SEASONAL VARIATIONS AND BIOLOGICAL STUDIES OF ESSENTIAL
OIL COMPOSITION OF *Skimmea laureola***

BY

RUBIA ZAMAN

(Regd. No. _____)

A Thesis

Submitted in partial fulfillment of the requirements for the degree of

Master of Philosophy

in

Chemistry

Session 2016 -18

**Department of Chemistry
Faculty of Sciences
University of Kotli Azad Jammu and Kashmir**

CERTIFICATION

I hereby undertake that this research is an original one and no part of this thesis falls under plagiarism. If found otherwise at any stage, I will be responsible for the consequences.

Student's Name: _____

Signature: _____

Registration No. _____

Date: _____

Certified that the contents and form of thesis entitled "**Seasonal Variations and Biological Studies of Essential Oil Composition of *Skimmea laureola***" submitted by Ms. Rubia Zaman have been satisfactory for the requirement of the degree of Master of Philosophy (MPhil) in Chemistry.

i. Supervisor: Dr. Muhammad Irshad
Assistant Professor

ii. Co-Supervisor: (if any)

v. External Examiner:

Chairman
Department of Chemistry

Dean
Faculty of Sciences

Director
Advance Studies & Research

CERTIFICATION

I hereby undertake that this research is an original one and no part of this thesis falls under plagiarism. If found otherwise at any stage, I will be responsible for the consequences.

Student's Name:_____

Signature:_____

Registration No._____

Date: _____

Certified that the contents and form of thesis entitled "**Seasonal and Geographical Variations of Essential Oil Composition of *Thymus serpyllum***" submitted by Mr. Muhammad Imran have been satisfactory for the requirement of the degree of Doctor of Philosophy (PhD) in Chemistry.

Supervisor: Dr. Muhammad Irshad
Assistant Professor

Co-Supervisor: (if any)

Member-1:

Member-2:

External Examiner:

Chairman
Department of Chemistry

Dean
Faculty of Sciences

Director
Advance Studies & Research

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