University of Karachi

General Guidelines on Submission and Format of M.Phil./M.S. and Ph. D. Thesis

The cover of the thesis of M.Phil./M.S. and Ph.D. etc. shall be ‘maroon’

SUBMISSION OF THESIS:

- At initial submission stage, Four (4) copies of spiral or tape bound thesis and a soft copy accompanied with the report on similarity index from the Quality Assurance Enhancement Cell (QEC) of the University are to be submitted.
- Two of these are to be sent to the external examiners and one to the internal examiner (Supervisor of the Research).
- After incorporation of corrections/modifications suggested by the examiners (if any), viva voce examination is to be held.
- After the viva voce examination and incorporation of corrections/modifications suggested in the viva voce (if any), four (4) hard bound copies and a soft copy are to be submitted.

FORMAT OF THESIS

- Except where otherwise it is not applicable, the thesis must be submitted in English. However, equations, quotations or formulas may be accepted in other languages.
- Each copy of the thesis must include a title page, giving title of the thesis, author’s full name, degree(s) and departmental affiliations.
- Font size for cover page should not be more than 18 pt, bold upper/lower case style is recommended.
- All the pages from title to abstract should be numbered in Roman and rest of the pages from introduction to reference chapters in decimal system.
- All the pages should be numbered consequently (at the bottom right), except the title page.
- The acknowledgements should preferably be limited to one page only.
- Thesis should have an abstract/summary of not more than 350 words (Both in English and Urdu).
- Any readable font in size 12pt is acceptable, preferably Times New Roman, Arial or Calibri. The main body of the thesis should be in 1.5 line spacing, except quotations which must be in single line space.
- A left-hand margin of 1.5” and a right-hand margin of 0.8” should be given on edge of each page to allow an appropriate binding.
- Thesis should be presented on A4 page size (on paper of more than 80 gm weight).
- All the pages should be printed in portrait format. However, landscape orientation may be used for maps, figures and tables, etc.
- Main heading within the text e.g., Introduction, Materials and Methods, Results, Discussion, etc. should be in 18pt. Whereas, sub-headings and sub-sub-headings
may be accommodated with 2pt difference as well as by using bold and italics formats.

- The legends of the tables should be written on the top of the table, while figure legends at the bottom of the figure.
- For references, students are required to follow APA (Appendix I) OR Chicago style (Appendix II). HOWEVER, THE REFERENCING STYLE SHOULD BE CONSISTENT IN THE THESIS AND IN THE REFERENCES/BIBLIOGRAPHY.
- At the end of the thesis, similarity index report should be attached.

APPENDIX I

1. American Psychological Association (APA)

Book with Single Author:

In-text reference: (Gore, 2006)

Book with Two Authors:

In-text reference: (Michaels and Balling, 2000)

Book with Editor as Author:

In-text reference: (Galley, 2004)

Brochure or Pamphlet:

In-text reference: (New York, 2002)

An Anonymous Book:

In-text reference: (Environmental Resource Handbook, 2001)

Articles in Reference Books:

In-text references: (Greenhouse effect, 2005) (Schneider, 2000)
Magazine Articles:

In-text references: (Allen, 2004)  
(Begley, 2007)

Newspaper Articles:  
In-text references: (“College Officials”, 2007)  
(Landler, 2007)

Journal Article with Continuous Paging:  
In-text reference: (Miller-Rushing, Primack, Primack, and Mukunda, 2006)

Article when each issue begins with p.1:  
In-text reference: (Bogdonoff and Rubin, 2007)

Journal Article from a Library Subscription Service Database with a DOI (digital object identifier):  
doi: 10.1016/j.jtherbio.2006.01.055  
In-text reference: (Mora and Maya, 2006)

Website:  
In-text reference: (United States Environmental, 2007)

In-text reference: (Gelspan, 2007)

E-Books

The reference list entry for an e-book includes the author, date, title, and source (URL or DOI). For a chapter in an e-book, include the chapter title and page numbers (if available).
Whole e-book:


Chapter in an e-book:


Author, A. (date). *Title of chapter*. In E. Editor (Ed.), *Title of book* (pp. xx–xx). doi:xxxxxxxxxxxx

Interviews

(G. Fink-Nottle, personal communication, April 5, 2011)

To cite a Twitter or Facebook feed as a whole or to discuss it in general, it is sufficient to give the site URL in text, inside parentheses and Year
For further details please consult “*Publication manual of the American Psychological Association,*” 6th ed
Sources: http://library.flcc.edu/APA_FLCC.pdf
http://www.apastyle.org/learn/quick-guide-on-references.aspx

2. Chicago Style

Book

One author


Two or more authors

For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by *et al.* (“and others”):

1. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s* . . .
2. Barnes et al., *Plastics* . . .

**Editor, translator, or compiler instead of author**


**Editor, translator, or compiler in addition to author**


**Chapter or other part of a book**


**Chapter of an edited volume originally published elsewhere (as in primary sources)**


**Preface, foreword, introduction, or similar part of a book**
2. Rieger, introduction, xxxiii.


**Book published electronically**

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.


**Journal article**

**Article in a print journal**

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.


**Article in an online journal**

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.


**Article in a newspaper or popular magazine**

Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.


**Book review**


**Thesis or dissertation**

2. Choi, “Contesting *Imaginaires*.”


**Paper presented at a meeting or conference**


Website

A citation to website content can often be limited to a mention in the text or in a note (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

3. “Google Privacy Policy.”


Blog entry or comment

Blog entries or comments may be cited in running text (“In a comment posted to The Becker-Posner Blog on February 23, 2010, . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. There is no need to add pseud. after an apparently fictitious or informal name. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)


E-mail or text message

E-mail and text messages may be cited in running text (“In a text message to the author on March 1, 2010, John Doe revealed . . .”) instead of in a note, and they are rarely listed in a bibliography. The following example shows the more formal version of a note.

**Item in a commercial database**

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest’s database for dissertations and theses.