

**THESIS FORMAT GUIDELINES**  
**FOR Ph.D. AND OTHER POSTGRADUATE DEGREES**

**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 gm. 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:** Stating what the topic is about, identify the research gap and mention the research questions

**Literature Survey:** It should identify and evaluate the relevant literature within particular field of research focusing on the research that has already been done and emerging along with the current state of knowledge on the topic. A suitable hypothesis based on identified research gap be given at the end with objectives of the study

**Materials and Methods:** Should give overview of the experiment/design, population/sample, sampling technique, materials, procedures, variables, and statistical analysis.

**Results:** Should state the findings of the research arranged in a logical sequence. All the figures/tables/graphs should be properly placed and numbered with caption needed.

**Discussion:** Should provide the findings in few sentences. It should interpret and describe the implication of your results in the light of previous research. Must state the strengths and limitations of your study along with implications of the findings.

**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.

**10. PHOTOMICROGRAPHS / PHOTOGRAPHS / DRAWINGS :**

All photomicrographs/photographs and figures should be properly labeled. These should appear within the text at the point where reference to them is first made. No press-on letters may be used.

Photomicrographs /photographs should be mounted with white casein (e.g., Elmers glue), glue stick, or dry mounting tissue. Rubber cement or tape should not be used. Photomicrographs/ Photographs about 5''x4'' in size should be used. High-clarity Xerox copies of photomicrographs/ photographs are also acceptable.

Any material which cannot be typed or computer generated should be drawn with permanent black ink in neat and legible with heavy lines, to allow for reduction in microfilming. Photographs of drawings are acceptable. Xerox reproductions of drawings are acceptable, if reproduced on the correct paper and if they are of high contrast/quality.

**11. MULTI-VOLUMES:** Any thesis that is more than 1.75'' thick must be bound in two volumes. The thesis should be split in more or less equal parts at some sensible point i.e., start of a new chapter. A separate title page of "Volume II" of the thesis be given with student's name, and other particulars as given in "Volume I".

**12. THESIS BINDING:** The colours prescribed for Ph.D/M.Phil/MD/MS/MDS thesis binding are specified as given against each Degree.

Ph.D	—————	Maroon
M.Phil	—————	Olive Green
MD	—————	Navy Blue
MS	—————	Dark Gray
MDS	—————	Black

Spine of the bound thesis should show “Ph.D/M.Phil/MD/MS/MDS Thesis” on top across the width of spine, name of candidate in the middle along the length of spine and the year of submission across the width at the bottom. Lettering on spine should preferably be in 18pt. and may be in boldface.

## CERTIFICATE

It is hereby certified that thesis is based on the results of experiments carried out by ..... (*name of candidate*)..... and that it has not been previously presented for ... (*Ph.D or M.Phil*)..... Degree. Mr./Mrs./Ms..... (*Name of candidate*)..... has done this research work under my supervision. He / She has fulfilled all the requirements and is qualified to submit the accompanying thesis for the degree of ..... (*Name of degree*).....

NAME OF SUPERVISOR  
Designation

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**Title of Thesis**

(Title case – Times New Roman 14 – Bold)

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A THESIS SUBMITTED TO  
UNIVERSITY OF HEALTH SCIENCES  
IN PARTIAL FULFILLMENT OF THE  
REQUIREMENT FOR THE DEGREE  
OF

All upper case  
Font: Times new Roman  
Size: 12 – Normal

**MASTER OF PHILOSOPHY**

IN

**DISCIPLINE**

(Upper case – Times New Roman 14 – Bold)

By

**Name of Presenter**

(Title case – Times New Roman 12 – Bold)



**MONTH & YEAR**

(Upper case – Times New Roman 12 – Bold)

**UNIVERSITY OF HEALTH SCIENCES  
LAHORE, PAKISTAN**

All upper case  
Font: Times new Roman  
Size: 14 – Bold

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**Title of Thesis**

(Title case – Times New Roman 14 – Bold)

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A THESIS SUBMITTED TO  
UNIVERSITY OF HEALTH SCIENCES  
IN FULFILLMENT OF THE  
REQUIREMENT FOR THE DEGREE  
OF

All upper case  
Font: Times new Roman  
Size: 12 – Normal

**DOCTOR OF PHILOSOPHY**

IN

**DISCIPLINE**

(Upper case – Times New Roman 14 – Bold)

By

**Name of Presenter**

(Title case – Times New Roman 12 – Bold)



**MONTH & YEAR**

(Upper case – Times New Roman 12 – Bold)

**UNIVERSITY OF HEALTH SCIENCES  
LAHORE, PAKISTAN**

All upper case  
Font: Times new Roman  
Size: 14 – Bold

## Author's Declaration

I \_\_\_\_\_ hereby state that my PhD thesis titled

\_\_\_\_\_

\_\_\_\_\_

is my own work and has not been submitted previously by me for taking any degree  
from this University

\_\_\_\_\_ (Name of University) \_\_\_\_\_

Or anywhere else in the country/world.

At any time if my statement is found to be incorrect even after my Graduate the  
university has the right to withdraw my PhD degree.

Name of Student:

Date:



## 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 wherever taken has been duly acknowledged and that complete thesis has been written by me.

I understand the zero tolerance policy of the HEC and University

..... (Name of University).....

towards plagiarism. Therefore I as an Author of the above titled thesis declare that no portion of my thesis has been plagiarized and any 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 PhD degree, the University reserves the rights to withdraw/revoke my PhD degree and that HEC and the University has the right to publish my name on the HEC/University Website on which names of students are placed who submitted plagiarized thesis.

Student /Author Signature: \_\_\_\_\_

Name: \_\_\_\_\_

## Certificate of Approval

This is to certify that the research work presented in this thesis, entitled  
"....."  
was conducted by Mr. .... under the supervision  
of .....

No part of this thesis has been submitted anywhere else for any other degree. This thesis is  
submitted to the..... (Name of Department of the University).....  
in partial fulfillment of the requirements for the degree of Doctor of Philosophy in Field of  
.....(Subject Name).....  
Department of .....

University of: .....

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Examination Committee:

a) External Examiner 1: Name  
(Designation & Office Address)

Signature: \_\_\_\_\_

.....  
.....

b) External Examiner 2: Name  
(Designation & Office Address)

Signature: \_\_\_\_\_

.....  
.....

c) Internal Examiner: Name  
(Designation & Office Address)

Signature: \_\_\_\_\_

.....  
.....

Supervisor Name:

Signature: \_\_\_\_\_

Name of Dean/HOD:

Signature: \_\_\_\_\_

NOTIFICATION

No \_\_\_\_\_

Date: \_\_\_\_\_

It is notified for the information of all concerned that Mr/Ms. \_\_\_\_\_ (Name of Student)

PhD Scholar of \_\_\_\_\_ (Name of Department) of \_\_\_\_\_ (Name of University)

has completed all the requirements for the award of PhD degree in the discipline \_\_\_\_\_ (Name of

Subject)/Program \_\_\_\_\_ as per detail given hereunder:

PhD in Education			Cumulative Result			
Registration No.	Scholar's Name	Father's Name	Credit Hours			Cumulative Grade Point Average CGPA
			Course Work	Research Work	Total	

Research Topic: \_\_\_\_\_

Local Supervisor-I Name: \_\_\_\_\_

Local Supervisor-II Name: \_\_\_\_\_

Foreign/External Examiners:

a) Name: \_\_\_\_\_

University: \_\_\_\_\_

Address: \_\_\_\_\_

b) Name: \_\_\_\_\_

University: \_\_\_\_\_

Address: \_\_\_\_\_

Detail of Research Articles Published on the basis of thesis research work:

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Note: This result is declaration as notice only. Errors and omissions, if any, are subject to subsequent rectification.

Signed by  
Controller of Examinations

CC:

- 1.
- 2.