

THESIS MANUAL

Guidelines for Thesis Format/Copy Rights

Applicable on

M.Phil./ MS/ M.Sc. (Engg.) and Ph.D Programs



Updated, August 2021

Resource persons

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Introduction and History Log

These guidelines have been prepared for undergraduate/ postgraduate students to provide a standard format for write up of thesis to be presented at the MUST University. It would ensure uniformity in the preparation of synopsis / 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).

The first comprehensive thesis manual was prepared in 2012 by Prof. Dr. Rehana Asghar (T.I), Former Director of ASRB, MUST university which underwent minor changes over a period of five years. In 2019, we combined updated and added more sections in thesis manual for student information. It is further updated in August 2021 by separating some sections into separate file so reader may easily read.

Thesis manual is divided in sections for student's convenience

Part 1: General guidelines on format of thesis

Part 2: Guidelines for PhD thesis

Part 3: Guidelines for thesis in Urdu Language

Part 4: Guidelines of obtaining copyright contents

Dr. Javeed Akhtar
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August, 2021

Part 1

◇ General Guidelines on Format of Thesis

**(Templates for Thesis and Synopsis
available separately on website in
editable files)**

This thesis manual prepared by advanced studies and research board (ASRB), Mirpur University of Science and Technology (MUST) and contents/illustrations from this manual cannot be reproduced without getting written permission.

For more information and queries email us at:

director.asrb@must.edu.pk

Key points/checklist before writing your synopsis/thesis

- Thesis/synopsis' s formatting, checking grammatical errors/typos is entirely responsibility of supervisor/scholar
- ASRB works under university rules and can suggest/propose guidelines for such activity (like this thesis manual guide prepared for teachers and students)
- Read all the sections of thesis manual and discuss with your supervisor if any confusion in understanding thesis manual
- If thesis/synopsis is not written according to guidelines given in this manual, ASRB office will not process your case
- Figures/diagrams/pics included in thesis/synopsis must have permission from respective sources, for more details check-out section of this thesis manual

Guidelines of obtaining copyright contents

- You are encouraged to use LaTeX and other advanced tools to type/format thesis/synopsis
- We have uploaded word template of thesis and synopsis on university website, download these files and directly use them following guidelines in this manual. If you cannot find these templates, email to get them at, director.asrb@must.edu.pk
- **Most important**, ASRB office cannot check style and format of each thesis and it is responsibility of scholar/supervisor to make sure thesis is written according to thesis manual. **For any delay in thesis processing, ASRB will not be responsible.**
- **Remember, your thesis represents your work-habits, make it impressive and citable for others in respective field**

FORMAT OF THESIS FOR M.Phil./ MS/ M.Sc. (Engg.) and Ph.D. PROGRAM

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

Preliminary pages:

- 1) **Title Pages:** It should reflect the major contents covered in the thesis. The title pages must bear the full title of the thesis (In Block Capital Letters, font size 16, font type Times New Roman (TNR) and centralized), followed by University monogram (1.7×1.7 inch) (no monogram on 2nd title page), full name of the candidate, registration number (First letter capital, Font size 14, TNR, bold and centralized) and degree for which the thesis has been submitted, the name of the Department, Faculty, University name (First letter capital, font size 14, TNR, bold and centralized)). Both title pages should not bear page number. **(For University name on both title pages check thesis template pages)**
 - a. [Note: Similar format (arrangement and text material) shall be followed for thesis written in Urdu language]
 - b. [Note: Back side of hard binding (final thesis) shall have Degree Name i.e. M.S./ M.Phil./ Ph.D., Student Name and Session (Font size 14, TNR, Bold and all caps) **(only submitting year for Ph.D. instead of session)**]
- 2) **Certification page:** Title page will be followed by an approval page/ Certification page, duly signed by the members of the Supervisory Committee and Co- supervisor (if any), at the time of its submission and the External Examiner, after viva-voce/ oral examination. It shall be prepared as given in Thesis Template. (Heading with font size 12, TNR, all caps and bold while text un-bold with 12 size).
- 3) **Dedication:** The candidate, if so desire, may dedicate his/ her work to some particular person (s) (Font size of heading 14, bold with first letter capital while text with 12 font and bold)
- 4) **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 appear in the text. These must be arranged in their numeral order indicating the text page. Lists of Tables, Figures (maps, diagrams, charts, etc.) plates or illustrations (photographs, etc.) which appear in the text, may (if required) follow the “Table of

Contents” in the same sequence (Heading font 12, TNR, bold, all caps and centralized while text with 12 font, line space 1.5 and style as appeared in text).

- 5) **Abbreviations:** Special abbreviations, specifically used in the text, can be arranged in alphabetical order with explanation after the “Contents” (Heading font 12, TNR, bold, all caps and centralized while text with 12 font).
- 6) **Acknowledgement:** 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 (around 200 words) and dignified (Heading font 12, TNR, bold, First letter capital and centralized while text with 12 font).
- 7) **Copy rights (optional):** if the research of scholar involves data/results which have not been yet reported (published/shared), then author can add copy right page stating, *The data and results reported in the thesis has not been published or shared yet and protected by copy rights owned by university and prohibited to use for any purpose without permission.*
- 8) **Abstract/Summary:** An abstract/Summary, not more than 600 words. The abstract/summary should be brief and written in complete sentences. It should state succinctly the objectives/problem, the experimental design, the principle observations and conclusion. Headings and references should not appear in the abstract/summary (Heading: bold, all letter capital, font 14, TNR and centralized, while text TNR with 12 font. Paragraphs indented and 1.5 line space).
- 9) **Introduction:** Introducing the problem, 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 heading that form the part of the study. It should spell out the main objectives/ hypothesis of the research. (Heading: bold, all letter capital, font 14, TNR and centralized, while text TNR with 12 font. Paragraphs indented and 1.5 line space).
- 10) **Materials and Methods/ Methodology(ies)/ Experimental(s):** A detailed objective narration of the study area, materials used sampling/ census techniques, methods/ instruments exploited and the technique(s) used in analyses is composed, which may help the reader in analysis of the results. (Text style same as that of Introduction).

- 11) Results:** The results (without giving explanations / comparison 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.
- 12) Discussion:** The discussion is the most important part of the thesis, where the results are interpreted with scientific logic duly supported by the previous studies/ references. The causes and effect phenomenon should prevail in discussion section. The discussion should be based upon the result of the study. Usually the generalizations of the result carried by the discussion.
- 13) Results and Discussion:** Results and Discussion may also be presented in one chapter as “Results and Discussion” (Text style same that of introduction)
- 14) Each Department / Institute may follow the format of most important impact factor Research Journal in respective field of study preferably of technologically advanced countries.**
- 15) Conclusion(s):** It encompasses a brief statement of the results obtained, conclusions drawn and recommendations at the end (without chapter number).
- 16) Literature Cited/ References:** Usually different formats of presenting references are applicable in different subjects; therefore it would not be appropriate to specify any format for all subjects. Each Department/ Institute may follow the format of most important impact factor research Journal in respective field of study preferably of technologically advanced countries if applicable (without chapter number).
- 17) 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 conclusion, references and appendices that should not be numbered as a chapter. In case, research topic dealing with different fields and demands and separate handling of different parts of the research, considering each part as a chapter may contain separate introduction, review of literature, 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.

Foot Notes:

Foot note should generally be avoided unless decided by the supervisor. Notes may appear as foot notes 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:

- 1) The thesis must be written in English or in such other languages as Academic Council may approve.
- 2) Great care should be taken to make the thesis a scholarly contribution to knowledge, including the usage of language and accuracy of expression.
- 3) A research thesis must be accurate and accordingly language must be precise. The level of presentation should be formal. Colloquial conversational modes of expression are inappropriate in a scholarly presentation. The expression should normally be in the third person.
- 4) Proper attention should be paid to such skills as correct spellings, punctuation, sentences 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:**

- 1) Typing of the text should be **1.5 line space** (Font 12 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 letters 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.
- 2) The thesis is to be submitted on an 80 gm 100 % cotton paper of 210 mm x 297 mm (**8.27" * 11.69" i.e., A-4 size, with 3.8 cm/ 1.49 inch left (binding size) 3 cm/ 1.18 inch right, top, and lower margins.**
- 3) The text should be fully justified.
- 4) **The first line of the paragraph should be indented (0.5 inch), and line space be given between paragraphs.**
- 5) Nothing in the text should be italicized, except the scientific names of the species and the words from the languages other than English.
- 6) For abbreviations, in general, the full term should be spelled out when it appears first time in the text (with abbreviation in parenthesis), while these can be used in the rest

first word should be a capital, while fourth level headings may appear in the text like the third level headings. All the headings should be assigned digital number.

Examples:

MAIN HEADING (Chapter)

1.1 SUB HEADING

1.1.1 Sub Sub Heading

1.1.2 Sub Sub Heading

1.1.2.1 Sub sub heading

1.2 SUB HEADING

- 2** 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.

3 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 finding inherent in the original data. Tables without text should be brief and clear. Long table 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: The..... in the liver.

- 4** No word in capital letters 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. If a table title is more than one line long, it should be doubled spaced. 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 binding. 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. The numbers in the body of a table should be aligned on the decimal point. If + or = signs or 'to' (6 to 8) are used, they should be first aligned on these characters and then on decimal.

Example: 68.1 + 1.5
 4.1.1 234.0 + 21.0
 4.1.2 0.29 + 0.03

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

Figures/ Schemes:

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 page).

Very important: If you are including figures/diagrams/pics from books/journals/weblinks or social media (twitter/Facebook), they all have copyrights and you cannot include in your thesis/synopsis without getting permissions from respective sources. Consider the following figure and its caption which bears, included with permission from Elsevier

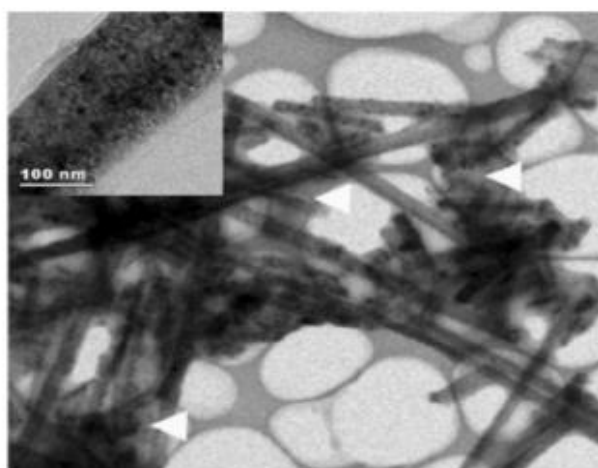


Figure 3. TEM image of anatase nanorods and a single nanorod composed of small TiO_2 nanoparticles or nanograins (inset). Reprinted from Miao, L.; Tanemura, S.; Toh, S.; Kaneko, K.; Tanemura, M. *J. Cryst. Growth* **2004**, *264*, 246, Copyright 2004, with permission from Elsevier.

How to get permission of copyright contents

All publishers/journals/social sites/university indexes have copy right section and instructions how to get them. There is no fee for obtaining such permission as long as you don't have any commercial interest, for including thesis/books for education purposes, it

is free. For more details Read section of this thesis manual, **Guidelines of obtaining permission of copyrights.**

If it is free and why should I need to get and have to show in my thesis/synopsis?

Well, there is international consensus that academic writings (thesis, synopsis, research articles) must have such permissions of already published contents/figures to protect the publisher's rights. The worth of your writing in terms of citation and authenticity increases. If you are adding your own designed diagram/pic/data or photo which you own... and if someone copy/paste it without getting permission then you can claim your copy rights.

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: A line sketch of the distribution of plants.

Scheme-1: Synthesis of Compound **1**/ Pentanoic Acid (**1**).

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. Sometimes allied figure give a 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 essentially required. Illustration should be drawn in Indian ink, preferable on bristle board. Good quality computer simulations 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. Staples pins, pins or 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.

Structures/ Equations:

Structure number in bold font may be given in brackets after name of the compound as Pentanoic Acid (**1**) or compound **1** in the text while the structure number may be given in round brackets or without any brackets under the structure. The equations may be presented as appropriate.

References:

As specified in the 1st category of the impact factor research journal of respective field of study published in any of the technologically advanced countries. You need to follow the respective departmental policy.

Binding and Submission:

The original and two good quality photocopies are to be submitted to the University. Soft bindings are preferable 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:

	B. S. / M. Sc.	M. S. / M. Phil.	Ph. D.
Student Copy	1	1	1
Examination	-	1	1
AS&RB		1	1
Dept. Library	1	1	1
Central Library	-	1	1
Supervisor	1	1	1
HEC	-	-	1+soft copy
Total	3	6	7

The title of the binding must contain the full title of the thesis, the full name and the registration number of the candidate, insignia of the University, the name of the department/ faculty/ University and the year (facsimile Annexure-VI) printed in golden words. The color of the cover of the thesis shall be according to the following table:

Bachelor Degree	Gray
Master Degree	Black
M.S./ M. Phil. Degree	Dark Green
Ph.D. Degree	Dark Blue

The degree for which the thesis is submitted, brief name (or surname) of the candidate and year should appear on the spine of the thesis, in the same sequence.

Plagiarism:

The failure to give recognition to other's work so that it gives the impression that their work is your own is plagiarism. The University takes a serious view of plagiarism, and will require significant re-writing and re-submission of these 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, Read approved plagiarism policy-MUST, available on University website.

PART 2

◇ GUIDELINES ON FORMAT OF PHD THESIS FOR ALL DEPARTMENTS

Guidelines for PhD Thesis

All rules and guidelines presented in **part 1** of this manual are also applicable for PhD thesis except,

1. PhD scholar has freedom to submit his/her research work either as traditional thesis (introduction, experimental, results and discussion) or
2. chapter wise or any other form approved by supervisor, provided that thesis reports complete results of research work
3. On title page/second page, PhD students should mentioned only year of submission of thesis (e.g 2019). **There is no need to write session as 2015-2018**
4. **PhD scholar can add “copy right” page before table of contents (TOC) (optional) with following paragraph**

THE DATA AND RESULTS REPORTED IN THE TEHSIS HAS NOT BEEN PUBLISHED OR SHARED YET AND PROTECTED BY COPY RIGHTS OWNED BY UNIVERSITY AND PROHABITED TO USE FOR ANY PRUPOSE WITHOUT PERMISSION.

Part 3

GUIDELINES ON FORMAT OF THESIS OF ALL DEPARTMENTS

**where thesis is written in URDU
language (e.g.; Islamic studies)**

**Note: General guidelines are same
except specified here**

***Don't write supervisor name on front page**

فارمیٹ برائے تحقیقی مقالات ایم۔ اے۔ ایم۔ فل
اسلامیات

عمومی ہدایات:

تحقیقی مقالہ مقدمہ ، دیباچہ ابواب و فصول ، خلاصہ بحث ، سفارشات
، نتائج و حاصلات ، اشاریہ (فہرست آیات ، فہرست احادیث ، فہرست

شخصیات، فہرست مقامات، فہرست مصطلحات (اور فہرست مصادر و مراجع پر مشتمل ہونا چاہیے۔
 مقالے کی تفصیلات اور مباحث تجزیاتی اور نتیجہ خیز ہونے چاہیے۔
 مقالے میں ہڑ تکلف اور مصنوعی طرز تحریر (لفاظی) سے اجتناب برتا جائے
 تحقیقی مقالے کی تمام تر تفصیلات اپنے آغاز سے انتہا تک موضوع تحقیق سے متعلق اور مربوط ہونی چاہیے۔
 مقالہ میں موجود تمام قرآنی آیات عربی رسم الخط میں تحریر کی جائیں اور حتی المقدور ان پر اعراب لگائے جائیں۔
 مقالہ بنیادی مصادر پر مشتمل ہونا چاہیے اور قواعد و ضوابط کا تحقیقی مقالے میں اطلاق و اظہار ہونا چاہیے۔
 پروف کو نہایت توجہ سے بار بار پڑھا جائے تبہاں تک کہ کوئی غلطی باقی نہ رہے۔

ابواب و فصول :

ہر باب متوازن فصول پر مشتمل ہونا چاہیے تمام ابواب کی فصول میں مناسب حد تک توازن ہونا چاہیے۔
 ابواب کے صفحات کی تعداد بھی ممکنہ حد تک متوازن ہونی چاہیے مقالہ میں ہر نئے باب کے آغاز سے پہلے ایک صفحے پر باب کا نام لکھا جانا چاہیے اور اس سے اگلے صفحے پر باب کے اہم نکات ذیلی عنوانات میں درج کئے جائیں۔
 نتائج کے بعد اپنی تحقیق کی روشنی میں "سفارشات" کا عنوان قائم کریں۔

صفحات اور سطور کا سائز :

کاغذ کا سائز 11.6x8.6 انچ (A 4)۔ جلد بندی کی طرف سے حاشیہ 1.25 انچ اور باہر کی طرف 0.75 انچ چھوڑا جائے۔ اوپر کا حاشیہ ایک انچ اور نیچے کا حاشیہ 0.75 انچ ہونا چاہیے۔ صفحہ نمبر ہر صفحے کے درمیان میں بائیں طرف درج کیا جائے۔
 مذکورہ بالا کاغذ کے سائز اور حواشی کی تفصیلات کی روشنی میں حتیٰ الوسع کوشش کی جائے کہ فی صفحہ سطور کی تعداد (بشمول حوالہ جات و حواشی) اہم اے کے لیے 22-24، اہم فل [ہی ایچ ڈی 27-30 تک رہے۔

تحریر کا سائز:

مقالات اہم فل، ہی ایچ ڈی: فاؤنٹ اصل متن اردو (15pt)، عربی (16 pt):
 حاشیہ: (13 pt)
 مقالات اہم اے: فاؤنٹ اصل متن (16 pt): حاشیہ (14 pt)

ابواب کے عنوانات: چوبیس فاؤنٹ (24pt): فصول بائیس فاؤنٹ (22pt):
مباحث کے عنوانات بیس فاؤنٹ (20pt + Bold): اور ذیلی عنوانات بیس
فاؤنٹ (20pt) پر مشتمل ہونے چاہیں۔

سرورق :

تفاتیح کی ترتیب یوں ہونی چاہئے (عنوان مقالہ) جلی حروف میں اس کے نیچے فوسین (پریکٹ) میں (مقالہ
برائے میں ایچ ڈی ، ایم فل ، ایم اے اسلامیات) تحریر کی جائے۔ نیچے دہلی جانب مقالہ مقالہ نگر نگر کلام درول نمبر اور ہاتھ
جانب نگران مقالہ کلام اور عہدہ (پروفیسر ، ایسوسی ایٹ ، اسٹنٹ پروفیسر ، لیکچرار) لکھیں۔ سب سے نیچے درمیان میں
ممبر پور (کنکشن) میں سال تحریر کی جائے نگران کے نام کے ساتھ سو ف (MUST) لکھنی ہوگا۔ ف اسلامیات مائیکرو
ڈاکٹر لکھ جائے۔ مثلاً حضرت ، مضمون ، صاحب عز و اتا وغیرہ نہ لکھا جائے۔ صفحہ کے درمیان میں یونیورسٹی کفونو
گرام لکھے گا۔

مقصد □ دیباچہ :

اختصار اور جامعیت سے کام لیا جائے جس میں سبب تالیف ، تحقیقی کام
کامختصر تعارف اور اظہارِ ممنونیت وغیرہ کا تذکرہ کیا جاسکتا ہے۔
نگران مقالہ اور دیگر معاونین تحقیق کا شکریہ ادا کرنے میں تکلف و تصنع
اور مبالغہ آرائی سے اجتناب کیا جائے۔

ضمیمہ :

ایسا مواد جو متن کے لیے ضروری نہ ہو یا متن کے ربط اور معنی
کو مجروح کرتا ہو لیکن جس سے مصنف کے بیان یا بیانات کی مزید تائید
ہوتی ہو ، کتاب کے آخر میں ضمیمہ کے طور پر دیا جاسکتا ہے۔

مقالہ کے مقصد سے پہلے ترج ذیل سرٹیفیکیشن لگائیں :

نگران مقالہ کی طرف سے سفارشی مراسلہ (Forwarding Letter)
اس بات کا حلف (Declaration) کہ آپ کا کام اصلی ہے اور یہ کسی
اور جگہ سند کے حصول کے لیے پیش نہیں کیا گیا۔

مقالہ کا آغاز و ترتیب :

(i) تائیل	(ii) بسم اللہ	(iii) نگران
مقالہ کی تصدیق و دستخط		
(iv) حلف ((v Declaration)) انتساب (vi) دیباچہ (ایم فل اور بی ایچ ڈی کے مقالات کے لیے)		
(vii) فہرست ابواب و موضوعات	(viii) نقوشوں ، تصویروں وغیرہ کی فہرست	
(ix) ضمیمہ	(x) اشاریہ	(xi) مصادر و مراجع

ابواب کے تائیل صفحات:

مقالے کے درمیان میں ہر باب کلام علیحدہ صفحہ پر بھی لکھا جائے۔ باب کا نمبر 16 فاؤنٹ اور باب کا عنوان جلی
حروف 30 فاؤنٹ میں مصنف کے درمیان میں لکھا جائے۔ لکھے ورق پر باب کی فہرست کی تعداد درج کریں ان صفحات کے
نمبر تو شامل ہوں گے لیکن صفحات پر نمبر نہیں لکھے جاتے گے۔

حوالے و حواشی

- == حوالے و حواشی برصغیر کے نیچے دیے جائیں
- == اگر حاشیہ میں اقتباس دیا جائے تو "واوین" میں ہو اور اس کے خاتمے پر فوسین () میں اس کا ماخذ بنا دیا جائے۔
- == متن میں کسی ابہام کی وضاحت برصغیر کے نیچے حاشیہ میں کی جائے۔
- == کتاب کا حوالہ دینے وقت پہلی دفعہ مکمل پھر صرف کتاب کا نام جلد اور صفحہ نمبر لکھا جائے کتاب سے متعلق دیگر تفصیلات مصادر و مراجع میں دی جائیں۔
- == اگر ایک ہی بیان یا دعویٰ کے دو یا اس سے زائد حوالے دینا مقصود ہوں تو سب کو ایک ہی سطر میں لایا جائے اور بیچ میں سہمی کواں (!) لگائے جائیں۔ مثلاً ۱ □ الاستیعاب ۲ □
- == ۱۴۶: اسد الغابۃ ۲ □
- == ۴۲۱ □
- == اگر محولہ کتاب ایک سے زائد جلدوں پر مشتمل ہوں تو حوالے کا انداز یہ ہوگا: کتاب کا نام جلد □ صفحہ نمبر □
- == مثلاً معارف القرآن ۲ □
- == ۲۳۵ □
- == ایک ہی حوالہ متعدد جگہوں پر دینا مقصود ہو تو اختصار کے لیے اسلوب تحقیق میں معروف رموز و اشارات کا استعمال کیا جاسکتا ہے۔
- == حوالہ نمبر 1 اور 2 بالکل یکساں ہونے کی صورت میں حوالہ بالا یا ایضاً کی اصطلاح استعمال کی جائے۔ مثلاً
- == ۱ □ معارف القرآن ۲ □
- == ۲ □ ۲۳۵ □ معارف القرآن ۲ □
- == ۲۳۵ □ درست نہیں اس کی بجائے
- == ۱ □ معارف القرآن ۲ □
- == ۲ □ ۲۳۵ □ حوالہ بالا □ ایضاً □ درست ہے۔
- == انگریزی مقالوں میں "Ibid" کی اصطلاح استعمال کی جائے اور اگر صفحہ نمبر مختلف ہو اس کا نمبر دیا جائے۔
- == تمام احادیث کی تخریج کی جائے۔ اگر حدیث نمبر ہی موجود ہوں تو حدیث کے نمبر کا حوالہ فوسین میں دیں مثلاً
- == الجامع الصحیح ، کتاب الزکوٰۃ ، باب مصارف الزکوٰۃ (۱۱۲۰)، ۲ □
- == ۱۲ □
- == ویب سائٹ کا حوالہ : مصنف کا نام ، مقالہ کا عنوان ، استفادہ کی تاریخ ، سائٹ کا مکمل نام مثلاً
- == Kamran Gul , Role of Media in Pakistan , Retrieved Sep.17,2014 from

<http://www.geoasia.com.html>

تحقیقی رسائل میں شائع شدہ مقالات کا حوالہ دینے کے لیے درج ذیل طریقہ اختیار کیا جائے۔ مثلاً

حمید اللہ عبدالقادر، ڈاکٹر، اسلامی ریاست میں عوام کے حقوق و فرائض (سہ ماہی) منہاج، دیال سنگھ ٹرسٹ لائبریری، لاہور، جلد ۲، شماره ۲، جولائی۔ دسمبر ۲۰۰۴ء

ترجمہ شدہ کتاب کا حوالہ

راغب الطباخ، تاریخ افکار علوم اسلامی، افتخار احمد بلخی (مترجم) اسلامک پبلی کیشنز لاہور۔ 1984ء

ثانوی مصدر سے حوالہ دینے کا طریقہ ”بحوالہ“ سے دیں، یاد رکھیں کہ ایم۔ فل۔ پی ایچ ڈی سطح پر ثانوی مصادر سے حوالہ جہاں تک ممکن ہو اجتناب کریں بلکہ برگز حوالہ نہ دیں۔ ہاں اگر مصنف کی اپنی بات ہو تو وہ (بات) پرانصری مصدر کا درجہ رکھتی ہے۔

سرکاری، اداراتی سائٹس کا حوالہ دینے کے لیے ادارے کا مکمل نام، مضمون کا عنوان، استفادہ کی تاریخ اور سائٹ کا مکمل نام درج کیا جائے گا۔ مثلاً

University of The Punjab, Grant of Doctoral Candidates, Retrieved January 05, 2008, From

<http://www.pu.edu.pk.html>

مختلف مصنفین کے مقالات پر مشتمل مدوّن کتاب کا حوالہ اس انداز سے دیا جائے گا۔ مثلاً

خورشید احمد (مؤلف) اسلامی نظریہ حیات، ادارہ تصنیف و تالیف، کراچی یونیورسٹی، کراچی 1984ء

آیات کے حوالے کے لیے سورۃ کانام اور اس کانمبر لکھ کر دو نقطے لگائیں اور اس کے بعد آیت تصر تحریر کریں، مثلاً البقرة 110: 2

اشارہ :

(i) فہرست آیات (ii) فہرست احادیث (iii) فہرست

شخصیات

(iv) فہرست مقامات (v) فہرست مصطلحات

فہرست مصدر و مراجع :

مصنف کانام، کتاب کانام، طبع یا دار الاشاعت، ایڈیشن (اگر ہے)، سال اشاعت، جلد نمبر (اگر ہے) درج کریں مثلاً

ثروت صولت، ملت اسلامیہ کی مختصر تاریخ، اسلامک پبلی کیشنز، لاہور، 1993ء

مصنف کے نام کے ذکر میں یہ ملحوظ رہے کہ دو اجزاء پر مشتمل نام نہیں پلٹا جائے گا۔ کم از کم تین اجزاء پر مشتمل نام کو پلٹا جائے گا اور پلٹنے وقت اس کی ذات (مثلاً صدیقی، فاروقی، عثمانی) معروف کنیت (مثلاً ابن حجر) یا لقب (مجدد الف ثانی) ندوی] کاندھ لوی] کو شروع میں لایا جائے گا، تاہم تین اجزاء کے نام کو دو حصوں ہی میں لکھا جائے گا۔ اگر نام سے پہلے ڈاکٹر یا مولوی یا اس قسم کا کوئی اور لفظ ہے تو پہلے نام ہوگا پھر وہ لفظ۔

عربی، فارسی اور اردو کتب کے مصنفین کے معروف نام حروف بجاہیہ کی ابجدی ترتیب سے فہرست میں شامل کئے جائیں گے۔ کتب کو موضوعات (یعنی کتب تفسیر، کتب حدیث اور کتب فقہ وغیرہ) کے اعتبار سے تقسیم نہیں کیا جائے گا۔

انگریزی کتب علیحدہ درج ہوں گی اور وہ بھی مذکورہ تفصیلات اور ترتیب کے ساتھ مصنفین کے ناموں کے لحاظ سے حروف بجاہیہ کی ترتیب (Alphabetically) مرتب ہوں گی۔

ایک ہی مصنف کی متعدد کتب کے اندراج کی صورت میں مصنف کے نام کی جگہ لفظ 'ایضاً' لکھا جاسکتا ہے لیکن یہ ضروری نہیں۔ کتاب کی تمام تفصیلات درج بالا طریقہ سے درج ہوں گی۔

کتب کے اندراج کے بعد لغات، دائرہ ہائے معارف کا اندراج ہوگا۔ ان کی ترتیب ان کے موضوع کے مطابق ہوگی۔ مثلاً اردو دائرہ معارف اسلامیہ، پنجاب یونیورسٹی، لاہور، 1959ء

دائرہ ہائے معارف کے بعد رسائل و جرائد کی فہرست ہوگی رسائل و جرائد کے اندراج کی ترتیب یوں ہوگی۔

رسالے کانام، ماہنامہ] سہ ماہی] سالانہ کی تصریح، شائع کنندہ ادارہ، مقام اشاعت، مثلاً اورینٹل کالج میگزین (سالانہ)، اورینٹل کالج، پنجاب یونیورسٹی، لاہور، 1974ء

ترجمہ شدہ کتاب کا حوالہ درج ذیل طریقے سے دیا جائے گا مصنف کانام، کتاب کانام، مترجم کا نام، مطبع یا دار الاشاعت، سن اشاعت مثلاً راغب الطباخ، تاریخ افکار و علوم اسلامی، افتخار احمد بلخی (مترجم) اسلامک پبلی کیشنز، لاہور 1984ء

— مختلف مصنفین کے مقالات پر مشتمل مدون کتاب کا حوالہ اس انداز سے دیا جائے گا۔ مثلاً

خورشید احمد (مؤلف) اسلامی نظریہ حیات، ادارہ تصنیف و تالیف، کراچی یونیورسٹی، کراچی 1984ء

تدوین] ترقیم شدہ کتاب یا مخطوطے کا حوالہ دینے کی صورت میں درج بالا تفصیلات کے بعد مدون کانام لکھیں۔

تحقیقی رسائل میں شائع شدہ مقالات کو حوالہ دینے کے لیے درج ذیل طریقہ اختیار کیا جائے گا، مضمون نگار، مضمون کانام، رسالے کانام، مطبع یا دار الاشاعت، سن اشاعت، مثلاً حمید اللہ عبدالقادر، ڈاکٹر،

اسلامی ریاست میں عوام کے حقوق و فرائض ، (سہ ماہی) منہاج ، دیال سنگھ ٹرسٹ لائبریری ، لاہور جلد ۲ شمارہ ۲ جولائی۔ دسمبر ۲۰۰۴ء
 — ویب سائٹس کا حوالہ دینے کے لیے پہلے مصنف کا نام ، مقالہ کا عنوان ، استفادہ کی تاریخ اور سائٹ کا مکمل نام ، سائٹ کا نام نئی سطر میں تحریر کیا جائے گا۔ مثلاً

University of The Punjab ,Grant of Doctoral Candidates, Retrieved January 05,2008,From

<http://www.pu.edu.pk.html>

سرکاری ، ادارتی سائٹس کا حوالہ دینے کے لیے ادارے کا مکمل نام ، مضمون کا عنوان ، استفادہ کی تاریخ اور سائٹ کا مکمل نام درج کیا جائے گا۔ مثلاً

University of The Punjab ,Grant of Doctoral Candidates, Retrieved January 05,2008,From

<http://www.pu.edu.pk.html>

جلد بندی :

حسب ذیل امور پیش نظر رکھیں ۔

جلد کے صدر صفحہ پر ان تمام چیزوں کا اندراج اسی ترتیب سے ہو گا جو سرورق میں دی گئی ہیں ۔

پی ایچ ڈی کے مقالات کی جلد کارنگ ہلکا میرون (Light Maroon) ء ہلکا سرمئی (Light Gray) ہوگا ۔ ایم فل کے مقالات کی جلد کارنگ ہلکا سبز (Light Green) اور ایم اے کے مقالات کی جلد کارنگ کالا (Black) ہوگا۔
 پیشتے پر مقالے کا عنوان ، مقالہ نگار کا نام ، سال ء سیشن درج ہوگا۔

Part 4

◇ COPYRIGHT PERMISSIONS FOR INCLUDING FIGURES/DATA IN THESIS FAQS

***NOTE:** These guidelines are taken from Taylor and Francis publisher and are being presented in thesis manual for students' information. We acknowledge and thanks Taylor and Francis*

Frequently Asked Questions (FAQS)

1) **Do I need permission to reuse my own material?**

Yes, if it has been previously published. Copyright is transferred to the original publisher of the material upon publication (unless there is an agreement between the author and Publisher otherwise) and therefore the Publisher owns the rights to the material and their permission for reuse is required. However, if the publisher has agreed that you will retain the copyright to your material or if their policy permits authors the right to reuse their own material freely with appropriate credit (you will need to confirm with the publisher that this is the case), please provide documentation of this and permission will not be required for use.

2) **Do I need permission if I alter a figure?**

The important issue in determining whether permission is needed for an altered figure is the amount of alteration. The change must be substantial if you want to avoid the legal requirement to obtain permissions. The best approach for avoiding permission issues is to use original materials wherever possible.

3) **What is considered a ‘substantial’ change to avoid the need for permission?**

This is highly subjective and is a murky legal area. Changing straight lines to arrows, relabeling a figure with letters instead of numbers, or reordering columns in a table does **not** constitute substantial change. The modified image must be considerably different than the original published version (i.e. a circular flowchart vs. linear, etc.); however it must still be noted as ‘Modified from’ or ‘Data from’ the original source. If you have any questions regarding what is a substantial enough change, please contact your Project Coordinator for assistance.

4) **Do I need to obtain permission for cover art?**

Yes. If you are providing an image for your cover that has been previously published, it will require permission for use as well.

5) **Do I need permission to use material that is published in a PhD Thesis or dissertation?**

No, as this material has not been previously published. However, you should obtain the permission of the author as a courtesy and all material must be cited appropriately.

6) **Do I need permission to reprint music lyrics in my text?**

It depends on the amount that is being used. Less than 4 lines of lyrics are considered fair use with citation of source info. If you use 4 or more lines, then it will depend on

the artist. We discourage the use of music lyrics and/or images (i.e. album covers, etc.) as permissions can become very expensive and difficult to obtain.

7) Do I need permission to reprint Tweets in my text?

Yes, you will need permission from the person who posted the Tweet (i.e. owner/author). Permission is not required from Twitter directly as long as the below guidelines are followed as per their policy for static uses and publications: Show name, @username, unmodified Tweet text, and the Twitter bird nearby, as well as a timestamp. If displaying Tweets, make sure they are real, from real accounts, and that you have permission from the author.

Display the associated Tweet and attribution with images or media.

If showing screenshots, only show your own profile page, the @twitter page, the Twitter 'About' page, or a page you have permission from the author to show.

8) Do I need permission to reprint material from sites such as Facebook and Instagram?

Yes, permission will be required. Please contact them directly regarding the appropriate permission as the parameters for use may vary depending on the material you would like to reuse. You must receive permission to reprint their logos as well.

9) Do I need permission to use Movie/Film stills in my book?

Yes. These images are property of the Production studio and they should be contacted for proper permission for use. Unless these are relevant to the content, we discourage the use of these stills as the permissions can be difficult and/or expensive to obtain.

10) Do I need permission to reuse video clips or still shots of videos from YouTube?

Yes. You will need to check the copyright information on the YouTube site directly and confirm their requirements for requesting and receiving permission for reuse.

11) Do I need permission to quote movie lines in my text?

Yes. This material is owned by the production studio and will likely require permission for reuse. When in doubt, request permission!

12) Do I need permission to reuse an image of a famous work of art? In many cases, in many of these cases, the artists for these works have died more than 70 years ago.

This is dependent on the image itself and whether it is now part of the public domain. In many cases, the museum where the original image is displayed would own the licensing rights and would require their permission. If the museum is exhibiting a work that is

actually owned by a private collector, then that private collector would need to release licensing permission for the image to be reused. It is in your best interest to research the rights to the image and determine the copyright holder. Unless these are relevant to the content, we discourage the use of these as the permissions can be difficult and/or expensive to obtain.

The following resource may be helpful in clearing some requirements for Art permissions <http://www.arsny.com/about.html>.

13) Do I need permission to reprint video game screenshots in my book?

14) Can I show brand name products in my figures?

As long as permission is obtained for use. We discourage this as permissions can become very expensive and difficult to obtain. Please mask any brand names/logos that appear in your images so that they are not visible. As long as the brand name/logo is covered and the presentation is not derogatory in any way, there should not be any problem.

15) Do I need to request permission for figures/material that appeared in a conference proceeding?

Yes. Generally after the conference copyrights are reverted back to the authors and you will need to request the permission to the appropriate author of the material. However, this may vary depending on the specific conference holders. Please review the copyright line on the publication to determine.

16) Do I need permission to show crime scene/victim photos?

It depends on the material. Police documents and crime scene photos are part of the public record and not part of public domain. Permission will need to be requested from the police jurisdiction handling the crime. Please note that if it is a crime scene photo, the victim's eyes should be masked. Victim photos that appear in newspapers and on TV are granted permission by the families to the news source and/or Associated Press. Permission needs to be requested from the AP or newspaper (if a staff photographer) or the photographer.

17) Do I need permission to include mugshots?

Yes. They are a part of the public record and not part of the public domain. Although mugshots cannot be copyrighted, public record documents are available on a need-to-know basis. It is advised that you do not include real mugshots in your text.

18) How do I handle images of a medical nature? Do I need permission from the Patient to include these?

Yes. Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients' names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication.