THESIS MANUAL

Guidelines/ Format/Copy Rights/Plagiarism Policy

for

M.Sc. / M.S. / M.Phil. and Ph.D. Thesis

Updated, March 2019

Resource persons

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Mirpur University of Science and Technology (MUST), Mirpur (AJK), Pakistan
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.

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 of obtaining copyright contents
Part 4: Plagiarism policy
Part 5: Guidelines for thesis writing in Urdu
Part 6: Synopsis Template
Part 7: Checklists for thesis submission and approvals from AS&RB

Dr. Javeed Akhtar (Director ASRB)
Dr. Raja Tahir Mahmood (Asstt. Director ASRB)
March 2019
This thesis manual prepared by advanced studies and research board (ASRB), Mirpur university of science and technology (MUST) and contents/illustrations from this manual can not be reproduced without getting written permission. For more information and queries email us, director.asrb@must.edu.pk
Key points/checklist before writing your synopsis/thesis

◊ Thesis/synopsis’ s formatting, checking grammatic 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 can not 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
Part 1

◊ General Guidelines on Format of Thesis
FORMAT OF THESIS FOR M.Sc./ M.Phil./ M.Sc. Engg./ 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 of the text. Abbreviations should be in capital letter(s) without full stop(s), or otherwise necessary.

   **Example:**
   
   a. Government of Pakistan  GoP
   b. United States Department of Agriculture USDA

7) Insert a space between a numeral and the unit of measurement,

   **Example:** 3 mm, or 15º C.

8) 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.
9) **All pages, except the title page, are to bear a page number.** The title page is understood as preliminary page i. Other preliminary pages (from Annex-II to Abstract) may be numbered in lower case Roman Numerals (ii, iii, etc.) at the bottom in the center of each page. The subsequent text, plates, notes, references appendices are to be numbered in the signal sequence of Arabic Numerals (1, 2, etc.), beginning with page 1 expressed on the first page of the text. **The Arabic Numerals should appear at the bottom of page in the center.** Page numbers must fall on or within the specified margins which as are follow: left margin (or binding edge) = 3.8 cm, all other margins 3.00 cm.

10) Do not start a sentence with mathematical abbreviation or number.

**Example:**

Seventy percent of the crop was damaged due to salts. (Correct)

70 percent of the crop was damaged due to salts (Incorrect)

**Headings:**

1. All the headings, except those beyond fifth level, should appear in bold letters with Font size 12, TNR, except for the Chapter heading appearing in Font 14 TNR. The heading for the chapter numbers should be in italics and justified to the right hand side of the page appearing with fist letter (i.e., “C”). in capital (uppercase). The chapter headings should be all capital (in upper case) adjusted in the center. 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 bold capital. Second level heading should be typed in small (lowercase) bold letter with the first letter of each main word a capital. For third level headings, only the letter of the 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 TiO₂ 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.](image_url)
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 consensuses 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 or you need to follow the respective departmental policy (ask your supervisor). **Note: It is advised that each faculty (faculty of Engineering, faculty of science and humanities) should decide one uniform reference style and inform students, ASRB will check the consistency in reference style, if found irregularities, thesis will not be processed).**

**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:

<table>
<thead>
<tr>
<th></th>
<th>B. S. / M. Sc.</th>
<th>M. S. / M. Phil.</th>
<th>Ph. D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Copy</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Examination</td>
<td>-</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>AS&amp;RB</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Dept. Library</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Central Library</td>
<td>-</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Supervisor</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>HEC</td>
<td>-</td>
<td>-</td>
<td>1+soft copy</td>
</tr>
<tr>
<td>Total</td>
<td>3</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

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) printer in golden words.

The color of the cover of the thesis shall be according to the following table:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor Degree</td>
<td>Gray</td>
</tr>
<tr>
<td>Master Degree</td>
<td>Black</td>
</tr>
<tr>
<td>M.S./ M. Phil. Degree</td>
<td>Dark Green</td>
</tr>
<tr>
<td>Ph.D. Degree</td>
<td>Dark Blue</td>
</tr>
</tbody>
</table>

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 next two sections
PART 2

◊ GUIDELINES ON FORMAT OF PHD THESIS OF ALL DEPARTMENTS
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 2015-2019

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

◊ 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.
Part 4

HEC Plagiarism Policy

◊ This is compulsory section to read and understand for any research scholar before writing/submitting thesis

◊ This report is prepared by HEC and we reproduce in thesis manual for information of students
1. Preamble

In the wake of fundamental improvements being introduced in the system of Higher Education in Pakistan, the credit, respect, recognition of research and scholarly publications, career development and financial gains are now linked with such original works accomplished without replicating the efforts of other researchers. It has therefore become necessary that the menace of plagiarism is highlighted and curbed through exemplary punitive actions. On the other hand, we must also guard against bogus or false complaints in order to prevent victimization which may make researchers and scholars shy away from research simply because of the fear of prosecution. A Plagiarism Policy has therefore become necessary to create awareness, define various forms in which Plagiarism exhibits itself, present a methodology of investigation, cater for punitive action proportional to the extent of the offence and even address the issue of false or spurious complaints.

2. Definition

According to the Concise Oxford Dictionary, Plagiarism is defined as "taking and using the thoughts, writings, and inventions of another person as one's own". This, or various similar definitions found in recognized publications / documents, are very broad and can be used to create awareness about Plagiarism but are not practical enough to apply in order to ascertain guilt or innocence in specific cases. In order to establish the violation of ethical norms, or academic or intellectual dishonesty resulting from Plagiarism and to take punitive actions in this regard, it is necessary that the variety of forms in which Plagiarism manifests itself are known. These include but are not limited to the following:
“Verbatim copying, near-verbatim copying, or purposely paraphrasing portions of another author's paper or unpublished report without citing the exact reference.

Copying elements of another author's paper, such as equations or illustrations that are not common knowledge, or copying or purposely paraphrasing sentences without citing the source.

Verbatim copying portions of another author's paper or from reports by citing but not clearly differentiating what text has been copied (e.g. not applying quotation marks correctly) and /or not citing the source correctly” [1].

"The unacknowledged use of computer programs, mathematical / computer models / algorithms, computer software in all forms, macros, spreadsheets, web pages, databases, mathematical deviations and calculations, designs / models / displays of any sort, diagrams, graphs, tables, drawings, works of art of any sort, fine art pieces or artifacts, digital images, computer-aided design drawings, GIS files, photographs, maps, music / composition of any sort, posters, presentations and tracing." [2]

"Self-plagiarism, that is, the verbatim or near-verbatim re-use of significant portions of one's own copyrighted work without citing the original source." [1]

3. Explanation from Wikipedia, the free encyclopedia

Wikipedia, the free encyclopedia on the web describes and explains Plagiarism as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Unlike cases of
forgery, in which the authenticity of the writing, document, or some other kind of object itself is in question, plagiarism is concerned with the issue of false attribution. Within academia, plagiarism by students, professors, or researchers is considered academic dishonesty or academic fraud and offenders are subject to academic censure. In journalism, plagiarism is considered a breach of journalistic ethics, and reporters caught plagiarizing typically face disciplinary measures ranging from suspension to termination. While plagiarism in scholarship and journalism has a centuries-old history, the development of the Internet, where articles appear as electronic text, has made the physical act of copying the work of others much easier. Plagiarism is different from copyright infringement. While both terms may apply to a particular act, they emphasize different aspects of the transgression. Copyright infringement is a violation of the rights of the copyright holder, which involves the loss of income and artistic control of the material when it is used without the copyright holder's consent. On the other hand, plagiarism is concerned with the unearned increment to the plagiarizing author's reputation. In the academic world, plagiarism by students is a very serious academic offense which can result in punishments such as a failing grade on the particular assignment (typically at the high school level), or a failing grade for the course (typically at the college or university level). For cases of repeated plagiarism, or for cases where a student has committed a severe type of plagiarism (e.g. copying an entire article and submitting it as his / her own work), a student may be suspended or expelled, and any academic degrees or awards may be revoked. For professors and researchers, who are required to act as role models for their students, plagiarism is a very serious offence, and is punishable by sanctions ranging from suspension to termination, along with the loss of credibility and integrity. Charges of plagiarism against students, faculty members and staff are typically heard by internal disciplinary committees, which students and faculty members have agreed to be bound by." [3] Wikipedia also describes Self-plagiarism as "the re-use of significant, identical, or nearly identical portions of
one’s own work without acknowledging that one is doing so or without citing the original work. Typically, high public-interest texts are not a subject of self-plagiarism; however, the authors should not violate copyright where applicable. "Public-interest texts" include such material as social, professional, and cultural opinions usually published in newspapers and magazines.

4. **Aim:** The aim of this policy is to apprise students, teachers, researchers and staff about Plagiarism and how it can be avoided. It is also aimed at discouraging Plagiarism by regulating and authorising punitive actions against those found guilty of the act of Plagiarism.

5. **Applicability:** The policy is applicable to students, teachers, researchers and staff of all institutions and organizations in Pakistan who are involved in writing or publishing their work. In this context a "Student" is a person who, on the date of submission of his / her paper / work is a registered student of any University or Degree Awarding Institution recognized by Higher Education Commission (HEC). "Teachers and Researchers" include faculty members or equivalent of the University / Organization or/of a constituent or affiliated college or researchers of an organization and such other persons as may be declared to be so by regulations. “Staff” is any employee of an organization involved in writing and publishing his / her work.

Any person listing his CV on the website or any current publication or applying for any benefit on the basis of published or presented work that is plagiarized will be liable to be punished as per prescribed rules.

6. **Responsibility of the Institutions & Organizations:** All institutions and organizations are responsible to apprise their students, teachers, researchers and staff of the definition, implications and resulting punishments in case, after due investigation, they are found guilty of plagiarism. The institutions /
organizations must acquaint their students, teachers, researchers and staff with this policy and ensure that they are fully aware that all authors are deemed to be individually and collectively responsible for the contents of papers published by Journals / Publishers etc. Hence, it is the responsibility of each author, including the coauthors, to ensure that papers submitted for publication should attain the highest ethical standards with respect to plagiarism. To facilitate the institutions / organizations in creating awareness about Plagiarism, a modified version of "Little Book of Plagiarism", a publication of Leeds Metropolitan University is appended as "Annexure" to this policy. Any University or Degree Awarding Institution which does not adopt and implement this policy will have its degree derecognized by HEC.

7. **Reporting:** To inform HEC or respective Universities / Organizations of alleged plagiarism, a complaint is to be made by email, post, fax or other means to HEC Quality Assurance Division or respective Universities / Organizations. In case of lodging a complaint in the form of a letter, copy may be sent to HEC. The following information is to be provided:

1. a) “Citation of the original paper or document or idea which was plagiarized, (paper title, author(s), publication title, month and year of publication if available and the journal, in which published, with details). If the original paper is unpublished (e.g. an institutional technical report, an on-line paper), the complainant is to provide as much information as possible to ensure authenticity of the claim.

2. b) The citation of the alleged plagiarizing paper (paper title, author(s), publication title, month and year of publication if available and the journal with details in which published). If the paper is unpublished (e.g. an institutional technical report, an on-line paper), the complainant is to provide as much information as possible to ensure proper investigation.

3. c) Copies of both papers if possible.
4. d) Any other information that would help HEC or respective Universities / Organizations to efficiently resolve the claim.”[1]

5. e) Name, designation, organization, address, e-mail address and telephone number of the complainant.

Investigation:

8. Upon receipt of an allegation of Plagiarism, the HEC Quality Assurance Division will request the respective Vice Chancellor / Rector / Head of the Organization to carry out investigation. The complaints received through HEC or directly by a University / Organization will be dealt with by the Universities / Organizations according to the procedures given below. The Vice Chancellor / Rector / Head of the Organization will have the discretion of not taking any action on anonymous complaints. For investigation of Plagiarism cases, the Vice Chancellor / Rector / Head of Organization will have an obligation to:

1. a) Constitute a “Plagiarism Standing Committee” consisting of 3 senior faculty members, a subject specialist in that particular field is to be co-opted, a senior student (only if a student is being investigated upon) and a nominee of the HEC. The seniority of the members of “Plagiarism Standing Committee” should be of a level keeping in view the seniority of the individual being investigated upon and the nature and gravity of the offence.

2. b) Provide a guideline, prepared by HEC for the functioning of the "Plagiarism Standing Committee", to all members of the Committee.

3. c) Provide clear terms of reference to the “Plagiarism Standing Committee” for their investigation.

4. d) The members of the “Plagiarism Standing Committee” are to sign a confidentiality statement that during the investigation they will, under no circumstances, disclose any individual author's name, paper titles,
referees, or any other personal or specific information concerning the plagiarism complaint under investigation, nor shall they reveal the names of the committee members.

5. e) Provide opportunity to the author / authors under investigation to justify the originality of their concepts and research work. Similar opportunity will also be provided to the author whose paper is deemed to have been Plagiarized and / or the complainant, to justify the complaint.

6. f) Provide every opportunity to the “Plagiarism Standing Committee” to use all foreseeable means to investigate the plagiarism claim.

9. **The Plagiarism Standing Committee shall then conduct the investigation.** Depending on the details of the claim, the investigation may include, but may not be limited to, any or all of the following steps:

1. a) Manual and / or automated tests for content similarity [1].
2. b) Determination of the extent and quantum of significant material plagiarized.
3. c) Soliciting comments to the claim, from the Editor-in-Chief (of a journal) or Program Chair (of conference proceedings) and referees of either or both papers.
4. d) Consultation with legal counsel. [1]
5. e) Consult / contact witnesses and record statements there-of if so required.
6. f) Consult / contact present and / or past employers of the authors.

10. The “Plagiarism Standing Committee” will submit its report with clear cut findings and recommendations to the Vice Chancellor / Rector / Head of the Organization within a specified period not exceeding sixty days. The Vice Chancellor / Rector / Head of the Organization will have the discretion to implement the recommendations after approval through the statutory process.
and take punitive action against the offender as per penalties prescribed under this policy or to forward the report to HEC or his / her parent organization for further action if outside their purview / jurisdiction.

**Penalties for Plagiarism**

11. **Plagiarism is an intellectual crime.** As such the penalties for plagiarism should not only take into account the severity and recurrence of the offence, but also the intellectual standing of the offender. This entails a gradual increase in punitive action with minimum punishment for a first time offence by a student who copies a home work assignment to a maximum punishment for a teacher/researcher/staff who attempts to present / publish, or actually presents / publishes plagiarized material; as his own, in a conference / journal. Therefore, the punishments for Plagiarism have been divided into two separate categories, i.e those for "Teachers, Researchers and Staff" and those for the "Students". The groups have already been defined in para 5 above.

(a) **Penalties for Teachers, Researchers and Staff:** When an act of plagiarism, as described earlier in paras 2 and 3, is found to have occurred, the "Plagiarism Standing Committee" in its recommendations, DEPENDING UPON THE SERIOUSNESS OF THE PROVEN OFFENCE, will advise the Competent Authority of the Organization, to take any one or a combination of the following disciplinary action(s) against the teacher, researcher and / or staff found guilty of the offence:
(i) **Major Penalty:**

In cases where most of the paper (or key results) have been exactly copied from any published work of other people without giving the reference to the original work, then (a) a major penalty of dismissal from service needs to be prescribed, along with (b) the offender may be “Black Listed” and may NOT be eligible for employment in any academic / research organization, and (c) the notification of “Black Listing” of the author(s) may be published in the print media or may be publicized on different websites at the discretion of the Vice-Chancellor / Rector / Head of the organization.

(ii) **Moderate Penalty:**

In case where some paragraphs including some key results have been copied without citation, then a moderate penalty involving any one or both of the following needs to be imposed (a) demotion to the next lower grade, (b) the notification of “Black Listing” of the author(s) which may be published in the print media or may be publicized on different websites at the discretion of the Vice-Chancellor / Rector / Head of the organization.

(iii) **Minor Penalty:**

In case a few paragraphs have been copied from an external source without giving reference of that work, then minor penalties need to be prescribed for a specified period involving any one or more of the following: (a) warning, (b) freezing of all research grants, (c) the promotions/annual increments of the offender may be stopped, for a specified period and (d) HEC or the University / Organization may debar the offender from sponsorship of research funding, travel grant, supervision of Ph.D. students, scholarship, fellowship or any other funded program for a period as deemed appropriate by the “Plagiarism Standing Committee”.
(b) **Students:** When an act of plagiarism, as described earlier in paras 2 and 3, is found to have occurred, the "Plagiarism Standing Committee" in its recommendations, DEPENDING UPON THE SERIOUSNESS OF THE PROVEN OFFENCE, will advise the Vice Chancellor / Head of the Organization, to take any one or a combination of the following disciplinary action(s) against the student(s) found guilty of the offence:

1. (i) In the case of thesis the responsibility of plagiarism will be of the student and not of the supervisor or members of the Supervisory Committee.

2. (ii) The offender may be expelled/ rusticated from the University and from joining any institution of Higher Education in Pakistan for a period as deemed appropriate by the "Plagiarism Standing Committee". A notice may be circulated among all academic institutions and research organization to this effect.

3. (iii) The offender may be relegated to a lower class.

4. (iv) The offender may be given a failure grade in the subject.

5. (v) The offender may be fined an amount as deemed appropriate.

6. (vi) The offender may be given a written warning if the offence is minor and is committed for the first time.

7. (vii) The degree of a student may be withdrawn if AT ANY TIME it is proven that he or she has presented Plagiarized work in his / her MS, MPhil or PhD dissertation if the extent of plagiarism comes under the category of major penalty as conveyed in Para 11(a-1).

8. (viii) The notification of the plagiarism by the author(s) may be published in the print media or may be publicized on different websites at the discretion of the Vice Chancellor / Rector / Head of the Organization.

9. (ix) HEC or the University / Organization may debar the offender from sponsorship of research funding, travel grant, scholarship, fellowship or
any other funded program for a period as deemed appropriate by the "Plagiarism Standing Committee".

10. (x) Any other penalty deemed fit by the “Plagiarism Standing Committee”.

(c) Co-Authors/Declarations

1. Provided that a co-author has listed a paper in his/her resume and applied for a benefit forthwith, any co-author is deemed to be equally responsible for any plagiarism committed in a published paper presented to or published in a journal or presented at a conference.

2. All Journals in Pakistan must require ALL authors to sign a declaration that the material presented in the creative work is not plagiarized (Sample Attached)

12. Additional Actions Required: In addition to the above punishments, the following additional common actions must be taken if the offence of Plagiarism is established:

If the plagiarized paper is accessible on the web page its access will be removed. The paper itself will be kept in the database for future research or legal purposes.

The author(s) will be asked to write a formal letter of apology to the authors of the Original paper that was plagiarized, including an admission of plagiarism. Should the author(s) refuse to comply then additional punishments as deemed fit may be recommended by the "Plagiarism Standing Committee."
If the paper is submitted but not published yet, the paper will be rejected by the Editor-in-Chief or the Program Chair without further revisions and without any further plagiarism investigation conducted.[1]

However, Warning may be issued to the author/ co-author.

13. **Appeal:** As the penalties are severe, the affected person(s) will have the right to appeal to the Chairman HEC / Vice Chancellor / Rector / Head of the Organization for a review of the findings or may submit a mercy petition within 30 days from the date of notification. Such appeals / petitions will be disposed off within 60 days of receipt, by following the laid down procedures regarding such appeals.

14. **Penalty for Wrong Reporting / False Allegation:** If the case of Plagiarism is not proved and it is confirmed that a false allegation was lodged, the Vice Chancellor / Rector / Head of the Organization will inform the complainant’s Organization and will recommend disciplinary action against the complainant, to be taken by his / her parent organization.

**References**

2. [2] “Academic Integrity Statement: Appendix1” (University of Southampton Calendar 2006/7)
3. (http://www.calendar.soton.ac.uk/sectionIV/part8a.html)
Part 5

Thesis format instructions for writing in Urdu

◊

For postgraduate program in Islamic studies and other departments in which students write thesis in URDU

◊

All guidelines given in Part 1 and 2 should be followed
Except some minor changes listed in this section
فَارَمِیتَ بَرَانیّ تَحْقِیقیّ مَقالّات ایم.آے، ایم. فِلّ اسلامیات

عمومی بدايات:

- تحقیقی مقالات مقدمه، دیباچے، ابوب ووصول، خلاصه، بحث، سفارشات، نتایج واحساسات
- اشارات (فیرست آیات، فیرست احادیث، فیرست شخصیات، فیرست مقدمات، فیرست مصطلحات) اور فیرست مصادر وراجع بر مشتمل بونا چابیہ
- مقالہ کی تفصیلات اور مباحث تجزیاتی اورنیچ، خیز بونا چابیہ
- مقالہ میں پر تکلف اور مصنوع طرز تحریر (فاظی) سے اجتناب بر تراجانے
- تحقیقی مقالہ کی تمام تفصیلات اینے اغز سے انبہا تک موضوع تحقیق سے متعلق اور مزیک بونا چابیہ
- مقالہ میں موجود تمام قرآنی آیات عربی رسل الخط مین تحریر کی جانب اورحتی المقرر ان پر اعراب لگئے جانبین
- مقالہ بندیدی مصادر پر مشتمل بونا چابیہ اور فوق وضواب کتحقیقی مقالہ مین اطلاع واطیاب بونا چابیہ
- پروفس کو نہایت توجہ سے باربار ہیں ایک جانے تیبان تک کہ کوئی غلطی باقی نہ رہے

ابوب وفصول:

- بر باب متوازن فصول پر مشتمل بونا چابیہ تمام ابوب کی فصول مین مناسب حد تک توئن بونا چابیہ
- ابوب کے صفحات کی تعداد بھی ممکنا، حد توئن متوازن بونی چابی مقالہ مین پر نئے باب کے اغز سے پہلے ایک صفحے پر باب کاتم لکھیجاں بونا چابی اوراس سے اگلے صفحے پر باب کے ام نکات نئی عنوانات مین درج کئے جانبین
- نتائج کے بعد اپنی تحقیق کی روشنی مین "سفرشات، کاغذ، قانون کرین

صفحات اورستوور کاسانز:

- کاغذ کاسانز 8.6x11.17نج (4) جلد بنده کی طرف سے حاشیہ 125 انج اورباربر
- کی طرف 0.75 انچ چھورا جانے ہویرا کاحشی، ایک انچ اورنچی کاحشی 0.75 انج
- بونی چابی صفحہ نمبر بر صفحہ کی درمیان مین بانی طرف درج کھاجانے
- مذکروہ بالا کاغذ کے سائز اور حواشی کی تفصیلات کی روشنی مین حتفی انی "الوئس کوچشی کیجانے کہ، صفحہ سطور کی تعداد (بیشمول حوالہ جات و حواشی) ایم اے کے لیے 22-24، ایم فیل پی اچ ڈی 27-30 تک رہے

تحریر کا سائن:

- مقالات ایم فل، پی اچ ڈی: فاونٹ اصل متن اردو (15pt)، عربی (16 pt)؛ حاشیہ (13 pt):
- مقالات ایم.آے: فاونٹ اصل متن (16 pt)؛ حاشیہ (14 pt)
Check-out word template/ part 1 of this thesis manual for more information

First page of thesis should have same features/contents as described in part1, except English language. There should be no teacher name or designation on title page/firstpage). Page numbering should be same as described in part 1 of this manual) but use urdu font

مقدمہ، دیپیچے:

• اختصار اور جامعیت سے کام لیا جاتے ہے میں سب تعلیف ، تحقیقی کام کامختصر
• تعارف اور اشارہ، ممنونیت اور کہاں کہا کہ کیا جاسکتا ہے.
• نگران مقال. اور دیگر معاونین تحقیق کا شکریہ ادا کرنے میں تکلیف وتصنع اور مالگ.
• آرائی سے احترام کی جانئے.

ضمیمہ:

• ایسًا مواد جو متن کے لیے ضروری نہیں ہیں اور درج کی جاتی ہو کھھ جگہ کرتب ہو ہیں لیکن جس سے مصنف کے بیان بیانات کی مزید تائید بتوی ہو ، کتاب کے آخر میں ضمیمہ کے طور پر ڈیا جاسکتھے ہیں.

مقالہ کے مقدمہ: سے پہلے درج ذیل سرثیفکسس لگائیں:

(Forwarding Letter (سے پہلے درج ذیل سرثیفکسس لگائیں:)

• نگران مقال. کی طرف سے سفارش مراصل.
• اس بات کہلائی (Declaration کہ آپ کا کام اصلی ہے اور ہم اس کے اورچگاہ سند)
• کے حصول کے لیے بھی نہیں کیا گیا.

مقالہ کا آغاز وترتیب:

(یگھ) (iii) نگران مقال. کی
(یس) (ii) یس لاہ (نگران مقال.
(یس) (i) شائع
تصدیق ودستخط
(دیپیچے (vi) (الاتساب (iv) (Declaration (الف) مقالات کے لیے)
(دنوش تصویریوں وغیرہ کی فہرست (vii) (فیسٹ ابوب و موضوعات
(یس) (x) اشارہ
(یس) (xi) مصادر و مراجع
(یس) (ix) ضمیمہ
حوالی وحواسی

حوالی وحواسی بر صفحہ کے نچھے ڈھی جانین

• اگر حاشیے میں اقتباس دیا جانے تو "واوین "مین بو اور اس کے خاتمے پر قوہین ()
مین اس کامیابی دیجاتے ۔
• متن میں کسی ابہام کی وضاحت بر صفحہ کے نچھے حاشیہ مین کی جانے ۔
کتاب کاہوالوں دیتے وقت پہلی دفعہ مکمل پہر صرف کتاب کاتمن جلد اور صفحہ نمبر
لکھائیں کتاب سے متعلق دیگر تفصیلات مضامین و مراجع میں دی جانین ۔
• اگر ایک بی بی بی ای ہے کے دو پیسے سے زاں داخلہ ہی دی مقصود بور تو سب کوئیك
بی سطح مین لیاہائیے اوریجین مین سیمی کولن (؛) لکھائیں جانین مثلاً 1 ہے
• الاستیعاب 1341ء؛ اسداگلیہ ۔
• اگر مہولی کتاب ایک سے زاں جلدہن پر مشتمل بوتو حواليے کا اندیزہ یہ بوگا کتاب کاتمن
جلد، صفحہ نمبر
معرف القرآن 325,2
• ایک بہ حوالہ متعدد جگہ پر دینا مقصود بو تو اختصار کے لیے اصل تحقیق مین
معروف رمز و اشارات کاساہبک کوہاسکاتیے حوالہ، نمبر 1 اور 2 بالکل یکسان بو
ئے کی صورت مین حوالہ، بالا یا پیش کا اصطلاح استعمال کی جانین مثلاً
• معرف القرآن 325,2 معرف القرآن 325,2
• معرف القرآن 325,2 حوالہ بالا ریاست
• معرف القرآن 325,2
• معرف القرآن 325,2
• دارست نے پر کی بانے
• حوالہ بالا ریاست
• حوالہ بالا ریاست
• دارست پر
• انگریزی مقالہ مین "Ibid" ایک اصطلاح استعمال کی جانین اور اگر صفحہ نمبر مختلف
بو کی اخبار اور کی اخبار اور اگر حديث نمبر بھی موجود بوتو حدیث کے نمبر
کاہوالوں قوہین مین دین مثلاً
• الجمع الصحيح ، کتاب الکوما ، باب مصروف الکوما (110۰) ؛ 12،2۔
• ویب سائٹ کاہوالوں : مصنف کاتمن ، مقالہ کاہوالوں ، استفادہ کی تاریخ ، نمبر کامکل اور
مثلاً

Kamran Gul , Role of Media in Pakistan ,Retrieved Sep.17,2014 from
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• تحقیقی رسانہ مین شائع شده مقالہ کاہوالوں دینے کے لیے درج ذیل طریقہ اختیار
کیاکاتمن مثلاً
• انگریزی کتب میں درج ہوئے کئی متعلقہ تفصیلات اور ترتیب کے ساتھ (Alphabetically مصنفین کی ناموں کے لحاظ سے حروف بجانی کی ترتیب ( مرتبہ بون گئی۔

• ایک بھی مصنف میں متعدد کتب کے اندراج کی صورت میں مصنف کے نام کی گیا۔

• لفظ "اپنے کسی بھی مصنف کے لئے ضروری نہیں کتاب کی تمام تفصیلات درج بھی تابع ہے۔

• کتب کے اندراج کے بعد لغات، دانشہ بھانے معارف کاندراج ہوگا۔ ان کی ترتیب ان کے موضوع کے مطابق ہو گی مثالاً اردو دانشہ معرف اسلامی بنجاب بہرائشنی، لاہور۔

• 1959، دانشہ بھانے معرف کے بعد رسالے جو اوریسٹ بہرائش ہے رسائل و جرائد کے کہ ترتیب بھی ہو۔

• رسالہ کانام، سالانہ، سالی، سالنہ کے تصویب، شائع کہنے ادارے مقام اشاعت، مثالاً وارنٹل کالج میگزین (سالنہ)، وارنٹل کالج، پنجاب بہرائشنی، لاہور، 1946ء ترجمہ۔ شدہ کتاب کاہوال، درج ذیل طويلی سے دیا جانے گا مصنف کانام، کتاب کانام مترجم کا نام، مطبوع دار اشاعت، سن اشاعت مثالاً راغب الطباخ دینی افکار وعلوم اسلامی، افتخار احمد بلخی (ترجمہ) اسلامک پنی Kashmir، لاہور 1983ء مثالاً مختلف مصنفین کے مقالات پر مشتمل مڈنیہ کتاب کاہوال اس انداز سے دیا جانے گا خوششہن احمد (مؤلف) اسلامی نظیری حیات، ادارہ تصنیف وتأليف، کراچی بہرائشنی 1984ء کر اتی۔

• تدوین، ترقی کے شہد کتاب پر مخطوط کتاب کاہوال دینے کی صورت میں درج بالا تفصیلات کے بعد مڈنیہ کانام ہیں۔

• تحقیقی رسائل میں شائع شدہ مقالات کوناہوال، دینے کی لیے درج ذیل طریقہ، انتخاب کیا جائے گا، مضمون کانام، رسائل کانام، مطبوع دار اشاعت سن اشاعت، مثالاً حمید الحبیب قادر، ذاتکر، اسلامی ریاست میں عوام کے حقوق وفرانض کے ( سالی، سالی، سالی) منای، دیال سنگھ ثریس لائنری، لاہور جلد 3 شمارہ 7 جولائی 2002ء،

• ویپ سانتس کاہوال، دینے کے لیے پہلی مصنف کا نام، مقال، کاھوان، استفادہ کی تاریخ اورسانت کاکمل نام، سانت کانام نئی سیر میں تحریر کیا جائے گملاً University of The Punjab،Grant of Doctoral Candidates, Retrieved January 05, 2008, From http://www.pu.edu.pk.html

• سرگار، دائرتی سانتس کاہوال، دینے کے لیے ادارہ کاکمل نام، مضمون کاھوان، استفادہ کی تاریخ اورسانت کاکمل نام، درج کیا جائے گملاً University of The Punjab, Grant of Doctoral Candidates, Retrieved January 05, 2008, From http://www.pu.edu.pk.html
جلد بند़ی:

حسب ذِیل امور پیش نظر رکھیں:

- جلد کے صدر صفحہ پر ان تمام چیزات کالندر (اُس ترتیب سے بھوگا جو سر ورق میں دی گئی بین) ہے۔
- بھوگا سرمی (Light Maroon) پر ایچ ذٴی کے مقالات کی جلد کارنگ بھلا میرون (Light Green) پر ایم فل کے مقالات کی جلد کارنگ بھلا سبز (Black) پر اوراپی کے مقالات کی جلد کارنگ کالا بھوگا۔

پیشیے بھر مقالے کا عنوان، مقالے نگار کئام سال، سیشن درج بھوگا۔
Guidelines for preparation of Synopsis

For both Urdu/English Graduate program

Follow the instructions given in above sections

◊ 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 can not find these templates, email to get them at, director.asrb@must.edu.pk
INFORMATION FOR STUDENTS FOR WRITING SYNOPSIS

1. Students have to complete all sections of synopsis electronically first and then get print-out for signature from supervisor
2. Don’t do copy and paste from web
3. For any query contact with your peers
4. There is demy copy available for your guidelines how to complete this synopsis form
5. You will be guilty of plagiarism when you extract information from a book, article, web page or any other information source without acknowledging the source and pretend that it is your own work. This doesn’t only apply to cases where you quote verbatim, but also when you present someone else’s work in a somewhat amended (paraphrased) format or when you use someone else’s arguments or ideas without the necessary acknowledgement. You are also guilty of plagiarism if you copy and paste information directly from an electronic source (e.g., a web site, e-mail message, electronic journal article, or CD ROM), even if you acknowledge the source.
6. You are not allowed to submit another student’s previous work as your own. You are furthermore not allowed to let anyone copy or use your work with the intention of presenting it as his/her own.

Students who are guilty of plagiarism will forfeit all credits for the work concerned. In addition, the matter will be referred to the Committee for Discipline (Students) for a ruling. Plagiarism is considered a serious violation of the University’s regulations and may lead to your suspension from the University.

For the period that you are a student at any Department of MUST declaration must accompany all written work that is submitted for evaluation. No written work will be accepted unless the declaration has been completed and is included in synopsis.
SYNOPSIS FOR RESEARCH DISSERTATION
PhD/MPhil / M.Sc/ M.S./Engg.) (Choose one & delete rest)

Department

Student Name

Reg. No.

Supervisor Name

Co Supervisor Name (If any)
**Synopsis** for the degree of M.S./M.Phil./M/Eng □ □ Ph.D. □ □

**PART-1** (to be completed by the student)

<table>
<thead>
<tr>
<th>Name of Student</th>
<th></th>
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<tbody>
<tr>
<td>Department</td>
<td></td>
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<tr>
<td>Registration No.</td>
<td></td>
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</tbody>
</table>

Name of (i) Research Supervisor

Name of (ii) Co-supervisor (If any)

Members of Supervisory Committee (For PhD Candidates only)

1.  
2.  
3.  
4.  

Title of Research Proposal
PART 2   *Note: For each of following, use new page*

1) Summary of propose work   (250-300 WORDS)

2) Statement of problem of research task   (MAX. 50 WORDS)

3) Introduction (should include background/rational including literature details)   MAX. 3 PAGES

4) Significance/relevance of proposed work (Max. 100 words)

5) Research Methodology (Max. 2 page)

6) Time frame (follow the following)
   For M.Phil/M.S/MSc.Engg.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Time-line (Months/)</th>
<th>Tasks</th>
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<tbody>
<tr>
<td>Semester III</td>
<td></td>
<td>1.</td>
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<tr>
<td>Semester IV</td>
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<tr>
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<td>3.</td>
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For PhD

<table>
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<th>Semester</th>
<th>Time-line (Months/)</th>
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<tr>
<td>Semester V-VI</td>
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<tr>
<td>Semester VII-VIII</td>
<td></td>
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</tr>
</tbody>
</table>


Declaration Regarding Plagiarism

I (Full name):  
Registration #  

Declare the following:

1. I understand what plagiarism entails and am aware of the University’s policy in this regard.
2. I declare that this assignment is my own, original work. Where someone else’s work was used (whether from a printed source, the Internet or any other source) due acknowledgement was given and reference was made according to departmental requirements.
3. I did not copy and paste any information directly from an electronic source (e.g., a web page, electronic journal article or CD ROM) into this document.
4. I did not make use of another student’s previous work and submitted it as my own.
5. I did not allow and will not allow anyone to copy my work with the intention of presenting it as his/her own work.

Signature ___________________________ Date ___________________________

Certified that the synopsis has been seen by members and considered it suitable for putting up to AS&RB.

Supervisor/Name ___________________________ Signature _____________ Date ___________  
Co-supervisor/Name ___________________________ Signature _____________ Date ___________

Signed by Supervisory Committee (Applicable for PhD students only)

<table>
<thead>
<tr>
<th>S. #</th>
<th>Name of Committee Member</th>
<th>Designation</th>
<th>Signature and Date</th>
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Chairperson ___________________________

Signature: ____________________________

Date ____________________________
<table>
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<tr>
<th><strong>Dean, Faculty of</strong></th>
<th></th>
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</thead>
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<tr>
<td>______ Approved for placement before AS&amp;RB.</td>
<td></td>
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<tr>
<td>______ Not Approved on the basis of following reasons</td>
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</tr>
</tbody>
</table>

| Signature ______________________________ | Date ________________ |

<table>
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<tr>
<th><strong>Director AS&amp;RB</strong></th>
<th></th>
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<tbody>
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<td>______ Approved from AS&amp;RB</td>
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</tr>
<tr>
<td>______ Not Approved on the basis of the following reasons</td>
<td></td>
</tr>
</tbody>
</table>

| Signature ______________________________ | Date ________________ |
Checklists for Thesis Submission and Approvals from AS&RB
Request for the change of Thesis title (Ph.D./ M.Phil./ M.S./ M.Sc. Engg.) degree program
(Tick relevant program)

Student Name: __________________________ Father Name: __________________________

Department: __________________________ Faculty: ____________________________

Registration No. _________________________ Session: ____________________________

<table>
<thead>
<tr>
<th>Old Title</th>
<th>New Title</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Supervisor Name: __________________________

Supervisor Comments (reason for change):

_____________________________________________________________________________
_____________________________________________________________________________

Requirements:

i- Notification of title and supervisor approval by AS&RB

Chairperson

No. ______ Date: ______

Dean Faculty of ______

No. ______ Date: ______

Director (AS&RB)

Approved in 9th meeting of AS&RB, date 12-02-2019, circulate vide letter No. 393-i/AS&RB/2019, dated 25-03-2019
Request for the change of Supervisor (Ph.D./ M.Phil/ M.S./ M.Sc. Engg.) degree program
(Tick relevant program)

Student Name: __________________________ Father Name: __________________________

Department: ___________________________ Faculty: _____________________________

Registration No. ______________________ Session: ____________________________

<table>
<thead>
<tr>
<th>Existing Supervisor</th>
<th>New Supervisor</th>
</tr>
</thead>
<tbody>
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</table>

Chairperson Comments (reason for change):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Requirements:

i- Notification of supervisor approval by AS&RB

________________________
Chairperson
No. _______ Date: ______

________________________
Dean Faculty of ______
No. _______ Date: ______

________________________
Director (AS&RB)

Approved in 9th meeting of AS&RB, date 12-02-2019, circulate vide letter No. 393-II/AS&RB/2019, dated 25-03-2019
Request for Semester extension (Ph.D./ M.Phil./ M.S./ M.Sc. Engg.) degree program
(Tick relevant program)

Student Name: __________________________ Father Name: __________________________

Department: ____________________________ Faculty: ____________________________

Registration No.: ______________________ Session: ____________________________

Semester extension requested: (Fall___ / Spring ___)       Total semester requested: ___

Fee submitted (Rs.): ___________ Challan No. ___________ Date: ____________

Supervisor Name: __________________________

Supervisor Comments (reason for extension):
________________________________________________________________________

________________________________________________________________________

Requirements:

i- Notification of older semester extension by AS&RB (If any)    

Chairperson
No. ______ Date: ______

Dean Faculty of ______
No. ______ Date: ______

Director (AS&RB)

Approved in 9th meeting of AS&RB, date 12-02-2019, circulate vide letter No.393-iii/AS&RB/2019, dated 25-03-2019
Thesis submission Check List (M.Phil./ M.S./ M.Sc. Engg.) (First Copy)

Student Name: __________________________ Degree: ___________ Department__________

Session: _________________ Registration No. __________________________

(Tick attached)

1- Notification of admission approval by AS&RB
2- Notified result of course work
3- Notification of title and supervisor approval by AS&RB
4- Panel of 3 external examiner
5- HEC attested copy of last degree
6- GAT general result
7- Attested Plagiarism Report (with complete title, student name and date)
8- HEC equivalence certificate (if applicable)
9- Any other (Semester extension/ affidavit etc….)

Supervisor: ________________

Chairperson: ________________ No. __________________________ Date: _______

Dean: ______________________ No.: __________________________ Date: __________

Director (AS&RB) ______________ No. __________________________ Date: __________

Approved in 9th meeting of AS&RB, date 12-02-2019, circulate vide letter No.393-IV/AS&RB/2019, dated 25-03-2019
MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST),
MIRPUR-10250 (AJK), PAKISTAN
Advanced Studies & Research Board
Phone # 05827- 961116

Thesis submission Check List (M.Phil./ M.S./ M.Sc. Engg.) (Final hard Copy)

Student Name: ______________________ Degree: _______ Department___________

Session: ____________ Registration No. _________________ No. of Copies: _______

1- External examiner report (Tick attached)
2- Notification of title and supervisor approval by AS&RB
3- HEC attested copy of last degree
4- GAT general result
5- Attested final plagiarism report (with complete title, student name and date)
6- First plagiarism report
7- Thesis result
8- HEC equivalence certificate (if applicable)
9- Any other (Semester extension etc…)

Supervisor: __________________

Chairperson: ________________ No. ________________ Date: ______

Dean: ________________ No.: ________________ Date: __________

Director (AS&RB) ________________ No. ________________ Date: __________

Approved in 9th meeting of AS&RB, date 12-02-2019, circulate vide letter No.393-v/AS&RB/2019, dated 25-03-2019
# Thesis submission Check List (Ph.D.) (First Copy)

Student Name: ____________________ Session: _________ Department__________________

Session: __________________________ Registration No. ______________________ No. of copies: ____

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<th>Description</th>
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<tr>
<td>1</td>
<td>Notification of approval of admission by AS&amp;RB</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Notification of title and supervisor approval by AS&amp;RB</td>
<td></td>
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<tr>
<td>3</td>
<td>Notification of approval of supervisory committee</td>
<td></td>
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<tr>
<td>4</td>
<td>Panel of 5 foreign examiners from approved list</td>
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<tr>
<td>5</td>
<td>Panel of 3 local examiners from approved list</td>
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<td>6</td>
<td>Notification of approval of synopsis by AS&amp;RB</td>
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<td>7</td>
<td>Notified result of comprehensive (Written &amp; Oral)</td>
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<td>8</td>
<td>HEC attested copy of last degree</td>
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<td>9</td>
<td>GAT subject result</td>
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<td>Attested plagiarism report (with complete title, student name and date)</td>
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<td>11</td>
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<tr>
<td>12</td>
<td>CD with soft copy of complete thesis</td>
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<tr>
<td>13</td>
<td>Research publication from Ph.D. thesis with supervisor</td>
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<td>14</td>
<td>Any other (Semester extension/ supervisor change etc…)</td>
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</tbody>
</table>

Supervisor: __________________

Chairperson: __________________ No. ______________________ Date: __________

Dean: ________________________ No.: _____________________ Date: __________

Approved in 9th meeting of AS&RB, date 12-02-2019, circulate vide letter No.393-vi/AS&RB/2019, dated 25-03-2019
MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST),
MIRPUR-10250 (AJK), PAKISTAN
Advanced Studies & Research Board
Phone # 05827- 961116

Thesis submission Check List (Ph.D.) (Final Hard Copy)

Student Name: ______________________ Session: _________ Department ___________

Session: _________________ Registration No. _________________ No. of copies: ___

1- Foreign and local examiners reports
   (Tick attached)

2- Notification of title and supervisor approval by AS&RB

3- Result of seminars (2 credit)

4- Notification of open public defense

5- HEC attested copy of Last degree

6- GAT Subject result card

7- Attested final plagiarism report (with complete title, student name and date)

8- First plagiarism report

9- 2 CDs with soft copy of complete thesis

10- Research publication from Ph.D. thesis with supervisor
    ISI indexed journal/ HEC approved journal,

11- Any other (Semester extension/ supervisor change etc…)

Supervisor: ________________

Chairperson: ________________ No. ______________________ Date: __________

Dean: ______________________ No.: __________________ Date: __________

Director (AS&RB) ______________ No. __________________ Date: __________

Approved in 9th meeting of AS&RB, date 12-02-2019, circulate vide letter No.393-vii/AS&RB/2019, dated 25-03-2019