

## THESIS FORMAT GUIDELINES

The following guidelines must be carefully followed

### 1. Paper

The thesis shall be printed on white paper, weight 70 gram or more per square meter. The size of the paper shall be standard A4 (height 297 mm, width 210 mm).

### 2. Text Processing and Printing

The text shall be printed employing Laser jet or Inkjet printer. The standard font shall be Times New Roman 12 pts with 1.5 line spacing.

### 3. Page Format

The candidates shall have single sided printing with following margins.

Top margin	25 mm	Left margin	30 mm
Bottom margin	25 mm	Right margin	20 mm

### 4. Pagination

Page numbering in the text of the thesis shall be numerals at the center of the footer. The subsequent chapters shall begin on a fresh page and page numbers shall be printed at the center of the footer.

Page numbering for pages before the Introduction chapter shall be in lower case Roman numerals, i.e., "i, ii, iii ...".

### 5. Paragraph Format

Vertical space between paragraphs shall be 1.5 line spacing. The first line of each paragraph should be indented by five characters or 12 mm. A paragraph should comprise of more than one line.

If a single line from the paragraph appears at the bottom, it must be moved to the top of the next page. Similarly if only the last line of a paragraph appears on top of a page, it must be moved to the previous page with the rest of the paragraph.

### 6. Chapter and Section Format

#### a. Chapter

Each chapter shall begin on a fresh page with an additional top margin of about 75 mm. Chapter number and title shall be printed at the center of the line 18 pt font

size in bold face using upper case (all capitals). A vertical gap of about 1 line (at 18pt font size) shall be left between the chapter and chapter title lines and between chapter title line and the first paragraph. i.e.

# **CHAPTER 1**

## **INTRODUCTION**

### **b. Sections and Sub- sections**

A chapter should be divided into Sections, Sub-sections and Sub-sub-sections (if needed) so as to present different concepts separately. Sections and sub-sections can be numbered using decimal points, e.g., 2.2 for the second Section in Chapter 2 and 2.3.4 for the fourth Sub-section in third Section of Chapter 2. Chapters, Sections and Sub-Sections shall be included in the Contents with page numbers flushed to the right. Further subsections need not be numbered or included in the contents.

The Sections and Sub-sections titles along with their numbers in 16 and 14 pt fonts, respectively, in bold face shall be flushed to the left not centered with 1.5 line space above and below these lines.

### **c. Table / Figure Format**

Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented in separate pages. Table and figures shall be numbered chapter –wise. For example, the fourth figure in Chapter 5 will bear the number Figure 5.4.

Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption, e.g. (after McGregor [12]). The Figure and Table titles should be descriptive.

### **d. Engineering Drawings**

Detailed part, sub assembly and assembly drawings must be attached as Annexure with the thesis.

## **7. AUXILIARY FORMAT**

### **a. Binding**

The thesis shall be hard cover bound with black colour

### **b. Front Cover**

The front cover shall contain the following details (See Annexure I):

- A replica of the University Monogram
- Full title of thesis in 22 pt font size properly centered
- Full name of the candidate (s) in 15 pt font size properly centered
- Full name of the Supervisor in 15 pt font size properly centered
- Year of submission in 15 pt font size properly centered.
- Name of the Department in 18 pt font size properly centered
- Name of the University in 18 pt font size properly centered located at the bottom of the page.

## **8. Title sheet**

This shall be the first printed page of the thesis and shall contain the submission statement (See Annex II).

## **9. Approval sheet**

This will form the second printed page of the thesis and shall not have a page number (See Annex III).

## **10. Dedication and Acknowledgment sheet**

The candidates should dedicate his/her thesis and acknowledge the help of the people, and this shall follow the Approval Sheet.

## **11. Abstract**

The 500 word abstract shall highlight the important features of the thesis. The Abstract shall have two more parts, namely, the layout of the thesis giving a brief chapter –wise description of the work and a list of keywords.

## **12. Table of Contents**

The contents shall follow the Abstract and shall enlist the titles of the chapters, section and sub-section using decimal notation, as in the text, with corresponding page number against them, placed to the right.s

### **13. List of Figures and Tables**

Two separate lists of Figure captions and Table titles along with their numbers and corresponding page numbers against them shall follow the Table of Contents.

### **14. Abbreviation Notation and Nomenclature**

A complete list of all abbreviations, notations and nomenclature including Greek alphabets with subscripts and superscripts shall be provided after the list of tables' figures. (As far as possible generally accepted symbols and notation should be used.)

Auxiliary pages from Acknowledgements to abbreviations shall be numbered using Roman numerals in lower case (i, ii, etc), while the page number starting from the Introduction shall be in numeral (English, e.g. 1, 2 , 3).

### **15. References**

1. References should be placed at the end of the last Chapter and written on a separate sheet.
2. They should start with the author's name followed by the publication year, the correct title and the publication.
3. For websites, don't put just the URL of the homepage. You must put the URL that brings up the article. This should be followed by the date you accessed the website.
4. References should be listed in the order in which they appear in the text.

#### *Example*

- Apparo, A. and Malik, K., 1969. "Resistivity model experiments". Geoexploration 7:45-54.
- Von Nostrand, R.G. and Cook, K.L., 1966. "Interpretation of resistivity data." Geol. Surv. Prof. pap. 499 US Govt. Printing Office, Washington D.C.
- <http://en.wikipedia.org/wiki/Toyota>, Accessed 19 February 2009.

**Note:**

- 1) A Soft copy of the Guidelines and Annexure is available on UET's website
- 2) Students will submit two hard copies (For Project Supervisor and for Departmental Library) of their thesis on the date notified by the Department.
- 3) In addition, all students must have a hard copy of their thesis properly bound.
- 4) All copies of the approved thesis will be signed by the Chairman of the Department.
- 5) Students must also submit a PDF of their thesis to the Department.