

## **“REGULATIONS FOR PREPARATION OF THESIS/PROJECT REPORT FOR FINAL YEAR”**

### **1. Manuscript Originality**

Every effort should be made not to copy from other copyrighted publications. Under any circumstances, material referred from books, journals may be allowed to write with proper references. It is usually acceptable to use the same research work in the thesis, which already have been published in scientific journals if the thesis requires an entirely different and/or more detailed description of the work.

The thesis manuscript must be entirely written by the students themselves. It is not appropriate for the supervisor or anyone else to be involved in substantive re-writing of the thesis, however minor modifications/corrections of grammatical mistakes etc may be made by the supervisor / co-supervisor.

### **2. Preparation of Manuscript.**

(a) Students should not rely upon completed thesis, especially older ones, for details of format as such these may no longer meet Faculty requirements, instead they should follow the instructions given in the “Regulation for Preparation of Thesis / Project Report” which can be obtained from departmental office / Controller of Examination’s office.

(b) Paper size and grade.

One type of paper must be used throughout all copies of the thesis. The rule applies also to charts and graphs, which can be prepared on the same paper as is used for the text and for photographs, which can be adequately mounted on heavier grade of the same paper.

Recommended paper size is Letter 8 1/2” x 11” and the 80-90 gm bond paper. This size and grade very well fits into almost all printers especially LaserJet. The paper must be clean and distinct and must not have any pre-printed borders, margins or monograms.

In the case of special graphs or tables, larger sheets will be accepted if they are properly folded and placed in an inside-cover pocket of the thesis with one side secured/pasted to reduce risk of loss.

(c) Pagination.

The pages of the thesis must be numbered consecutively, including all pages with graphs, photographs and tables.

In order that pages will not be lost or misplaced, full pagination of thesis is must. The preliminary pages are numbered in lower-case Roman numerals (e.g.i.ii.iii...etc) with the exception of title page which bears no number but is counted as the first page of the thesis. Arabic numerals (e.g.1,2,3....etc) are used for pagination of the text, endnotes, appendices and bibliography. Page numbers (in lower-case numbrals) placed on preliminary pages are typed at the bottom of the page centered about one inch from the edge.

Arabic page numbers in the text of the thesis, appendices, end notes and bibliography must be typed in the upper right hand corner, one inch from the right edge of the page and one double space above the first line of print, except for the first page of each chapter or section, including appendices, bibliography etc., which will have the page number centred one inch from the bottom of the page.

(d) Font type and size

For the sake of consistency and uniformity throughout the theses, recommended type is Times New Roman (TNR) and the font size is twelve characters to the inch (i.e. TNR 12). However for the titles and subtitles Arial font style can also be used.

(e) Printing

The preferred printing method is a laser printer. No corrections be made with ink, where a symbol which can not be typed must be inserted in Black Ink.

(f) Typing and spacing

All typing must be in BLACK INK, one-and-one-half spaced [except for quotations, footnotes and bibliography which should be single-spaced]  
(This will reduce the nos. of pages and hence the over all cost of thesis will reduce).

Bibliography should be single-spaced with a double space between each new author. Tables may be single or double-spaced which ever is more convenient. Only one side of each page may be used.

(g) Margins.

Recommended margins are 1 1/2" on the left edge (for binding purpose) and 1" along all other edges of each page. Pages with graphs and photographs must also adhere to these margins.

(h) Photographs

Photographs whether colour or B&W may be used. Scanned photographs can also be used, but the students should be aware that colour does not reproduce well, therefore where possible, black and white photograph with good contrast be preferred. Photographs be mounted preferably by non-liquid glue stick.

(i) Drawings/Graphs

All drawings/graphs must be drawn in black ink as well computer drawn graphs/ drawings can also be used if reproduced copies are legible.

All figures, drawings, graphs, tables must be numbered according to their order of the occurrence in the chapter / section and must be given proper caption so as to indicate the purpose.

3. **Order of Items**

- (a) TITLE PAGE shown at appendix A-1 must bear the statement "submitted in partial fulfilment of the requirements for the degree of Bachelor of \_\_\_\_\_ Engineering"  
Please note: **there is no number put on this page but is considered as page one (i)**
- (b) DEDICATION (if applicable) this page will be Tasmiyah or dedication and will be numbered (ii) placed at the centre bottom of the page.
- (c) CERTIFICATE PAGE: sample shown at A-II this page must be signed by the Supervisor, Chairman of the department and the External Examiner (or Jury members in case of B.Arch.) In Black INK. This page will be numbered as page (iii) and number will be placed at the centre bottom of the page.
- (d) ACKNOWLEDGEMENTS (if applicable) - This page will be unnumbered (iv)
- (e) ABSTRACT - Which may be single-spaced single page or at the most two-page. This page will be numbered (v) and the number will be placed at the centre, bottom of the page.
- (f) TABLE OF CONTENTS- This page/s will show title and subtitles and pages will be numbered in continuation of the Abstract.
- (g) LIST OF TABLES./ILLUSTRATIONS- Paging will be in continuation of item (f) in lower case roman numerals.
- (h) LIST OF SYMBOLS / ABBREVIATIONS - Paging will be in continuation of item (g) in lower case roman numerals.
- (i) TEXT - Prepared in accordance with departmental requirements.  
Each Chapter should start on a fresh page with title of the chapter written in capital letters and must be placed on top centred 1 "below the edge of the page. Page number (in Arabic numerals) will be placed on the bottom centred 1" above the edge of the paper (only for the first page of each chapter). The first Chapter should be introductory in nature giving an over view of the project and/or historical background etc.

Note: Introduction in the beginning of each chapter should be avoided except extremely necessary. All sections and subsections should be labelled (e.g.4.1,4.1.1 etc).

All figures, tables, graphs and drawings must be labelled. (E.g. Fig 4.1. Fig 5.3 etc. Table 2, Table 3 etc) All equations must also be numbered and accounted for. For example first equation appearing in chapter two should be written as:

$$Ax + By = Cz \qquad (2.1)$$

- (j) APPENDICES (If applicable)- Page number is placed at the centre bottom of the each page and the appendix number (e.g. A-I) is placed on right side one inch from the top for the first page of appendix and so on. Numbering will be in continuation of the text in Arabic numerals.
- (k) BIBLIOGRAPHY / REFERENCES / WEBSITES (if any)- Page numbering will be in Arabic numerals and in continuation with appendices. Reference should be quoted in the thesis either by the name of author along with year of publication or by number written in square bracket, such as [Abro, 1996] or [50]. The reference given in the bibliography should follow the standard, which is:

- In case of Journals:
1. De 1. Musgrove, A., R., 'A Linear Programming Analyses of Liquid Fuel Production and Use Option for Australia, Energy Vol.9. No 4, 1984, pp 281-302.

- In case of Books:
2. Duffy, J. W., 'Power Prime Mover for Technology' Mchnight Publishing Company USA, 1972.

- In case of Technical Reports / Government Documents:
3. Eighth Five Year Plan (1993 - 1998), Planning and Development Division, Government of Pakistan, Islamabad, 1993.

#### 4. **Binding**

Thesis must be hard bound. The colour of the outer cover should be dark blue with silver white lettering. The first title page will be printed as it is in the outer cover of the thesis. Title of the thesis, name of the department and year should also be written on the bound side of the manuscript.

#### **NOTE:**

The use of following is prohibited.

1. Embossed or embedded letters
2. Printed borders, monograms etc.
3. Golden printing
4. Decorative / ornamental corners brackets/braces etc.
5. Butter papers, except page facing photographs.
6. Coloured and/or blank pages etc.
7. Separate page for title of the chapter.  
(Title of the chapter be written on the top and the text should start on the same page.)

#### **CHECKLIST FOR THESIS SUBMISSION**

Are all of your pages numbered?

Are your margins correct?

Are your figures within the margins and numbered properly?

Are your figures, tables and graphs labelled properly? Remember....if your figure caption is on a separate page, your figure page must identify the number of the figure.

Are all of your figures and tables neat and legible?

# TITLE OF THESIS



by

Name

Roll No

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Supervised by

(Name of the Supervisor)

Department of \_\_\_\_\_

Mehran University of Engineering and Technology, Jamshoro

Submitted in partial fulfilment of the requirement for the degree  
of Bachelor of \_\_\_\_\_ Engg./ Arch / CRP.

Month Year

**Bound Side of the Manuscript**

**Example**

<p>Batch &amp; Dept. Code</p>		<p>93EL</p>
<p>Title of Thesis (In Block Letters)</p>		<p><b>MAINTENANCE OF ELECTRICAL EQUIPMENT AT POWER STATIONS</b></p>
<p>Year of Submission</p>		<p>1999</p>

# CERTIFICATE

This is to certify that the work presented in this project report/thesis on \_\_\_\_\_ is entirely written by the following students / themselves / himself / herself under the supervision of Prof./Dr./Mr. \_\_\_\_\_

<u>Name of Student</u>	<u>Roll Nos.</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Project/Thesis Supervisor

External Examiner/Examination Committee

Chairman  
Department of \_\_\_\_\_ Engineering

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