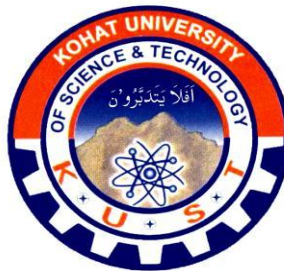


# **THESIS/SYNOPSIS MANUAL**

Composition, Style, and Format



**Kohat University of Science & Technology, Kohat-26000  
Khyber Pakhtunkhwa, Pakistan**

## **Section-A Synopsis**

The synopsis shall be produced on A-4 size papers with the following margins:

Top:	1 inch
Bottom:	1 inch
Left:	1.5 inches
Right:	1 inch

The text of the synopsis should be in Times New Roman font unless dictated otherwise by the contents of the text. The organizational sequence of synopsis should be as follows:

### **A.1 Title Page**

The title page of a synopsis submitted to the University must contain the following:

- a. Title of the research topic in **BLOCK CAPITAL LETTERS** in pyramid form (14 Times New Roman, Bold, Double line space, horizontal centralized)
- b. Full name and registration number of the student
- c. Name, affiliation, and signature of the supervisor(s)
- d. Name and signature of the Chairman/Director of the Department/Institute/Centre
- e. Monogram of KUST (horizontal centralized)
- f. Name of the Department/Institute/Centre (horizontal centralized)
- g. Kohat University of Science and Technology, Kohat-26000 (horizontal centralized)
- h. Khyber Pakhtunkhwa, Pakistan (horizontally centralized)

The format of the title page appears in **Annexure-A**.

Note: The title page shall not bear page number.

### **A.2 Introduction**

Introduction to the proposed research synopsis ~~may~~ consist of the following:

- a. Background of the proposed research
- b. Statement of the Problem
- c. Hypothesis/Research question
- d. Objectives of the research
- e. Significance of the possible outcomes
- f. Novelty/ Contribution of the Research Work

### A.3 Materials and Methods/ Procedures

This section **may** contain information about the following:

- a. Materials
- b. Experimental set-up/Procedures
- c. Theoretical/Mathematical model/Statistical Analysis
- d. Population / Sample collection
- d. Questionnaire / Interview etc.

### A.4 Time Frame

1. The synopsis shall contain the breakup of research in terms of the expected time periods for the activities without mentioning specific dates. This is to show that the project can be possibly completed in the normal time duration for the degree program. A time frame for an M.Phil synopsis, for example, may look as following.

S. No.	Research Component	Time Required
1	Literature review	Three months
2	Experimental work/Data collection/Sample collection/Mathematical modeling/Computer simulations	Four months
3	Analysis	Two months
4	Thesis writing	Three months

2. Gantt Chart of the Research Activities may be included in the proposal

### A.5 References

Inside the text, references should be cited as per Chicago Referencing Style

### **Section-B Thesis**

The whole thesis should be produced on A-4 size, 80–100 g paper, printed single column, single sided with the following margins:

Top:	1 inch
Bottom:	1 inch
Left:	1.5 inch
Right:	1 inch

Text of the thesis should be in Times New Roman font unless dictated otherwise by the contents of the text. The organizational sequence of thesis should be as follows:

#### **B.1 The Cover**

The cover of the thesis must contain the following:

- a. Title of the research topic in BLOCK CAPITAL LETTERS in pyramid form (14 Times New Roman, Bold, Double line space)
- b. Full name of the student
- c. Monogram of KUST (Horizontal centralized)
- d. Name of the Department/Institute/Centre
- e. Kohat University of Science and Technology, Kohat-2600
- f. Khyber Pakhtunkhwa, Pakistan
- g. Month (in word) year of submission(in numeric), for example (September 2013)

*The format of the Cover appears in **Annexure-B** and for binding and colour for different degree programme, please consult section B7 of this document.*

**Note:** The Cover shall not bear page number and is not included in the pagination of the document.

#### **B.2 Preliminary Pages**

##### **B.2.1 Title Page**

The title page of the thesis must contain the following:

- a. Title of the research topic in BLOCK CAPITAL LETTERS in pyramid form (14 Times New Roman, Bold, Double line space)
- b. The statement i.e. Submitted in partial fulfillment of the requirements for the degree of \_\_\_\_\_ (full name of the Degree)
- c. Full name of the student
- d. Registration number of the student
- e. Monogram of KUST (Horizontal centralized)
- f. Name of the Department/Institute/Centre

- g. Name of the School/College (if any)
- h. Kohat University of Science and Technology, Kohat-26000 i. Khyber Pakhtunkhwa, Pakistan
- j. Month (for example September) and year of submission (for example 2014)

The format of the title page appears in **Annexure-C**.

**Note:** The title page is included in pagination of the preliminary pages but page number does not appear on it.

## **B.2.2 Certification**

### **a. Anti-plagiarism Certificate**

Anti-plagiarism certificate, as given at **Annexure-D**, shall follow the certification page. This is paginated.

### **b. Certification from Supervisors**

Title Page shall be followed by a certification page, duly signed by the following:

- i.** Supervisor-1
- ii.** Supervisor-2
- iii.** Supervisor-3 (if any)

Note: It should be prepared in accordance with the format given at **Annexure –E**.

### **c. Certification from Examiners**

- i.** Internal Examiner (Examiner from the University)
- ii.** External Examiner (Examiner from among the R&D and Teaching Institutions in Pakistan other than KUST. This shall not be confused with the External Evaluator from abroad)
- iii.** Head of the Department/Institute/Centre

Note: It should be prepared in accordance with the format given at **Annexure – F**.

## **B.2.3 Acknowledgments (optional)**

The student may acknowledge the contribution of other people in his research work.

## **B.2.4 Dedication (optional)**

The student may dedicate his work to some particular person(s).

### **B.2.5 Abstract**

An Abstract shall follow the table of contents. The abstract should be brief and written in complete sentences. It should state succinctly the objectives, problem, the experimental design, the principal observations and conclusions. Headings and references may not appear in abstract. The abstract should be in one paragraph.

### **B.2.6 Table of Contents**

Thesis must contain an elaborate list of contents for the convenience of the readers indicating the page number for each section and sub-section appearing in same sequence as in the text. These must be arranged in their numeral order indicating the text page.

### **B.2.7 List of Tables (if any)**

List of tables shall follow the same sequence as in the text.

### **B.2.8 List of Figures (if any)**

A chapter-wise list of maps, diagrams, charts, figures etc., along-with elaborate captions shall follow the same sequence as in the text.

### **B.2.9 List of Symbols (if any)**

A list of frequently used symbols shall be listed in an alphabetical order.

### **B.2.10 List of Constants (if any)**

A list of physical and numerical constants frequently used in the text shall be listed in an alphabetical order.

### **B.2.11 Abbreviations/Acronyms/Definitions (if any)**

Special abbreviations, specifically used in the text, can be arranged in alphabetical order with explanation.

## **B.3 Pagination**

- a. All pages except the Cover and appendices shall be numbered.
- b. Pagination shall be center bottom.
- c. Preliminary pages, except the title page shall be numbered in Roman (e.g. i, ii, iii,..... ).
- d. Main text pages (starting from the first page of Chapter 1: Introduction) shall be numbered in Latin (e.g. 1, 2, 3, ... ).

## **B.4 Main Text**

The preliminary pages should be followed by the main text. The heading of a chapter shall be horizontally centralized with a margin of one and half inch from the top. All other section, sub-section and sub-sub-section headings shall be left aligned without any indentation. The font size for the chapter heading shall be 16 and **bold**, section heading shall be 14 and **bold**, sub-section heading shall be 12 and **bold**, and sub-sub-section heading shall be 12 and underlined. There shall be an additional line space between the headings and the text. The headings shall appear in separate line. The main text may contain the following sections, appearing in the following order.

### **I. Introduction**

Introducing the problem and spelling out the main objectives/ hypothesis of the research. This chapter should also put the work in perspective with the similar work carried out by other researchers in the field. A comprehensive review of literature updating the reader about the current status of the research findings in the field shall make central part of this chapter. This review should be in the form of an integrated running text, presenting a general analysis of the known facts on the problem under study, rather than presenting a summary of the papers appearing in chronological order. The review may be prepared under different headings, which forms part of the study. The Introduction Chapter may be sectioned as:

#### Chapter- I - INTRODUCTION

- 1.1 Overview
- 1.2 Problem Statement
- 1.3 Research Objective / Purpose of the Study
- 1.4 Research Questions / Hypotheses
- 1.5 Significance of the Study
- 1.6 Limitations (Scope of the Thesis)
- 1.7 Research Gap / Contribution of the Study

### **II. Literature Review**

Literature Review must be a separate chapter in the thesis. The literature review chapter is an important part of dissertation or thesis. It identifies the research that already has been completed in the topic area and provides an analysis of all current information relevant to the topic.

### **III. Research Methodology/ Materials and Methods**

This chapter shall provide a detailed account of the materials used, sampling/techniques employed, methods followed, instruments used, experimental details, and statistical tools used in analysis that may help the reader in following the analysis of the data presented. The Research Methodology / Material and Methods Chapter may be sectioned as:

### Chapter-III RESEARCH METH DOLOGY

- 3.1 Overview
- 3.2 Research Design and Method
- 3.3 Research Type
- 3.4 Techniques / Tools /Approaches / Instrumentation/Devices
- 3.5 Data Collection Methods
- 3.6 Population and Sampling Procedures (where relevant)
- 3.7 Variables (where relevant)
- 3.8 Summary

### **IV. Analysis of Data/ Results/ Discussion**

Results of the study should be presented in running text pointing the salient features. These results may lead to the generalized statements of the researcher, which may be carried for discussion. The discussion is an important part of the thesis, where the results are interpreted with scientific logic. This may also be presented as an independent chapter. The Analysis of Data / Results / Discussion Chapter may be sectioned as:

#### Chapter- IV DATA ANALYSIS or RESULT DISCUSSION

- 4.1 Overview
- 4.2 Results and Discussion
- 4.3 Verification of Results

### **V. Conclusions and Recommendations**

The discussion is followed by the conclusions and are usually presented in the form of running text spread over 2-4 paragraph. The part of this also provides links/lead for future for the interest of the readers. The Conclusions and Recommendations Chapter may be sectioned as:

#### Chapter – V CONCLUSIONS AND RECOMMENDATIONS

- 5.1 Overview
- 5.2 Summary of Findings
- 5.3 Conclusions
- 5.4 Research Contribution
- 5.5 Recommendations (Future Work)

### **VI. References**

All references cited in the text and notes shall invariably appear in this section.



## **Appendices**

This section may contain supporting data for the text in the form of one or more appendices. It may include simulation codes, data table(s), questionnaire/ data collection sheet(s), illustrations, maps and other similar documents which cannot be made part of the main text.

## **Binding of the thesis**

Hardbound copies should be submitted after the oral examination incorporating the suggested changes/ correction (if any). All text, KUST Insignia and Monogram on the Front Cover shall be in Golden.

Hard binding should be in **Maroon Color** (for PhD thesis).

Hard binding should be in **Dark Blue Color** (for M.Phil/MS thesis).

Hard binding should be in **Black Color** (other thesis / reports).

**Annexure-A**

BLOCK  
CAPITAL  
Double line space  
Font = 14Times  
New Roman  
Bold

**FULL TITLE OF THE SYNOPSIS**

Space = 1 inch

by

**Full name of the student (as it appears in the University record)**

Single line space  
Font = 12Times New  
Roman  
Bold

**(Registration No.)**

Supervisor-I          Ahmad Ali          Department of Chemistry  
KUST, Kohat          .....

Signature

Double  
line space  
Font =  
12Times  
New  
Roman

Supervisor-II          Jawad Ahmad          Department of Chemistry  
University of Peshawar          .....

Signature

Supervisor-III (if any) Fawad Khan          Department of Chemistry  
Gomal University, DI Khan          .....

Signature

Chairman/Director          Hamid Shah          Department of Chemistry  
KUST, Kohat          .....

Signature



Horizontal Centralized  
Width = 1.5 inches  
Height = 1.5 inches

**Name of the Department/ Institute/ Centre/ College**  
**Kohat University of Science & Technology, Kohat-26000**  
**Khyber Pakhtunkhwa, Pakistan**

Single line  
space  
Font =  
14Times New  
Roman  
Bold

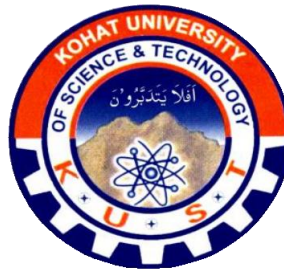
**Annexure – B****APPROVED TITLE OF THE THESIS IN FULL**

BLOCK CAPITAL  
 Double line space  
 Font = 14Times New  
 Roman  
 Bold

Space = 1 Inch

by

**Full name of the student (as it appears in the University record)**



Vertical and horizontal  
 Centralized  
 Width = 1.5 inches  
 Height = 1.5 inches

**Name of the Department/Institute/Center/College**  
**Kohat University of Science & Technology, Kohat-26000**  
**Khyber Pakhtunkhwa, Pakistan**  
**December, 2013**

Single line space  
 Font = 14Times  
 New Roman  
 Bold

BLOCK  
CAPITAL  
Double line space  
Font = 14Times  
New Roman  
Bold

**APPROVED TITLE OF THE THESIS IN FULL**

Space = 1 inch

Submitted in partial fulfillment of the requirements for the degree of (full name of the degree)

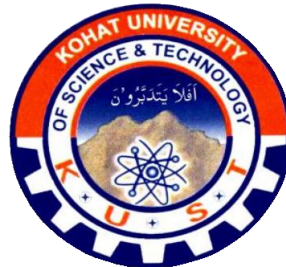
by

Single line space  
Font = 12 Times New Roman  
Bold

**Full name of the student (as appears in the University record)**

**(Registration Number)**

Vertical and horizontal  
Centralized  
Width = 1.5 inch  
Height = 1.5 inch



Single line space  
Font = 14Times  
New Roman  
Bold

**Name of the Department/Institute/Center/College**  
**Kohat University of Science & Technology, Kohat-26000**  
**Khyber Pakhtunkhwa, Pakistan**  
**2013**

## Annexure - D



# Kohat University of Science and Technology

## Similarity Index Certificate

The Thesis/Synopsis \_\_\_\_\_  
(Line 1 of the title in bold)

\_\_\_\_\_  
(Line 2 of the title in bold, if any)

\_\_\_\_\_  
(Line 2 of the title in bold, if any)

Submitted by:

\_\_\_\_\_  
(Full Name of the Student in bold)

\_\_\_\_\_  
(Registration Number of the Student)

Through the:

\_\_\_\_\_  
(Chairman/Director)

\_\_\_\_\_  
(Department/Institute)

was scanned using the software **Turnitin**. A total number of \_\_\_\_\_ words (Excluding the table of contents, references, and the other preliminary pages) were scanned and a similarity of \_\_\_\_\_ percent was found against the acceptable limit (19%) set by the Higher Education Commission of Pakistan. The above titled document is, therefore, declared **Not Plagiarized**. This certificate is issued on \_\_\_\_\_  
(Plagiarized/Not Plagiarized) (Date)

Prepared by:

\_\_\_\_\_  
(Full Name of the QEC official who scanned the document)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Director QEC

**CERTIFICATION FROM THE SUPERVISORS**

This thesis entitled           (full title of the thesis)           submitted by           (name   of the student)           to the Kohat University of Science &Technology for the award of           (full name of the Degree)           presents bonafide research work carried out under our supervision. This work (in full or in part) has not been submitted to any other Institution for award of any degree/ diploma/certificate.

Space =2.5 inches

**Supervisor-I** \_\_\_\_\_  
(Name) (Signature)  
\_\_\_\_\_  
(Affiliation)

**Supervisor-II** \_\_\_\_\_  
(Name) (Signature)  
\_\_\_\_\_  
(Affiliation)

**Supervisor-III** \_\_\_\_\_  
(Name) (Signature)  
\_\_\_\_\_  
(Affiliation)

**CERTIFICATION FROM THE EXAMINERS**

This thesis entitled  (full title of the thesis)  presents a bonafide record of original research work carried out by  (full name of the student)  in partial fulfillment of the degree of  (full name of the degree) , Kohat University of Science & Technology, Kohat. We find the work satisfactory for the award of the degree if other requirements are met. The Viva Voce was held on  (date) .

**Internal Examiner** \_\_\_\_\_  
(Name) (Signature)

\_\_\_\_\_  
(Affiliation  
)

**External Examiner** \_\_\_\_\_  
(Name) (Signature)

\_\_\_\_\_  
(Affiliation  
)

**Chairman/Director:** \_\_\_\_\_  
(Name & Signature)

Signature