

# **DISSERTATION FORMAT GUIDE**



**Institute for Strategic Studies  
Research and Analysis (ISSRA)  
National Defence University, Islamabad  
2014**

## TABLE OF CONTENTS

	<b>Page No</b>
Advisor's Note	ii
Introduction	1
Organisation of Thesis	1
Front Matter/ Preliminary Section	2
Specimen Main Title Page	3
Specimen Inner Title Page	5
Abstract	9
Body of Text	12
Footnotes	13
Tables and Figures	13
Formatting	14
Headings	15
Indentation of Text	16
Length of Thesis	18
Margins	19
Spacing and Pagination	19,20
Back Matter	21
Bibliography	22
Requirements – Thesis Submission	23
Final Checklist	25

## **Adviser's Note**

The thesis or dissertation culminates the most important stage of a graduate career. Preparing and defending the document, one needs to prove that he/she has acquired essential skills for research scholarship as well as the ability to effectively disseminate the results of main inquiry to the academic community. To assist research scholars and the advisory committee in this process, the *Institute for Strategic Studies, Research and Analysis (ISSRA)* has made an endeavor in preparing this document which deals with basic formatting and illustration preparation. ISSRA takes pride in assisting research scholars produce a thesis that looks professional and makes the findings accessible to readers. It is also expected that the thesis format, recommended in this Guide, will extend facilitation in smooth preparation of research work and subsequent actions thereafter. The requirements described in this Guide are consistent with standard practices of world's leading universities. Researchers are encouraged to become familiar with the Guide before beginning their first draft. Observing the guidelines from the beginning, will help researchers anticipate and avoid problems,

locate answers to the questions, and efficient management of research work.

While preparing this manual, gratitude is extended to *DG ISSRA, Major General Noel I. Khokhar* for motivation to prepare this Guide as a pioneer work. Services of Intern Ms. Maryam Nazir and Research Associate Abdul Rauf Iqbal are also gratefully acknowledged in assisting for data collection. Moreover the Format Advisor is concerned solely with the format of the manuscripts, however, responsibility for the content of any manuscript remains with the student and the faculty advisor(s)/supervisor(s).

Any queries about the contents of this manual may be directed to the Format Advisor.

July 2014

Dr. Muhammad Saif ur Rehman  
Deputy Director Research, ISSRA, NDU.  
E-Mail: [ddpubnres@ndu.edu.pk](mailto:ddpubnres@ndu.edu.pk)

## **Introduction**

A thesis must be expressed in a satisfactory literary form consistent with the discipline concerned and must display a scholarly approach to the subject and a thorough knowledge of it. A critical review of previous work related to the subject and a concluding summation of the contribution to scholarship in the chosen field must be included in the thesis.

The body of a thesis should be organized logically according to the nature and range of the research being reported. In general, thesis begin with the Introduction or Preface, which includes a clear explanation of the goals of the project. The student should include a review of previous research, a record of the results obtained, and interpretive discussion of the results. The organization of the thesis argument will vary with the discipline, but the argument must be logically presented and supported with facts. A summary of the significant findings of the study should also appear within the text of the thesis.

## **Organization of Thesis**

These are organized into three sections that appear in sequence as follows:-

1. Front matter (preliminary section) including:-
  - Title Page
  - Abstract
  - Acknowledgments
  - Dedication
  - Table of Contents

- List of Tables and Figures
2. Body, that is, formatting include:-
    - Figures
    - Headings
    - Margins
    - Pagination
    - Paragraphs and Indentations
    - Spacing
    - Tables
  3. Back matter (including notes, references or bibliography, World Wide Web citation, appendices, and biographical sketch).

## **1 Front Matter/Preliminary Section**

### **1.1 Main Title Page**

This is the first printed page of the thesis containing the basic information regarding level of degree, student/research scholar, supervisor, department, faculty and institution etc. All the text appearing on the title page should be written in Times New Roman font. The title page of a thesis should not be numbered. The pages of rest of the preliminary sections, however, should be numbered using Roman numerals as i,ii,iii.....

**Specimen Main Title Page**

**PROPOSED TITLE OF THESIS**

(Centre, Bold, Caps, Font Size 20)

**THESIS LEVEL**

(Centre, Bold, Caps, Font Size 18)

**INSTITUTION'S LOGO**

(Centre)

**Full Name of Student**  
**Registration Number**  
**Supervisor's Name**  
**Name of Faculty and Department**  
**Name of Institution**  
**Year**

} Font size 14

**SPECIMEN**

**ROLE OF MEDIA IN  
DEVELOPMENT OF POLITICAL  
CULTURE OF PAKISTAN  
M.PHIL THESIS**



**Submitted by**

**Maryam Nazir**

**Reg. No. NDU-PCS/M.P-12/F-147**

**Supervisor**

**Dr. Muhammad Saif-ur-Rehman**

**Department of Peace and Conflict Studies**

**Faculty of Contemporary Studies**

**National Defence University**

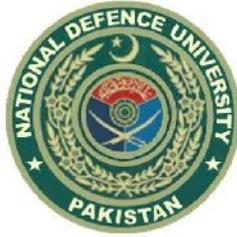
**Islamabad**

**2014**

## **1.2 Inner Title Page**

It is the second printed page of thesis with the same font and style as per the main title page. The only addition is dissertation submission statement. It is considered as a main title page when submitted in loose binding for the conduct of viva voce examination. Specimen given below:-

**ROLE OF MEDIA IN  
DEVELOPMENT OF POLITICAL  
CULTURE OF PAKISTAN  
M.PHIL THESIS**



**Submitted by**

**Maryam Nazir**

**Reg. No. NDU-PCS/M.P-12/F-147**

**Supervisor**

**Dr. Muhammad Saif-ur-Rehman**

*This Dissertation is submitted to National Defence University,  
Islamabad in partial fulfilment for the degree of Masters of  
Philosophy in Peace and Conflict Studies*

} 12 FC

**Department of Peace and Conflict Studies**

**Faculty of Contemporary Studies**

**National Defence University**

**Islamabad**

**2014**

### 1.3 Certificate of Completion

Certificate of Completion reflects the official standing (Evaluation/approval by the Viva Voce Examination Committee) of the research work carried out by a student/ research scholar. The specimen is as under:-

#### Certificate of Completion

It is hereby recommended that the dissertation submitted by Mr. Naseer Ali Khan titled "**The Significance of Early and Peaceful Resolution of Kashmir Dispute**" has been accepted in the partial fulfilment of the requirements for the degree of M.Phil in the discipline of Public Policy and Strategic Security Management.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
External Examiner

Countersigned By

\_\_\_\_\_  
Controller of Examinations

\_\_\_\_\_  
Head of the Department

## **1.4 Declarations**

### **A. Supervisor's Declaration**

A thesis is to be submitted for the purpose of defence. It must reflect prior declaration by the supervisor on the standard and quality of the thesis. Specimen as under:-

#### **Supervisor's Declaration**

This is to certify that M.Phil dissertation submitted by Mr. Naseer Ali Khan titled "**The Significance of Early and Peaceful Resolution of Kashmir Dispute**" is supervised by me, and is submitted to meet the requirements of M.Phil degree.

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

Dr. Muhammad Saif ur Rehman  
Supervisor

### **B. Student's Declaration**

This page should contain declaration by the student on originality of the thesis. The declaration should be signed by the researcher with the specimen as under:-

#### **Student's Declaration**

I hereby declare that the thesis submitted by me titled "**The Significance of Early and Peaceful Resolution of Kashmir Dispute**" is based on my own research work and has not been submitted to any other institution for any other degree.

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

Mr. Naseer Ali Khan  
M.Phil Scholar

### **1.5 Dedication Page (optional)**

The dedication must be brief, not more than one or two lines, and must not contain any numbers, charts or photographs. There is no need to include the word “dedicated”; for example, “To Parents” is sufficient.

### **1.6 Abstract**

The abstract should be a summary of the essential elements of the research project. It should serve as an overview, providing the reader with a good indication of what he or she will find in the pages that follow. This is important because the abstract is the most read part of any research work, for it is frequently on the basis of the abstract that people decide whether or not the report is relevant to their own research interests and therefore worth reading. Typically, abstracts are between 250 and 300 words in length in the form of one paragraph and should not go beyond one side of A4 page. It should be written when research work is completed. An abstract will normally include:

A statement of the main question or problem (i.e. the purpose of the research);

- The methods (s) used to address it
- The results obtained
- The conclusions reached

### **1.7 Acknowledgments**

The acknowledgments section is where you as the researcher and writer of the dissertation thank those individual(s) and institution(s) that have assisted with or contributed to your research in some way.

This may be through the provision of funding, facilities, services or data, or less directly via discussion and consultation, advice, motivation, and simply empathy and friendship during what can be a challenging time in your academic career. The one person who will almost certainly feature in the acknowledgments is your supervisor. It is considered a matter of courtesy to recognize these people and institution etc and to spell their names correctly.

### **1.8 Table of Contents**

It is important that your list of contents is detailed and reflects accurately the structure of the study. It should be arranged according to chapter/ section numbers, incorporating main headings as they appear in the text, along with the page numbers on which they start. In order to indicate the status of different sections of the text, it is a common practice to use a decimal numbering system (1,2,3,4,5.....). The specimen is as under:-

#### **SPECIMEN TABLE OF CONTENTS**

ABSTRACT .....	iv
ACKNOWLEDGMENTS .....	v
DEDICATION .....	vi
LIST OF TABLES .....	vii
LIST OF FIGURES .....	viii
INTRODUCTION .....	1
Statement of the Problem .....	3
Relevant Literature .....	5
Potential Contributions and Limitations of the Study .....	7
METHODS .....	8

Research Design .....	8
Data Collection .....	10
RESULTS .....	15
Profile and Statistics of Respondents .....	15
Reliability of Individual Influence Scales .....	18
Regression Analysis of Procurement Work-Flow and .....	18
Communication	
Network Models.....	21
DISCUSSION .....	25
CONCLUSIONS.....	34
Managerial Implications .....	37
Researcher Implications .....	41
LITERATURE CITED .....	48
APPENDIX .....	

### **1.9 List of Abbreviations and Acronyms**

It is quite common to find a list of abbreviations and acronyms in alphabetical order at the start of a research work, usually following the list of contents. Not surprisingly, researchers will typically draw on many written sources during the course of their projects and will consequently find it necessary to make reference to these in their writing. For the sake of convenience, rather than repeatedly writing out in full the names of source materials, it is quicker and easier to refer to those materials using shortened forms - abbreviations and acronyms.

## **1.10 List of Tables and Figures**

After the table contents, researcher provides list of tables and figures on as two separate lists. These lists reflect name, number and page of tables and figures respectively. The specimen is as under:-

### **List of Tables**

<b>No</b>	<b>Name</b>	<b>Page</b>
1.1	Pakistan Oil, Gas and Coal Reserve	9
1.2	Primary Energy Supply and Per Capita Availability	10

### **List of Figures**

<b>No</b>	<b>Name</b>	<b>Page</b>
1.1	Primary Energy Supply 2002-2012 (MTOE)	13
1.2	Per Capita Availability of Energy 2002-2012 (TOE)	14
2.1	Primary Energy Supply By Source 2012	24
2.2	Power Generation 2012-13	25

## **2. Body of Text**

Students should take care that the same style of font or typeface that appears in the main body of the text is also used in all headers, page numbers, and footnotes. Exceptions are made only for tables and figures produced by different technology or by graphic artists. Use Times New Roman font in the entire text with 12 size. Do not use a small font except in footnotes.

### **2.1 Scholarly Reference**

The general byword for scholarly reference is consistency. Essential publication facts should be as nearly completed as possible, but

unnecessary details should be avoided. In all these matters, writers do well to follow the practice of their discipline.

### **2.1.1 Footnotes**

Textual notes that provide bibliographic reference, appear at the bottom of the page as a footnote. This placement ensures that they will appear as close as possible in the microform to the referenced passage. If footnotes are needed, they should be supplementary information, opinions, explanations, or suggestions that are not part of the text must placed at the bottom of the page by using CTRL + ALT + F in MS Word. The first line of each footnote should be indented 0.5 inches and identified by a raised numeral corresponding to that used in the text. Footnotes should be numbered consecutively throughout each chapter. Lengthy footnotes may be continued on the next page. Footnote numbering can be continuous throughout the dissertation, or may start again for each chapter, but the method must be consistent. Footnotes may be single-spaced within each entry, but must be 1.5 spaced between each entry.

### **2.2 Tables and Figures**

Tables and figures must be placed as close as possible to their first mention in the text. They may be placed on a page with no text above or below, or they may be placed directly into the text. If a table or a figure is alone on a page (with no narrative), it should be centered within the margins on the page. Tables and figures referred to in the text may not be placed at the end of the chapter or at the end of the dissertation. Headings of tables should be placed at the

top of the table. Tables, Figures/ graphs etc must be supported by the source at their base.

Heading of figures should be placed at the bottom of the figure. If the figure takes up the entire page, the figure caption should be placed alone on the preceding page and centered vertically and horizontally within the margins. Each page receives a separate page number. When a figure or table title is on a preceding page, the second and subsequent pages of the figure or table should say, for example, “Figure 5 (Continued).” In such an instance, the list of figures or tables will list the page number containing the title. The word “figure” should be written in full (not abbreviated), and the “F” should be capitalized (e.g., Figure 5).

Figures are acceptable only if they are clear and legible. Figures can be in black and white or colour, or mixed in a thesis.

### **2.3 Formatting**

The formatting of the whole thesis will be followed as under:-

#### **2.3.1 Chapter Titles**

Following aspects be kept in mind regarding chapter titles:-

- Chapter titles should be in Bold 14 point font.
- The number of the chapter should be written on one line, followed by a hard return, with the title of the chapter underneath. Always use Arabic numerals (1, 2, 3, etc.) not Roman numerals (IV, V, IV, etc.) as your chapter numbers.
- If the title is too long to fit on one line, break the title at a logical point (e.g. a colon, period, or conjunction) and place the secondary element immediately under the main title.

## **2.3.2 Headings**

In the body of the text, you may use up to three levels of headings to distinguish between ideas. You should not need more than three levels of headings. All headings should be in 12 font size (Bold).

### **2.3.2.1 Major Section Headings**

Major section headings should use **Bold** font in title case, preceded by an empty line and followed by a hard return. Title case it means that the first letter of the first word is in uppercase, as is the first letter of each succeeding word, except for articles (the, a, an), prepositions (of, in, for, etc.), and conjunctions (and, but, or). The paragraph immediately following a major heading begins flush left, without an indentation.

### **2.3.2.2 Subsections**

Primary subsections should use *Italics* in title case, preceded by an empty line and followed by a hard return. The paragraph following should begin flush left, without an indentation.

### **2.3.2.3 Additional Subsections**

A third level of headings is only used occasionally. In many instances, clear segues and the use of signposting words (e.g. next, furthermore, subsequently, lastly) will provide a more fluid and readable text than additional headings. However, in some instances you may find a third level appropriate.

In such cases, additional subsections should be Underlined and written in sentence case. (This means that only the first letter of the first word is capitalized.) They should be indented, and followed by

a colon. There is no hard return before, nor is there one afterwards, rather the text starts immediately after the colon.

#### **2.3.2.4 Numbered Headings**

Headings are generally numbered in government documents. If numbering text headings, the first number of the heading should reflect the chapter number and is followed by a decimal point. Major headings are indicated in sequence, using the tenths place (2.1, 2.2 and 2.3). Subheadings use the number of heading above them and are numbered in sequence using the hundredths place (2.31, 2.32 and 2.33). Additional subheadings are not numbered.

Note that the first heading or subheading in a section is numbered 1, not zero. Thus begin a series of headings in chapter 2 with 2.1, not 2.0; begin subheadings under 2.1 with 2.11, not 2.10. This is because 2 and 2.0 are mathematically the same number, as are 2.1 and 2.10. Also, always number your sections mathematically. Thus smaller numbers like 2.17 always come before larger ones like 2.2.

### **2.4 Indentation of Text**

Quotations should be formatted as follows:

#### **2.4.1 Short Quotations**

Quotations of less than three lines should be marked with double quotation marks. As noted above, the citation goes outside the final quotation marks. Punctuation generally follows the citation. When ending punctuation is a necessary part of the quotation, an additional period may be placed after the citation. For example: According to one memoir, the soldiers' most frequent question was "Why are we

fighting?” (Jones 1978 p. 29). Such confusion naturally undermined force morale.

#### **2.4.2 Block Quotes**

Quotations of more than three lines may be set apart as block quotations or ‘block quotes’. Rather than being marked by quotation marks, they are visually set off from the surrounding text.

1. The text should be inset on the left and the right, single-spaced, and justified.
2. Citation should be part of the block of text but set outside the punctuation of the final line (and without additional punctuation after the citation).
3. The text preceding the block quote should generally end with a colon, although exceptions are possible.

For example, Global civil society exists in reaction to the current system, but not to overturn it. Rather, GCS subjects the state-driven international system to a scrutiny to which it has historically been immune and pressures states to devise cooperative, global solutions:

At the core of the development of global civil society is the concept of ‘global responsibility’.... Each [GCS campaign] has implicitly or explicitly challenged the principles of sovereignty and non-intervention which have been seen as core assumptions of international civil society.... There has been a real struggle between the instincts of statesmen to maintain the principles of sovereignty and non-intervention, and

the pressure from global civil society to transcend them. (Shaw 1992 p. 432)

By contrasting the globalized nature of civil society with the atavistic instincts of nation-states, the question of democracy is largely avoided. Simply expressing global concerns is a triumph for a globalized citizenry.

#### **2.4.3 Quotations within Quotations**

When one quotation is inside a short-form quotation, it should be delineated using single quotation marks. When using the block form, use double quotation marks to delineate internal quotations.

#### **2.5 Length of Thesis**

Following is the *minimum* length criteria in terms of words count, excluding roman numerals, bibliography, annexes and appendices.

- M. Sc: 15000 Words
- M. Phil/ MS: 40000 Words
- Ph. D 75000 Words.

#### **2.6 Length of Research Proposal**

Minimum Word count for research proposal/ synopsis (excluding work cited, bibliography and annexures/appendices) is as under:-

- M. Sc 3000 words
- M. Phil 6000 Words
- Ph. D 8000 Words

#### **2.7 Font Style and Size**

A single font must be used throughout the thesis or report, the only exceptions being in tables, graphs, and appendices. Headings may be bolded and no more than 2 points larger than the rest of the text.

In case of NDU, font Times New Roman and 12 font size is recommended.

## **2.8 Margins**

You must maintain margins of 1" on the left, right, top, and bottom of the page. You may sometimes allow more than 1" at the bottom of a page if adhering strictly to the 1" margin causes an "orphan" line (the last line or few words of a paragraph) to appear on the following page. Similarly, if only a heading or first line of a new paragraph fits onto the page keeping a 1" margin ("widow" line), you should go to the next page to begin the new paragraph or section. All material, including appendices, must meet margin requirements. Material in the appendices must often be reduced

### Margin Requirements

- Top Bottom Right Margin - 1 inch
- Left Margin – 1.5 inch

Table titles, figure captions, and page numbers must always remain the same size as regular text.

Right-justification: Justifying the right margin is not recommended.

## **2.9 Spacing**

The thesis must be 1.5 spaced. Single spacing may be used only in the Table of Contents, footnotes and endnotes, charts, graphs, tables, quotations, captions, glossary, appendices, and bibliography. Prose quotations over three lines long should be in block quote, double or single-spaced, and indented on the left. Do not use quotation marks in the block quote except when indicating quotations within the block quote. Doubled space should be used for the following:-

- Abstract
- Acknowledgments
- Biographical Sketch
- Entire text

Single-space should be used for the following:-

- Tables
- Appendices
- Endnotes/ Footnotes
- Reference entries
- Block quotations
- Figure and Table Captions

### **2.10 Pagination**

Beginning with the first page of the Acknowledgements or Preface, if used, all preliminary pages preceding the actual text must be numbered in lowercase Roman numerals; e.g., iii, iv, v, etc. These numerals must be centered under the text with at least one inch of space between the number and the bottom of the page. If no optional pages are used, the page numbers must begin on the Abstract.

The first page of the text begins at Arabic numeral 1 and rest all pages within the text must contain an Arabic page number, bottom-centered, at least one inch from the bottom edge of the page. The first page of every major section (chapters, appendices, bibliography, etc.) must begin on a new page.

## **2.11 Paper**

Good quality, white, unlined, non-punched, paper A 4 size with 80gm must be used for the original copy.

Margins must be left justified. All manuscript materials must fit within these margin requirements (including tables, headers and footers, figures, graphs and page numbers). When full-page prints of photographs are desired, the image area of the print must conform to the same margins as the text.

## **2.12 Paragraphs and Indentations**

All paragraphs of the text should be indented as indicated three to five spaces. Indent consistently throughout your paper.

## **3. Back Matter**

After completing the body of thesis information like bibliography and appendix (if needed) are provided at the end of thesis.

### **3.1 Citation**

Citation gives credit to the authors, interviewees, and others whose words and ideas have inspired scholars. It can also establish the credibility or veracity of your conclusions by linking them to an established source or concrete data. Appropriate citation can serve as a guide to future researchers seeking to build off your ideas. By sharing your sources of information, you allow them to test your hypotheses and to locate sources for their own research. Following aspects be kept in mind:-

- Text from another source. Note that text used word for word must be put in quotation marks. While paraphrasing is preferable to accurately quotations. In order to avoid confusion by

changing a few words, it is better to retain the original form and put the passage in quotation marks.

- Paraphrasing or summarizing a paragraph or a chapter from another work in your own words, you must cite the original source.
- Ideas borrowed from another source. If you are using a specific concept or theory from another author, you should attribute that concept or theory when you introduce it in your work.
- Facts derived from other sources must be cited.
- In case of NDU, all departments including both Faculty of Security Studies and Faculty Contemporary Studies are recommended to use Chicago Manual System (16<sup>th</sup> Edition) for citation purposes.

### **3.2 Bibliography**

The bibliography may be single-spaced within each entry, but must be 1.5 spaced between each entry. On the first page of the bibliography, the page number is placed at the bottom of the page, centered between the margins. Thereafter, page numbers should be placed in the same position as they are throughout the rest of the text. Also, the bibliography should be consecutively paginated after the text. Bibliography must be in alphabetical order and for ease of the reader different sources should be listed under section headings e.g. books, reports, journals etc.

### **3.3 Glossary (Optional)**

A thesis which contains many foreign or technical terms should include a list of them, followed by their translation or definition.

These terms should be arranged alphabetically.

## **4 Requirements – Thesis Submission**

### **4.1 Prior to Defence of Thesis**

While submitting the thesis for conduct of viva voce examination, the research scholars are required to submit following:-

- Three loose bound copies of thesis
- Final Thesis Progress Report by Supervisor
- Thesis Submission Form
- Plagiarism (Turnitin) report of your thesis
- CD containing soft material mentioning following:-
  - Author's name
  - Title of the dissertation
  - Date
  - File format information

### **4.2 Post Defence of Thesis**

On Successful conduct of viva voce examination, a research scholar is required to submit five hard bound copies of thesis alongwith CD reflecting essential information as mentioned above.

In addition to the white sheets (binding requirement), one white sheet should be placed at the beginning and the end of the thesis.

## **5 Requirements – Thesis Completion**

### **5.1 Binding and Number of Copies**

All final theses presented for higher degrees must be bound in a permanent form after successful defence of the thesis/conduct of viva voce examination, however thesis in form of loose binding will be submitted prior to conduct of viva voce examination. The

research scholars are required to submit five copies of thesis with the following colour specifications on successful conduct of viva voce examination:

- M. Sc/ M. Phil/ MS Black with Golden Lettering
- Ph.D. Sky Blue with Golden Lettering

## **5.2 Spine/Side Cover**

The side cover (Spine) shall contain the following details:

1. Scholar's name (In brief)
2. Year of submission of the dissertation
3. Title of degree

Specimen is as under:-

Back

---

Side/Spine:    PhD/M. Phil/M.Sc    2014                      M. NAJAM

---

Front

## **5.3 Printing of Front Cover and Side Cover**

All lettering shall be embossed in golden on front page and spine in font size 18 bold. It is to be noted that the back page of bound thesis will be blank.

#### **5.4 Final Checklist**

- Is every page of the thesis numbered correctly, from the preliminary pages to the bibliography?
- Is the title page, certificate page, declaration pages and abstract as per the guide?
- Do your margins conform to the margin requirements?
- Are all charts, graphs, and other illustrations legible? Are they all labelled and numbered properly?
- Have you attached plagiarism (Turnitin) report of your thesis?