

HAJVERY UNIVERSITY, LAHORE

M.Phil and Ph.D THESIS COMPILATION

INTRODUCTION

The Thesis is a research document which has a great importance during the whole professional career of the scholar. It should be well prepared, properly documented and nicely presented. Therefore, the scholars are advised to follow the instructions strictly, which have been developed for their own convenience and benefit. Be sure that quality of research is an asset for the scholar as well as for the Faculty/University. Thus, there is no compromise on quality in any case. Keeping this in view the points of tremendous significance are described as below:

- All Chapters of the Thesis should be closely linked up
- Pre reference and post reference should be given when and where required.
- Only the equations which are being referred should be numbered
- The material which is taken from other's work should be referred
- All references should be cited at proper place, i.e. where the work is mentioned.
- Repetition should be avoided in any case
- Instead of repeating the idea the Sub-section comprising that idea should be referred
- Each and every finding should be logically and scientifically justified.

- The material given in Appendices should be mentioned in the Text where required
- The original contribution should be presented forcefully and significantly

THESIS FORMAT

- 1 Title Page
- 2 Declaration
- 3 Research Complication Certificate
- 4 Acknowledgement
- 5 Abstract
- 6 Contents
- 7 List of Tables
- 8 List of Figures
- 9 Text
 - a. Chapter 1
 - b. Chapter 2
 - c. Chapter 3
 - d. Chapter 4
 - e. Chapter 5
 - f. Chapter 6
- 10 References
- 11 Appendices

TITLE OF THESIS

Submitted to Hajvery University, Lahore

For the award of degree of

In the Discipline of
Business Administration
Specialized in

By

Name: _____

Session: _____

Registration No: _____

Department: _____

Faculty: _____

DECLARATION

I, Mr. / Ms. _____ Registration No.

student of _____ in the discipline of _____
Session _____

hereby declare that the matter printed in the Thesis

titled _____

is my own work and has not printed , published as research work,
thesis or publication in any form in any university , Research
Institution etc in Pakistan or abroad, except the attached one.

Dated:_____

Signature of Deponent

RESEARCH COMPLETION CERTIFICATE

Certified that the research work contained in this Thesis titled

Has been carried out and complied by Mr. /
Ms. _____ Registration No.

Under my supervision

Date: _____

Supervisor

Submitted Through

Prof. Dr. Muhammad Khalid Pervaiz
Dean, Faculty of Management and Social Sciences
Hajvery University, Lahore

ACKNOWLEDGEMENT

It is optional. If given, should be brief and based on facts. The real support of the colleagues, friends and relatives, in any regard should be acknowledged. Don't overemphasize.

ABSTRACT

It should be self explanatory and should state briefly the following concepts:

1. Purpose of research
2. Methodology adopted
3. Clear and concise description of the investigations
4. Objective of the study
5. Materials and methods used
6. Main findings and
7. Conclusions

It should not exceed 250 words on a single page and should not include references, equations and abbreviations. It should also include title of the Thesis, name of the scholar, name of the supervisor, name of Faculty and University, i.e. Faculty of Management and Social Sciences and Hajvery University.

CONTENTS

The Table of Contents must provide the page location of the Acknowledgements, List of Tables (if included), List of Figures (if included), each Chapter, Section or Sub-Section, as well as Appendices and References. The paging from Title Page to List of Figures should be in roman's number and from Text to Appendices should be in Latin's numbers.

LIST OF TABLES

This page must include the Table No., exact title, and page number.

LIST OF FIGURES

This page must include the Figure No., exact title and page number.

TEXT

The Text must be divided in to Chapters, Sections and Sub-sections. For example Chapter 1, Section 1 and Sub-section 1.1

The Chapters of the Thesis should be from 4 to 6. These should not go beyond 6, until and unless there is an extra ordinary situation. There is no restriction on Sections and Sub-sections.

The Section may have any number of Sub-sections and may have not a single one. Actually it depends upon the number of ideas being discussed in a Section. It is mandatory that for every new concept there should be a separate Sub-section. Similarly the number of Sections in a Chapter is not fixed. It depends upon the major components of the Chapter. The paragraph should not be too long or too short. In general a paragraph comprises a single idea.

CHAPTER 1

Introduction: This Chapter will comprise of relevant fundamental terminology, general introduction of the problem, aims of the investigations, hypotheses to be tested, research plan etc. The justification and importance of the present study should be given. It is very important to anticipate the specific and general benefits likely to be achieved.

CHAPTER 2

Literature Review: In this chapter, a critical review of the relevant previous research work done by the other researchers should be presented. At least 40 latest research papers relevant to the

present study should be discussed. The justification for the present work is to be deduced. The information given in the review should be supported by references. The similarities and dissimilarities among the papers reviewed, with respect to variables, type of research, methodology adopted and important conclusions should be mentioned and critically examined.

CHAPTER 3

Research Methodology: A plan of work describing the various aspects of the study in a logical sequence is the most important aspects of any research plan. The methodology to be employed as compared to the methodologies employed by the other researchers should be described and justified. Furthermore, sufficient details to demonstrate that the researcher has a fairly good idea about the nature of work, expected to be evolved, should be provided. The description of resource materials and the required information to be obtained from primary or secondary sources should be provided. The terminology and important concepts used should be described. The important facilities used, e.g. internet, digital library, and relevant literature (books, websites) should be mentioned. The statistical techniques being used for analyzing data should be described properly to make these understandable for non technical persons.

CHAPTER 4

Result and Discussion This is the most important part of the Thesis, where the achievements and contributions of the scholar are being discussed. In general there are two major sections, descriptive and inferential. The Hypotheses should be tested and achievement of the objectives of the study should be justified. The

similarities and dissimilarities of the study with the findings of the other researchers should be compared and justified.

CHAPTER 5

Results and Discussion If there are too many findings which need to be presented and explained, then it is better to introduce chapter 5 for the purpose.

CHAPTER 6

Summary of the Thesis, recommendations and limitations of study should be given. The recommendations can be for the future researchers and for the society at large.

REFERENCES

References will be given at the end in alphabetical order. In the text references should be cited as consecutive numerals in square brackets. In the list of references, the pattern suggested is Harvard Referencing System. The example to refer an article published in a research journal, an article published in a proceeding, material taken from a book, and a material taken from a website, respectively are given below:

Qayyum, A., Pervaiz, M.K. and Khueshid, W. A. (2011). Statistical Modeling for Estimation of Wheat Yield Using Weighted Rainfalls in the Punjab, Pakistan. *Canadian Journal of Agricultural Sciences*. Vol. 3, No. 4. P. 95-112.

Siddiqi, A. F and Pervaiz, M. K. Classifying Child as Laborer: A Scientific Study for Child Labour Clustering and Discrimination, 2006. *Proc. Pakistan Acad. Sci.* Vol.43, No.4, P. 285-294.

Llyod, C. J. (1999). *Statistical Analysis of Categorical Data*. John Wiley and Sons, New York

Alnuaimi, W.D and Poston, D. L. (2009). Polygyny and Fertility in the United Arab Emirates at the end of the 20th Century.
<http://iussp2009.princeton.edu/download.aspx?submissionID=93083>

APPENDICES

Appendices include material that are relevant to the Thesis but can be skipped from the text, e.g. Questionnaire, Data, Computer results etc.

GENERAL INSTRUCTIONS

The general instructions for Thesis layout are as below:

SPACING: The line spacing for the text of the Thesis should be 1.5. In all other documentation single spacing is recommended.

FONT: Use a font size of 12 for text, 14 for sub-headings and 16 for headings. Use of italics is restricted to foreign words, book or periodical titles, statistical or algebraic symbols.

JUSTIFICATION: Either left justification or full justification is recommended for the body of the text. Headings or sub-headings located at the bottom of a page that are not followed by text should be avoided. The short lines ending a paragraph at the top of the page must also be avoided.

MARGINS: The margins are essential for coping and binding. Therefore, left edge margin is suggested as 1.5 inches and other three edges 01 inch each.

PAGINATION: Every page should be assigned a number. The centered numbers at the top of the page are recommended. The usual place is $\frac{3}{4}$ inch from the top.

TABLES AND FIGURES:

Placement: There are two options. Select any one of these and be consistent throughout the Thesis. Place the table/figure:

1. With the body of the text where first cited in the text. Don't wrap the text around the table/figure
2. On a separate page immediately following the page in which first citation appears in the text

Numbering: The recommended method is to number table/figure as Table/Figure 1.1, 2.1, 2.2, 3.1, ...

Headings:

1. Table headings should be positioned above the table using font size 12 as of the text. Use continuation notation if it exceeds a page in length.
2. Figure heading may be placed either above or below the figure.

EQUATIONS: The Equations which are being referred may be numbered as 1.4.2 means, 2nd equation of section 4, Chapter 1

PAPER REQUIREMENT: The Thesis paper should be 90 gram weight, 8 ½ by 11 inches size and having white complexion.

APPEARANCE: The finally submitted Thesis must be neat and clean in all respects. It should be free from errors, hand written corrections, dots or shading, fluid impression etc.

FINAL COPY: Thesis should be printed on one side of the page. The print must be sharp. Check all the pages carefully before submission.

BINDING: Thesis should be submitted in the form of Tape Binding. After Viva Voce exam it should be submitted hard bound. The color should be dark blue with silver print.

NO. OF COPIES: Four copies of Thesis are required

PLAGIARISM: The report generated by software TURNITIN is mandatory

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Dated: June 25, 2013