

Specifications for the Preparation of the Thesis

The thesis consists of three principal parts. Each part is composed of two or more sections or divisions. Some of the parts listed are not found in all theses, but a prescribed order should be followed regardless of what is omitted.

- I. Preliminaries
 1. Title Page
 2. Certificate / Approval page
 3. Abstract
 4. Preface and / or Acknowledgements
 5. Table of contents
 6. List of tables
 7. List of figures (Illustrations)
 8. List of Abbreviations
 9. List of Symbols if required
- II. Text of the thesis
 10. Introduction
 11. Body of the thesis
 12. Summary and Conclusions
- III. Reference Materials
 13. Bibliography
 14. Appendix

Preliminaries

1. Title Page

Consists of three parts

- a. The first part states the exact title of the thesis. First letter of each word is capitalized. If the title is long and goes over more than a line--the second line is double spaced, and arranged in an inverted pyramid style. (Do not underline the title or put in quotation marks or capitalize in full—all caps is harder to read and takes up more space.)

The title should be brief, specific, and comprehensive, with the meaning clear at a glance.
- b. The second part is the full name of the candidate (with or without the degree received), centered, and set half way down the page.
- c. The third part is the submission statement that indicates that the work is submitted in partial fulfilment of the degree requirements. This is followed by the department for which the thesis is submitted, the name of the University, and also the date, month and year when the thesis is submitted. (See specimen cover page).

Single spaced with normal capitalization, and is arranged in inverted pyramid style.
Space between title and name and submission statement – 1 ½ inches

2. Certificate/Approval Page

Consists of the adviser's name and designation and office address on the left hand margin, station and date flush with the right hand margin.

The word "Certificate" is centered, with only the "C" capitalized.

This is followed by a statement that the thesis has not formed the basis of any previous study.

The certificate is followed by the signature of the adviser.

3. Abstract

A brief or condensed statement by the writer of the essential ideas of the writer's work.

Normally, must not exceed 350 words in length.

Should include a statement of the problem, an explanation of the methods and procedures used in gathering data, and a summary of the findings. It should not be just a summary statement of each chapter (Synopsis).

4. Preface / Acknowledgement

Preface and Acknowledgement are treated as synonymous terms.

The "Preface" should include explanations such as the reason for making the study, scope of the thesis, and some of the difficulties encountered.

If there is nothing significant, use the heading "Acknowledgement" rather than "Preface."

In the Acknowledgement page, the writer recognizes his indebtedness for guidance and assistance of the thesis advisor and other members of the faculty, and specific contributions by other persons or institutions such as libraries and research foundations.

5. Table of Contents

Lists chapter titles with the subdivisions in each, the bibliography, and the appendices (Tables and illustrations are listed separately.)

All titles must correspond exactly with the chapter titles as they appear in the text.

Nothing should be missed, nor should there be any deviation in wordings, and the page references should be exact.

If the table is less than a page in length, the material may be centered on the page.

Four lines below the heading, the word "Chapter," with only the **C** capitalized, is placed on the left margin, and the word "**Page**," with only the **P** capitalized, on the right.

Chapter titles are written with the page numbers starting two spaces below the word "Page."

Chapter titles of more than one line in length should be single-spaced and the carry over typed immediately below the first letter of the title.

Chapter numbers are typed in capital Roman numerals, aligned by the last digit on the right, with the largest number flush with the left margin. The period following the Roman numeral should be placed below the "t" in the word "Chapter."

Chapter headings and subtitles should be separated by double spaces and the titles by a single space between.

The first letter of all words, except articles, conjunctions, and prepositions of fewer than four letters, are to be capitalized.

Appendix titles of more than one line in length should be single-spaced, and the carry over typed immediately below the first letter of the title.

6, 7, & 8. List of tables/ List of Illustrations/ List of symbols

The list of table follows the table of contents. If any illustrations or graphs are used, they should be listed as the "List of Illustrations." Arrangements should be the same as in the table of contents.

If the list of tables and list of illustrations do not require more than one page, they may be placed on the same page. Sometimes a list of Abbreviations/Symbols may follow the list of figures.

Text of the thesis

The text of the Thesis is divided into chapters, each chapter having a title and beginning on a new page.

Introduction

May be treated as Chapter 1, but if short, may be just headed as "Introduction."

Should provide a complete statement of the problem, justification, adequate background information, and a critical review of previous investigation.

Give a concise and appropriate background discussion of the problem and the significance, scope, and limits of the work. Outline what has been done before by citing truly pertinent literature, but shall not include a general survey of semi-relevant literature. State how the present work differs from or is related to work previously published. Demonstrate the continuity from the previous work to the present work.

Body of the thesis

The remaining chapters should clarify and amplify the thesis with well-researched statements, documented wherever necessary.

Each chapter should open with a brief discussion of the portion of the problem to which the chapter is devoted, the materials and methods used within that part of the investigation, and an enumeration of the points to be covered. Also, the concluding paragraphs of each chapter should summarize the main ideas of the chapter.

Summary and Conclusions

The concluding chapter, which follows the body of the thesis, may be of any length acceptable to the scholar and his adviser. The conclusion should not, however, be just a summary or a mere restatement of the thesis. It must go beyond the thesis to reach a judgement, to express the writer's approval of one side of an issue, to discuss his/her findings, or to offer directives.

The conclusion should be presented in a logical order. The author may list unanswered questions and may give suggestions for further investigations or study.

The main text of the thesis is double-spaced, with one-inch margin at the top, bottom, and right side of the page, and a margin of 1 ½ inches on the left side of the page.

Type "Chapter" and the chapter number two inches from the top of the page. There must be triple space between the chapter number and the chapter title, and a quadruple space between the chapter title and the body of the text.

Only the first letter of major words in the title is capitalized. If the title requires more than one line, additional lines are double-spaced and are arranged in an inverted pyramid form. Avoid using separate sheets to indicate chapter divisions.

Sub-headings

If there are more than two levels of subheadings, it is safe to use the double numeration system, in which the number of a section consists of the number of the chapter, a decimal point, and the number of the subsection. The number, 4.8.3., for example, signifies sub-section 3 of section 8 in Chapter 4.

The method must be followed throughout the entire thesis (body and appendices) and not just in the appendices or the chapters.

Note: Chapter headings or any level of subheadings should not exceed more than four inches across the page.

Numbering

Each page of the thesis must be assigned a number. The Certificate page, Preface, Table of Contents, List of Tables, List of Illustrations, and the Abstract (if applicable) are to be numbered in lower case Roman numerals, (ii, iii, iv, v, and so on), centered (three spaces to the right of the center of the page), one-half inch from the bottom, beginning with the Certificate page, which is number ii. Although the title page is number i, it is not numbered.

The rest of the thesis is to be numbered in Arabic numerals, in the upper right corner, one-half inch from the top, one inch from the right edge of the page.

The pages are to be numbered consecutively. The first page of each chapter, notes, bibliography, and other pages with a major heading are not numbered.

Notes and Reference Materials

Gives credit where credit is due, or supplies needed definitions or explanations without cluttering the text. It either follows the text of the thesis as endnotes or appears at the bottom of the page as footnotes. Should be used sparingly.

Works Cited or Bibliography

This is the list of sources used in the preparation of your thesis. It is placed at the end of the thesis. It may precede or follow the appendices. Follow the guidelines given in the Style Manual relevant to your discipline.

Long bibliographies may be divided into sections according to the types of materials such as books and articles, or primary and secondary sources or by document type (Computer-Assisted Training, Video Disc Training etc.)

Each entry begins with the left-hand margin. All the entries are typed single-spaced with double-space between entries.

Leave one space after each period and after other marks of punctuation. If you are listing more than one book by the same author, do not repeat the author's name; instead of the name, type three hyphens followed by a period. The books are listed in alphabetical order, but they could also be listed in the order of their publication dates.

Appendices

An appendix to a thesis contains material too detailed for inclusion in the body of the thesis. When diverse materials are included, each class begins on a new page under different heading. The different sections are classified as "Appendix A," "Appendix B," etc. If there is only one appendix, it is simply titled "Appendix."

Execution of the Thesis

1. Use white, unlined twenty-pound 8 ½ x 11 paper.
2. Choose a readable typeface such as Times New Roman, Arial, Palatino or Courier 12 font, if possible; their type is easier to read.
3. Double space the text throughout, except long quotations and footnotes, table titles and figure captions, bibliographies or reference lists (Turabian).
4. Each page should have not more than 27 (9 inches) and not less than 22 typed lines. The length of each typed line is a maximum of 6 inches for the thesis.
5. Observe well-balanced margins of one inch at top, bottom, and right side of the paper and one and half inch on the left.
6. Indent the first line of every paragraph and the first line of every footnote five spaces. There should be no deviation thereafter.
7. Leave one space after all punctuation as follows:
 - after commas, colons, and semicolons
 - after punctuation marks at the end of sentences
 - after periods that separate parts of a reference citation
 - after the periods of the initials in personal names

Exception: Do not leave a space after internal periods in abbreviations (**e.g., a.m. i.e., U.S.**)

8. Commas and periods are placed inside the closing quotation marks; colons and semicolons are placed outside the closing quotation marks.
9. Question marks and exclamation marks, not originally in the quotation, go outside the quotation marks; when they are part of the quotation, they go inside the quotation marks.
10. Hyphens, dashes, and minus signs are each typed differently.
 - *hyphen: no space before or after (e.g., trial-by-trial analysis)*
 - *dash: type as two hyphens with no space before or after (e.g., studies--publishedand unpublished--are)*
 - *minus: type as a hyphen with space on both sides (e.g., a – b)*
11. Abbreviations should be those accepted internationally, and all should be defined where they first appear in the text. Unnecessary abbreviations need to be eliminated.
12. The thesis should be so organized and arranged as to present an appearance appropriate for such a document. Care should be exercised in the organization of the material on a page so that proper balance is obtained.
13. The University will have detailed information on how they expect the finished thesis to look, including precise width of margins and wording of the title page. There will also be rules concerning the binding of the thesis and number of copies to be submitted. Be sure that you are in possession of all this information so that you do not have a last-minute panic because you failed to adhere to some minor but crucial instruction.
14. Follow deadlines strictly.