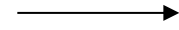


RESEARCH THESIS



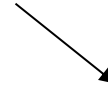
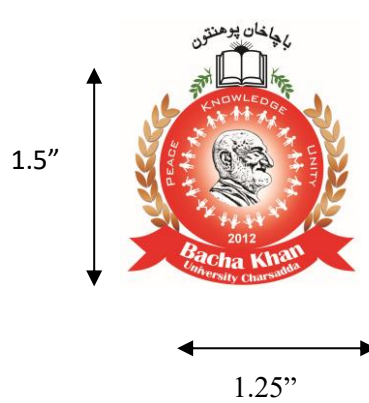
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RESEARCH TITLE

A THESIS/PROJECT SUBMITTED TO THE BACHA KHAN UNIVERSITY
CHARSADDA IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE
DEGREE OF MASTER OF SCIENCE

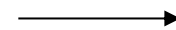
BY

STUDENT NAME



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14 Normal
Capital Letters

**DEPARTMENT OF MANAGEMENT SCIENCES
BACHA KHAN UNIVERSITY CHARASADDA
(SEPTEMBER 2014)**



Time new roman
16 Bold

RESEARCH THESIS TITLE →Time new roman
18 Bold

By

Scholar Name

*A research thesis/ project/Proposal submitted to the Bacha Khan University
Charsadda in partial fulfillment of the requirement for the degree of
Master of Science
(Finance)*

APPROVED BY

Chairman Supervisory Committee

(Dr. Mohammad Ali)

Co-Supervisor

(Mr. ABC)

(Designation and University)

Member 2:_____
(Member Minor Field)HOD:_____
Convener / HODDean:_____
Dean (Chairman)Director Advance Studies and Research

**DEPARTMENT OF MANAGEMENT SCIENCE
UNIVERSITY OF BACHA KHAN UNIVERSITY CHARASADDA
(SEPTEMBER 2014)** →

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UNIFORM FORMAT OF THESIS

1. **Faculties of Sciences**
2. **Faculties of Social Sciences, Arts & Humanities.**

Title Page:

All Thesis should be headed by a concise, specific and informative title. It must grammatically correct and should convey to the reader the nature of the work to be carried out. The title should be in capital words (Times New Roman 16 Normal). The title must be followed by the University Monogram (Dimension: Horizontal, 1.25; Vertical, 1.5), followed by Scholar name (Times New Roman 14 Normal Capital Words), followed by Department name and University name followed by Session or date (Times New Roman 16, Bold and Normal Capital Words).

Approval Page

Approval page should be headed by title (Times New Roman 16 Normal) followed by Scholar name (Times New Roman 14 Normal Capital Words), statement of completion of the partial requirements of the degree (Times New Roman 12, Italic) followed by name of Name of Degree (Times New Roman 14 Normal Capital Words), followed by specialization in brackets (Times New Roman 14 Normal Capital Words), followed by Supervisor committee names designation and signature. (Times New Roman 12 Normal Capital Words).

Table of Contents

Followed by List of Tables, List of Figures, List of Appendices, Acknowledgments, Abstracts, Introduction, Review of Literature, Material and Methods, Results, Discussion, summary, Conclusion and Recommendations, Literature Cited separately under heading of Chapter No., Title and Page numbers.

Margins are detailed as under:

Top Margin: 1.0 Inch
 Bottom Margin: 1.0 Inch
 Left Margin: 1.5 Inch
 Right Margin: 1.0 Inch

Page 1: Text Layout

The title must be provided on the first line below the page header.

All materials must be typed (12-point font, Times New Roman) and 1.5 line spaced on A-4 paper. The text should be provided under headings, namely, Introduction of the study, Aims and Objectives, Review of Literature, Methodology and References. Headings and subheadings for different sections should be clearly indicated. Abbreviations should be used consistently throughout the text, and must be clearly defined in full on first use. Synopsis should be between 8 to 15 pages properly paginated (in the lower right-hand corner of each page).

1. **Introduction of the Study** (Times New Roman 14 bold)
- 1.1 **Introduction** (Times New Roman 13 bold)

Each synopsis should have a brief Introduction. The Introduction, should provide a critical analysis of the available and appropriate literature to identify an objective

whose accomplishment will provide a significant contribution to the field, i.e. the work may either provide something new to the field or will improve upon the existing knowledge or develop a new methodology or device having major advantages over those already known.

1.2 Aims and Objectives (Times New Roman 13 bold)

Aims and objectives, significance, review of previous research in the area showing the need for conducting the proposed research, proposed methods, expected outcomes and their importance must be provided.

2. Review of Literature (Times New Roman 14 bold)

Review of Literature consist of the relevant past theoretical and applied work done on the topic and should identify and signify gap for the proposed study.

3. Methodology (Times New Roman 14 bold)

The research methodology should be described including collection of samples, processing of samples, analytical protocol, and analysis of samples using state of the art instrument to be used (if any).

4. Results and Discussion (Times New Roman 14 bold)

Analysis section clearly show the results and should be reported in self-explanatory manners. Discussion on the results should be clearly stated that either the results are supportive to what have been proposed at the proposal stage and supportive to literature. This chapter may be divided in to two sub Chapters i.e. Results of the Study and Discussion on the Results.

5. Conclusion & Recommendations (Times New Roman 14 bold)

The conclusion section highlight main findings of the study that contribute to the existing scope of knowledge and recommendations may be provided for the further improvement in the field of knowledge.

6. References (Times New Roman 14 bold)

References in the text should be cited in one of the following ways but the selected one should be consistently followed by the faculty.

- by number e.g. results indicated (3,7,8),
- by superscript number e.g. results indicated^{3,7,8}
- by author name and date e.g. (Andres et al., 1997).

Please note while Citing References in Text

- i. Collect references in a list under the heading “References” at the end of the text. They should not be treated as footnotes.
- ii. References must be numbered with Arabic numerals in the order of their first citation in the text and the corresponding numbers placed at the appropriate locations in the text as superscripted numerals without parentheses or brackets or Indicate references in text by a number in parentheses on line in the text. Put a reference list at the end in alphabetical order if references were cited by author name and date. If you choose to use numerical references, begin with 1 and then number each reference consecutively. Which ever format amongst the three is chosen, be stick to the same in all the references. Mixed format is not acceptable.

- iii. To cite more than one references at a time, include the reference numbers in increasing order separated with commas (no spaces in superscript, spaces on line e.g. 3, 7, 8). Use a dash if the numbers are part of a continuous series of 3 or more references e.g. (3-7).
- iv. Each reference number should refer to a single source.
- v. Do not leave blank lines between references.
- vi. If a reference is cited more than once, it does not receive a new number.
- vii. If citing more than one reference at a time, include reference numbers in increasing order separated by commas.
- viii. Verify the accuracy of all references before citation.
- ix. Unnecessarily long lists of references should be avoided.
- x. Citation of References to unpublished materials that are not generally available to the scientific public should be avoided.

A: References style for Faculties of Sciences.

i. Journal Articles

The format is: Author, abbreviated journal title, year, publication, volume number, and initial page of cited article (complete pagination is allowed).

Sample:

Author, A. B.; Author, C. D. *J. Abbrev.* **19XX**, vol, xx-yy.

- Article titles not essential
- Journal abbreviation and volume must be *italicized*
- Year of publication is **bolded**
- No comma or semicolon before or after journal titles

Example of Citations

Dathe, M.; Schumann, M.; Wieprecht, T.; Winkler, A.;
Beyermann, M.; Krause, E.; Matsuzaki, K.; Murase, O.; Bienert,
M. *Biochemistry* **1996**, 35, 5 (38), 12612-12622.

ii. Magazine with dates instead of volume numbers

While citing a reference from Magazine with dates instead of Volume Number, The following sample must be followed:

Sample:

Author, A. B.; Author, C. D. *Magazine Abbrev.* October 26, 1995, p.20.

iii. Book

The minimum required information for citation from a BOOK is author or editor, book title, publisher, city of publication and year of publication. Follow the following examples:

a. Book without editors:

Author, A. B.; Author, C. D. Book Title; Series Name and Number;

Publisher: City, STATE (2 letters), year; Vol. 1, pp xx-yy.

b. Book with editors, no authors named:

Book Title: Editor, A. B.; Editor, C. D., Eds.; Series Name and number; Publisher: City, STATE (2 letters), year; Vol. 2, pp xx-yy.

c. Book with editors and authors named:

Author, A. B. In Book Title; Editor, C. D.; Ed.; Series Name and number; Publisher: City, STATE (2 letters), year; Vol. 3, pp xx-yy.

Example of Citations

Anastas, P. T.; Warner, J. C. Green Chemistry: Theory and Practice; Oxford University Press: Oxford, 1998.

Anisotropic Organic Materials: Approaches to Polar Order; Glaser, R., Kaszynski, P., Eds.; ACS Symposium Series 798; American Chemical Society: Washington, DC, 2001.

Asmus, K. D. Recent aspects of thiyl and perthiyl free radical chemistry. In Active oxygens, lipid peroxides, and antioxidants; Yagi, K., Ed.; Japan Scientific Societies: Tokyo; CRC: Boca Raton, Fl., 1993; pp 57-67.

iv. Patent

If a reference to be cited from a parent work, then the following format must be followed:

Author, A. B. U.S. Patent 3,123,456, year.

Example of such Citations

Stern, M. K.; Cheng, B. K. M. Process for preparing N-(p-nitroaryl) amides via reaction of nitrobenzene with nitriles. US Patent 5,380,946, 1995; SciFinder Scholar AN 1995:354698 (accessed 9/8/02).

v. Thesis

In case a thesis is cited, then the format is:

Author, A. B. Ph.D. thesis, Institution Name, City, STATE, year.

Example of such Citations

Enander, R. T. Lead particulate and methylene chloride risks in automotive refinishing. Ph.D. Thesis, Tufts University, Medford, MA, 2001

vi. Online Journal

Online journal articles are cited using the same format as print journals. Add “[Online]” after the journal name. Include inclusive pagination or other identifying information such as DOI number (If Any).

Example of such Citations

Deno, N. C.; Richey, H. G.; Liu, J. S.; Lincoln, D. N.; Turner, J. O. *J. Amer. Chem. Soc.* [Online] **1965**, 87, 4533-4538.

Borman, S. Sucrose Synthesis Sets A Record. *Chem. Eng. News* [Online] **1990**, 78, 52.

vii. Open Access, Full text Article within a Database

In this case, the following formate must be followed:

Payne, D. *Med. Post* [Online] **2004**, 40, 52. Available from ProQuest Research Library. <http://proquest.umi.com> (accessed 3/25/04).

Tator, C; Carson, J. D.; Cushman, R. *Can. Med. Assoc. J.* [Online] **2000**, 162, 787. Available from Academic Search Elite EBSCOhost. <http://search.epnet.com> (accessed 3/25/04).

B: For Faculties of Social Sciences, Arts & Humanities

The remaining text layout of the Synopsis shall stand the same as described in case of Faculty of Life and Environmental Sciences. However, for citation of References, the following style(s) must be followed.

Author(s), year of Publication and source of reference

Author:

Authors are listed, using surnames and initials. Commas separate all authors. When there are seven or more authors, list the first six and then use “et al”. for remaining authors. If no author is identified, the title of the document begins the reference.

Year of Publication:

In parentheses following authors, with a period following the closing parentheses. If no publication date is identified, use “n.d.” in parentheses following the authors.

Source Reference:

Include title, journal, volume, pages (for journal article) or title, city of publication, publisher (for book). Italicize titles of books, titles of periodicals, and periodical volume numbers.

Examples of Citations

i. Journal article

In case of citation from a Journal, the following sample must be followed:

Sample:

Author, Initials. (Year of Publication). Title of the paper. Journal name, volume, page number range.

Example of such citation:

Murzynski, J., & Degelman, D. (1996). Title of the article. *Journal of Applied Social Psychology*, 26, 1617-1626.

ii. Magazine article***Example of such citation:***

Kandel, E. R., & Squire, L. R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 1113-1120.

Newspaper article

New drug appears to sharply cut risk of death from heart failure (1993, July 15). *The Washington Post*, p. A12.

iii. Book

The following sample must be followed:

Author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher.

Example of Such Citation:

Paloutzian, R. F. (1996). *Invitation to the psychology of religion* (2nd ed.). Boston: Allyn and Bacon.

In case of citing Encyclopedia, the following style must be followed:

Author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher.

Example of Such Citation:

Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians* 6th ed., Vols. (1-20). London: Macmillan

iv. Web document on university program or department Web site***Example of Such Citation:***

Degelman, D., & Harris, M. L. (2000). APA style essentials. Retrieved May 18, 2000, from Vanguard University, Department of Psychology Website: http://www.vanguard.edu/faculty/ddegelman/index.aspx?doc_id=796

v. Stand-alone Web document (no date)***Example of Such Citation:***

Nielsen, M. E. (n.d.). Notable people in psychology of religion. Retrieved August 3, 2001, from <http://www.psywww.com/psyrelig/psyrelpr.htm>

vi. Stand-alone Web document (no author, no date)

Example of Such Citation:

Gender and society. (n.d). Retrieved December 3, 2001, from <http://www.trinity.edu/~mkearl/gender.html>

vii. Journal article from database***Example of Such Citation:***

Hien, D., & Honeyman, T. (2000). A closer look at the drug abuse-maternal aggression link. *Journal of Interpersonal Violence*, 15, 503-522. Retrieved May 20, 2000. From Pro Quest database.