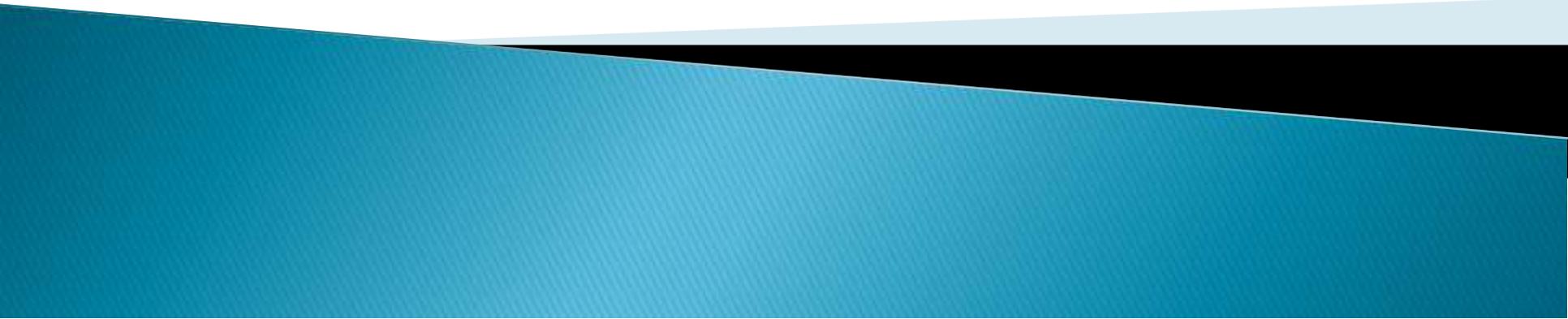


# *Thesis Layout*

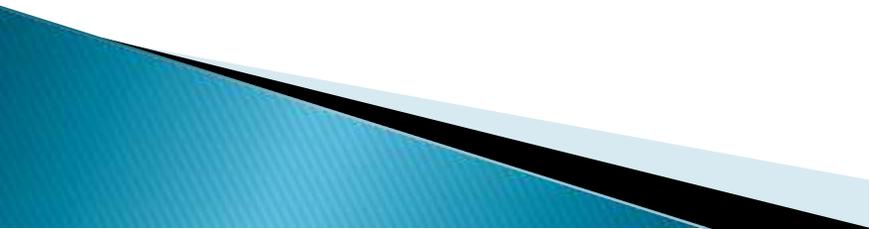


# Format of the Thesis

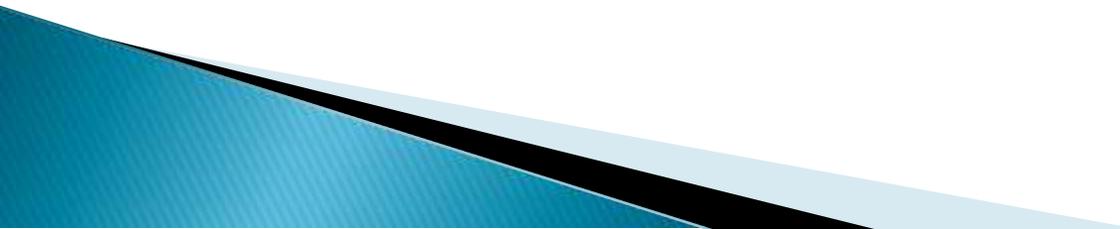
- ▶ A thesis consists of three principal parts
  - Preliminaries
  - Text of the thesis
  - Reference materials

# Format of the Thesis

## ▶ Preliminaries

- Title Page
  - Certificate / Approval page
  - Abstract
  - Preface and / or Acknowledgements
  - Table of contents
  - List of tables
  - List of figures (illustrations)
  - List of symbols (Nomenclature)
- 

# Format of the Thesis

- ▶ Text of the thesis
    - Introduction
    - Body of the thesis
    - Summary and conclusions
- 

# Format of the Thesis

- ▶ Reference Materials
- ▶ Bibliography
  - Appendix

# Preliminaries

**Title Page:** Consists of 3 parts

- ▶ The first part
  - States the exact title of the thesis
  - First letter of each word is capitalized
  - Margins: Top, bottom, and right – 2 inches
  - Left – 2 ½ inches

# Title Page

- ▶ The second part
  - full name of the candidate
  - names of the institution granting the degree
  - year in which the degree(s) was awarded
  - Centered and is set half way down the page.

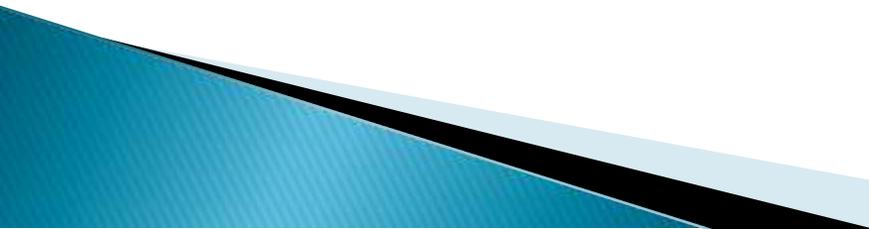
# Title Page

## ▶ The third part

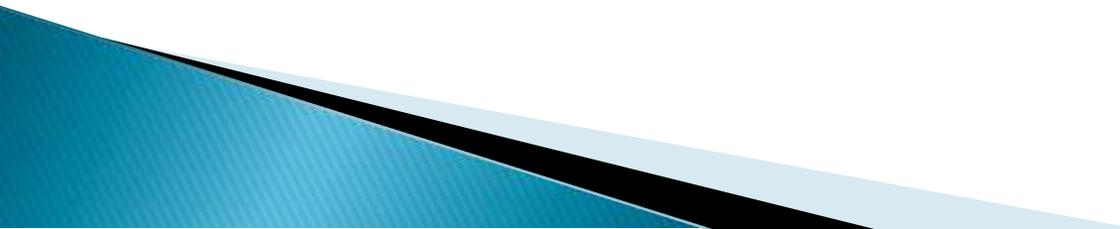
### ◦ Submission statement

- Indicates that the work is submitted in partial fulfillment of the degree requirements and also the month and year when the thesis is submitted
- Single spaced with normal capitalization, and is arranged in inverted pyramid style
- Space between title and name and submission statement – 1 ½ inches

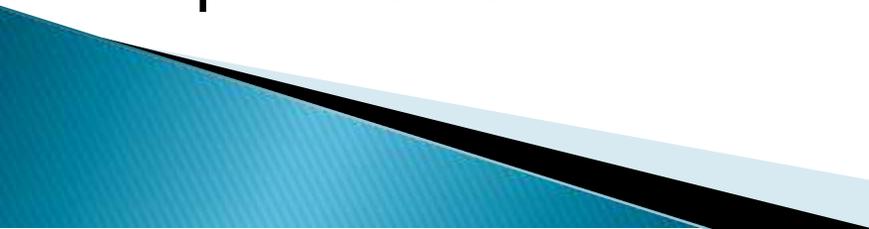
# Certificate/Approval Page

- ▶ 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.
  - ▶ Followed by a statement that the thesis has not formed the basis of any previous study.
  - ▶ The space at the top is two inches and 1½ inches on the left.
- 

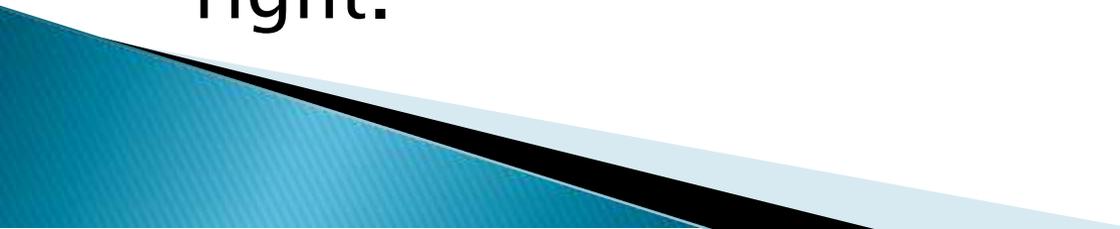
# Abstract

- ▶ A brief or condensed statement of the essential ideas of the writer's work
  - ▶ Must not exceed 600 words
  - ▶ Should include a statement of the problem, an explanation of the methods and procedures used in gathering data, and a summary of the findings
- 

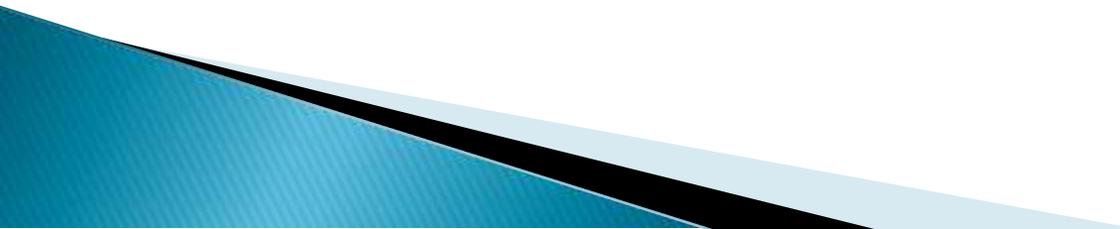
# Preface / Acknowledgements

- ▶ Should include explanations such as the reason for the study, scope of the thesis, and difficulties encountered
  - ▶ The writer recognizes his indebtedness for guidance and assistance of the advisor and other members of the faculty, and specific contributions by other persons or institutions such as libraries and research foundations.
  - ▶ The heading, **Preface** or **Acknowledgements**, is centered two inches from the top
  - ▶ The text is triple spaced. First person is permissible--more natural in the preface.
- 

# Table of Contents

- ▶ Lists chapter titles with the subdivisions in each, the bibliography, and the appendices.
  - ▶ The heading **Table of Contents** or **Contents**, is centered two inches from the top
  - ▶ Four lines below the heading, the word “Chapter,” with only the **C** capitalized, is placed on the left margin, and the word “**P**age,” with only the **P** capitalized, on the right.
- 

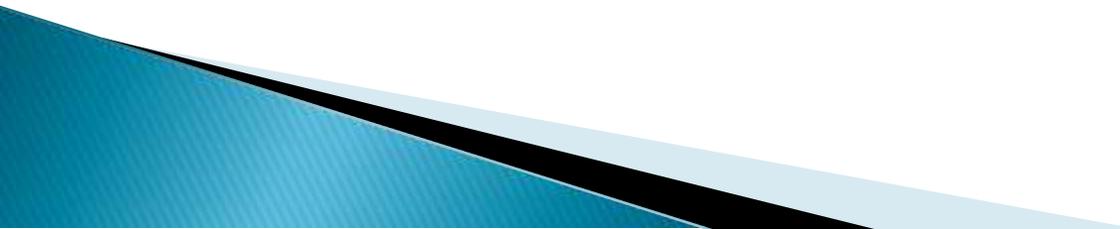
# Table of Contents

- ▶ 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
- 

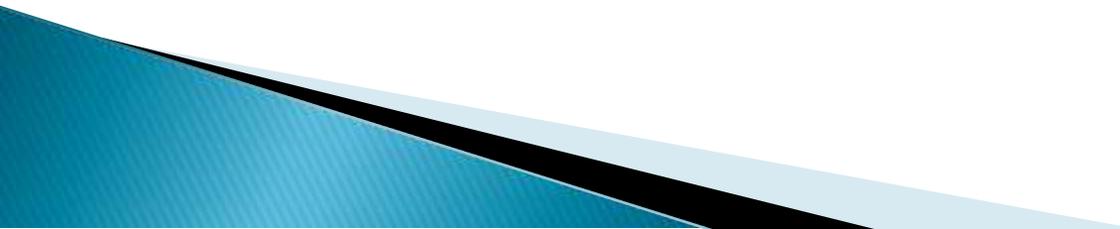
# Table of Contents

- ▶ 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.”
  - ▶ Unfilled lines should be completed with spaced periods and should end three spaces before the column of the page numbers.
- 

# Table of Contents

- ▶ Chapter headings and sub titles 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
- 

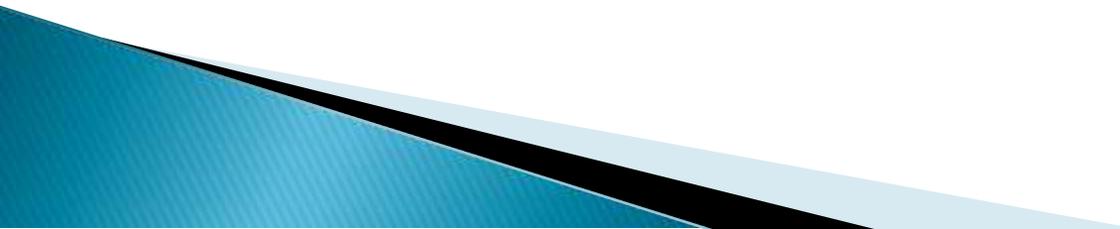
# List of tables / List of Illustrations / List of symbols

- ▶ 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 symbols may follow the list of figures.
- 

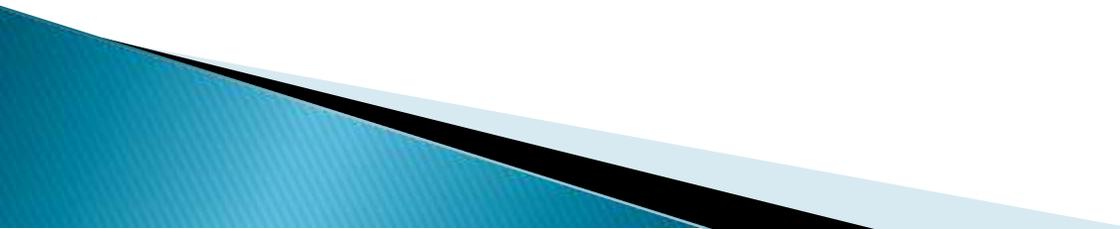
# Text of the thesis

- ▶ Divided into chapters
- ▶ Introduction
  - If short, may be just headed as “Introduction.”

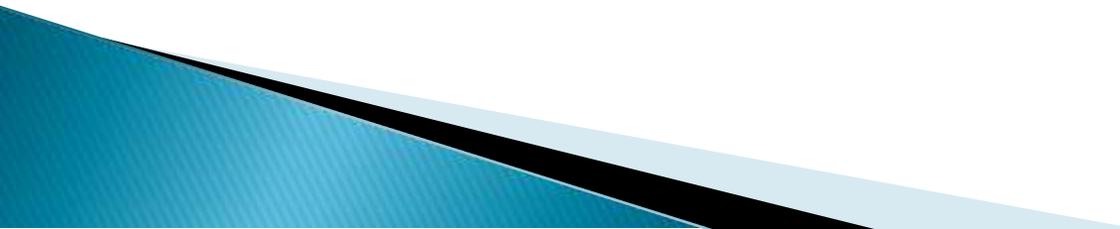
# Introduction

- ▶ Should provide a complete statement of the problem, justification, adequate background information, and a critical review of previous investigation.
  - ▶ Gives a concise and appropriate background discussion of the problem and the significance, scope, and limits of the work
- 

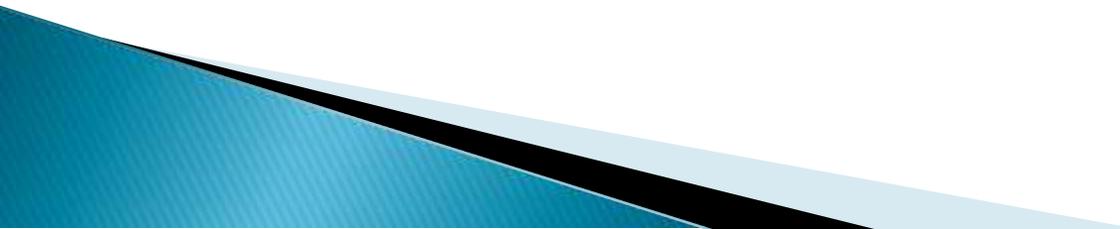
# Introduction

- ▶ Outline what has been done before by citing truly pertinent literature
  - ▶ State how your work differs from or is related to work previously published
- 

# 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
- 

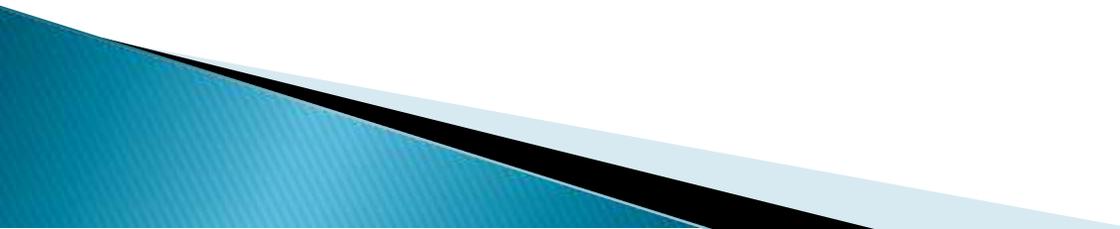
# Summary and Conclusions

- ▶ Must go beyond the thesis to reach a judgement, to express the writer's approval of one side of an issue, to discuss his findings, or to offer directives.
  - ▶ Should be presented in a logical order
- 

# Body of the thesis

- ▶ 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 1½ 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

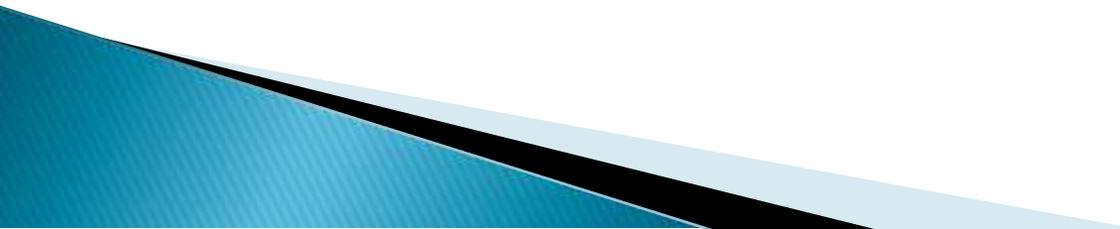
# Body of the thesis

- ▶ 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
- 

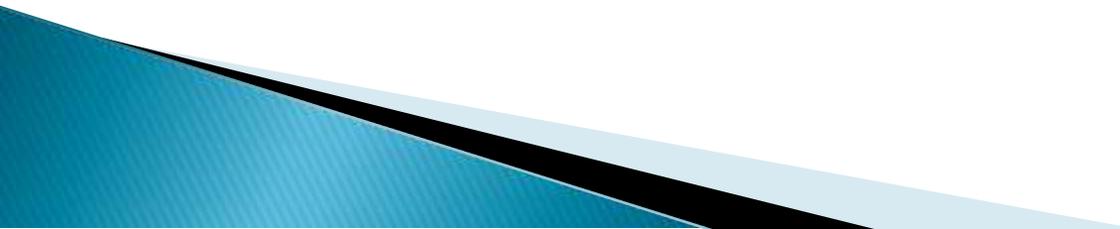
# Sub-headings

- ▶ Varies according to the number of levels required
  - ▶ If there are only two levels of sub titles the first is centered with only first letters of major words capitalized and is not underlined; the second is placed flush with the left margin and only first letters of major words are capitalized.
  - ▶ A triple space precedes and follows all headings
- 

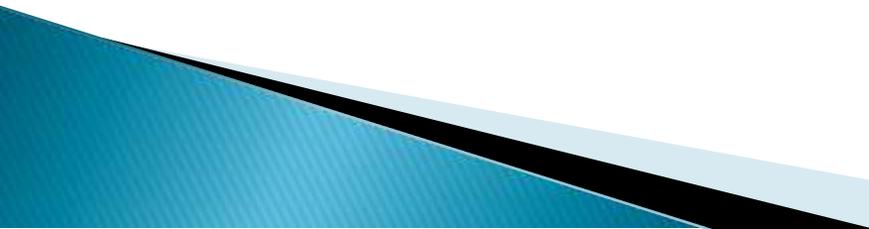
# Numbering

- ▶ Each page 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.
- 

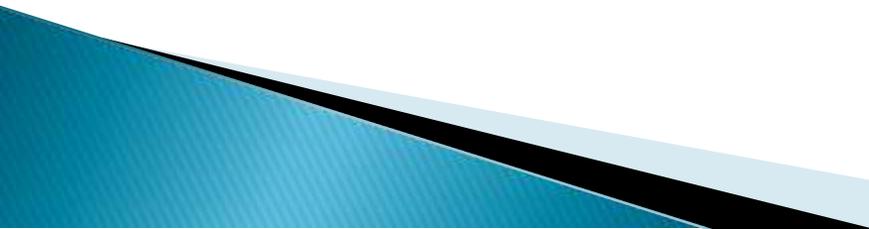
# Numbering

- ▶ 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.
  - ▶ Page number is not to be handwritten after the binding of the thesis
- 

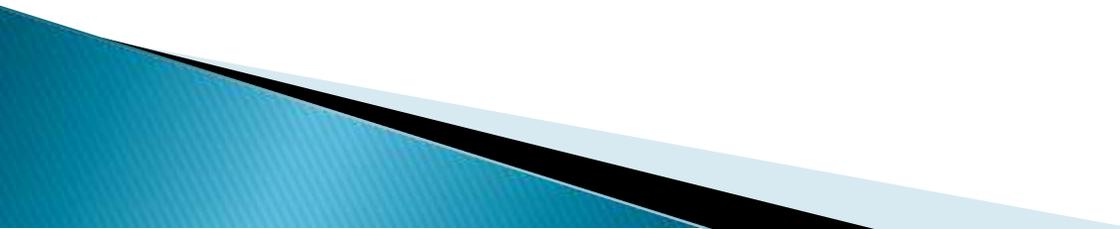
# Sub-headings

- ▶ The first is centered with only first letters of major words capitalized and is not underlined
  - ▶ The second is placed flush with the left margin and only first letters of major words are capitalized.
  - ▶ A triple space precedes and follows all headings
- 

# Notes and reference Materials

- ▶ Either follows the text of the thesis as endnotes or appears at the bottom of the page as footnotes.
  - ▶ Footnotes, which appear on the same page as that on which the reference figure appears, are to be separated from the text by a quadruple space.
  - ▶ Do not type a short line or a solid line to separate the footnote from the main body of the text.
- 

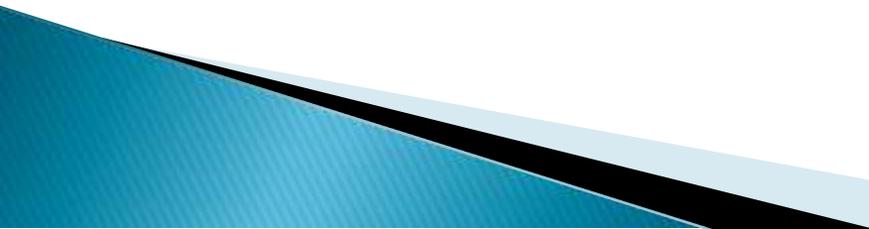
# Notes and reference Materials

- ▶ Each footnote is to be indented as a paragraph and is typed single-spaced, with double spacing between footnotes. Leave enough space for entire note on the same page.
  - ▶ However, footnote may be continued onto the next page if it is impossible to accommodate it within the same page.
- 

# Works Cited or Bibliography

- ▶ This is the list of sources used in the preparation of your thesis
- ▶ 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

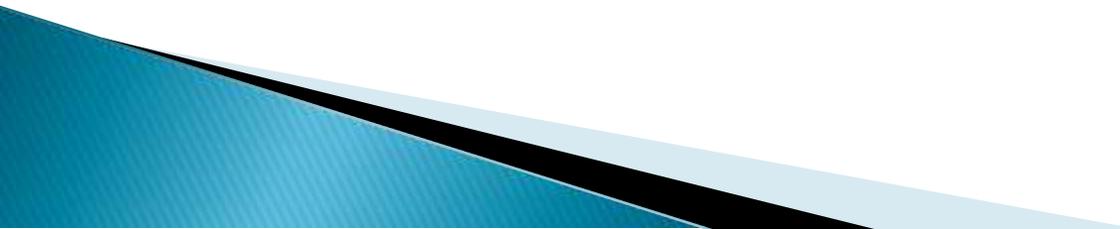
# Works Cited or Bibliography

- ▶ All the entries in the “Works Cited” are listed in an alphabetical order according to the surname (last name) of the author.
  - ▶ The heading, “Works Cited” is centered two inches from the top of the page
- 

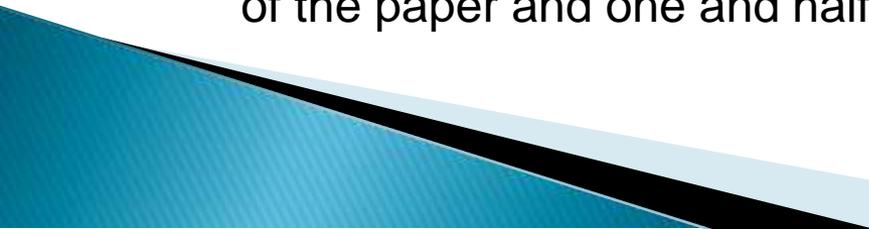
# Works Cited or Bibliography

- ▶ 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
- 

# Appendix

- ▶ Contains material too detailed for inclusion in the body of the thesis.
  - ▶ **Vita**
  - ▶ **This is a biographical sketch of the author, and its inclusion in the thesis is optional**
- 

# EXECUTION AND PRESENTATION OF THE THESIS

- ▶ Use white, unlined twenty-pound 8 ½ x 11 paper. Do not use erasable paper, which readily smudges.
  - ▶ Choose a readable typeface such as Times Roman or Palatino or Courier 12 font, if possible; their type is easier to read.
  - ▶ Avoid fancy typewriter, script, or dot matrix word processor; their type is hard to read and make your work seem less serious.
  - ▶ Double space the text throughout, except long quotations and footnotes, table titles and figure captions, bibliographies or reference lists (Turabian)
  - ▶ Each page should have at least 27 (9 inches) typed lines. The length of each typed line is a maximum of 6 1/2 inches for a paper and 6 inches for the thesis.
  - ▶ Observe well-balanced margins of one inch at top, bottom, and right side of the paper and one and half inch on the left.
- 

# EXECUTION AND PRESENTATION OF THE THESIS

- ▶ Do not right justify the lines—leave the right margin uneven or ragged. Do not divide words at the end of a line
- ▶ Indent the first line of every paragraph and the first line of every footnote five spaces. There should be no deviation thereafter.
- ▶ Each paragraph should be no longer than a single sentence, but not longer than one manuscript page
- ▶ Study sections on punctuation rules contained in text books. Punctuation is meant to give clarity in meaning. The comma is the misused of all punctuation marks. When in doubt, do not use it. Overuse of semicolons can result in sentences which cannot be understood.

# EXECUTION AND PRESENTATION OF THE THESIS

- ▶ 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.**)
  - Commas and periods are placed inside the closing quotation marks; colons and semicolons are placed outside the closing quotation marks.
  - 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.

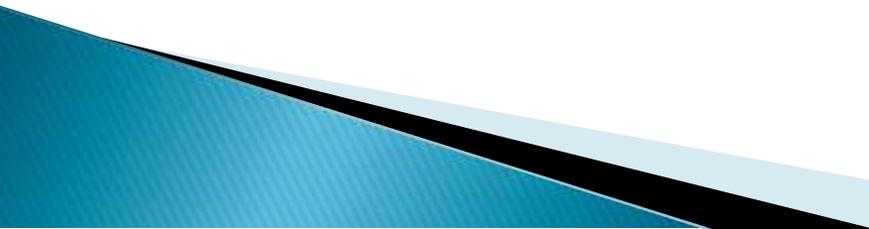
# EXECUTION AND PRESENTATION OF THE THESIS

- ▶ Hyphens, dashes, and minus signs are each typed differently.
- ▶ *hyphen: use 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--published and unpublished--are)*
- ▶ *minus: type as a hyphen with space on both sides (e.g., a - b)*
- ▶ Page number should be typed half an inch from the top and one inch from the right edge of the paper. Do not punctuate page numbers by adding periods, slashes, or hyphens.
- ▶ Numbers do not appear on the first page of each chapter, the first page of the “Notes” (if applicable), and the first page of the “Works Cited” or “References”

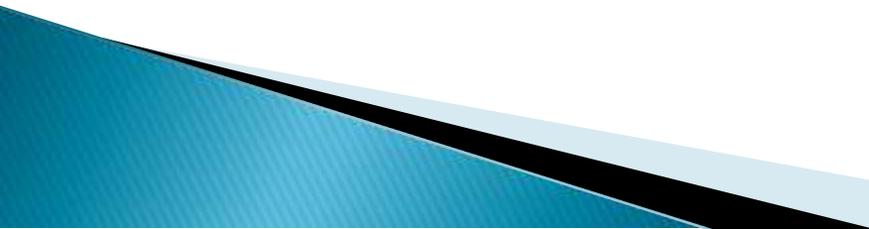
# EXECUTION AND PRESENTATION OF THE THESIS

- ▶ Abbreviations should be those accepted internationally, and all should be defined where they first appear in the text.
  - ▶ Proofread your final copy carefully including notes and references.
  - ▶ Avoid interlineations, strikeouts, and similar irregularities.
  - ▶ The thesis should be so organized and arranged as to present an appearance appropriate such a document. Care should be exercised in the organization of the material
  - ▶ The material used for it should be of standard quality and the binding be of good workmanship.
- 

# EXECUTION AND PRESENTATION OF THE THESIS

- ▶ Ensure that all the copies to be submitted have uniform impression.
  - ▶ Adhere strictly to the guidelines given in the *MLA Handbook*, including the parenthetical documentation system, while preparing the manuscript.
  - ▶ Your university will have detailed information on how they expect the finished thesis, including precise width of margins and wording of the title page, rules concerning the binding of the thesis, and the number of copies to be submitted. Be sure that you are in possession of all this information
  - ▶ Follow deadlines strictly.
- 

# Writing Style and Word Usage

- ▶ conform to the following norms
  - ▶ Use appropriate verb tenses
  - ▶ Use the active voice when it is less wordy and more direct than the passive
  - ▶ Use first person when to keep meaning clear and to express a purpose or a decision
- 

# Writing Style and Word Usage

- ▶ Avoid informal wording, don't address the reader directly, and don't use jargon, slang terms, or superlatives
- ▶
- ▶ Be brief
- ▶ Omit phrases such as:

As already stated  
It has been found that  
It has long been known that  
It is interesting to note that  
It is worth mentioning at this point  
It may be said that  
It was demonstrated that

# Writing Style and Word Usage

- ▶ Use single words instead of phrases
- ▶ a number of many, several  
a small number of a few  
are in agreement agree  
are found to be are  
at present now  
if it is assumed that if  
in consequence of this fact  
therefore,  
of great importance  
important

# Writing Style and Word Usage

- ▶ be careful in selecting certain words or terms
  - ▶ Use phrases like "The evidence *suggests* ..." or "Our study *indicates* ..." rather than referring to "proof" or "proves" because no single study can prove a theory or hypothesis
  - ▶ Avoid use of superfluous pictures
- 