

University of Karachi

General Guidelines on Submission and Format of M.Phil. /M. S. and Ph. D. Thesis

The cover of the thesis of M.Phil. /M. S. and Ph. D. etc. shall be ‘maroon’

SUBMISSION OF THESIS:

- At initial submission stage, Four (4) copies of spiral or tape bound thesis and a soft copy accompanied with the report on similarity index from the Quality Assurance Enhancement Cell (QEC) of the University are to be submitted.
- Two of these are to be sent to the external examiners and one to the internal examiner (Supervisor of the Research).
- After incorporation of corrections/modifications suggested by the examiners (if any), viva voce examination is to be held.
- After the viva voce examination and incorporation of corrections/modifications suggested in the viva voce (if any), four (4) hard bound copies and a soft copy are to be submitted.

FORMAT OF THESIS

- Except where otherwise it is not applicable, the thesis must be submitted in English. However, equations, quotations or formulas may be accepted in other languages.
- Each copy of the thesis must include a title page, giving title of the thesis, author’s full name, degree(s) and departmental affiliations.
- Font size for cover page should not be more than 18 pt, bold upper/lower case style is recommended.
- All the pages from title to abstract should be numbered in Roman and rest of the pages from introduction to reference chapters in decimal system.
- All the pages should be numbered consequently (at the bottom right), except the title page.
- The acknowledgements should preferably be limited to one page only.
- Thesis should have an abstract/summary of not more than 350 words (Both in English and Urdu).
- Any readable font in size 12pt is acceptable, preferably Times New Roman, Arial or Calibri. The main body of the thesis should be in 1.5 line spacing, except quotations which must be in single line space.
- A left-hand margin of 1.5” and a right-hand margin of 0.8” should be given on edge of each page to allow an appropriate binding.
- Thesis should be presented on A4 page size (on paper of more than 80 gm weight).
- All the pages should be printed in portrait format. However, landscape orientation may be used for maps, figures and tables, etc.
- Main heading within the text e.g., Introduction, Materials and Methods, Results, Discussion, etc. should be in 18pt. Whereas, sub-headings and sub-sub-headings

may be accommodated with 2pt difference as well as by using bold and italics formats.

- The legends of the tables should be written on the top of the table, while figure legends at the bottom of the figure.
- For references, students are required to follow APA (Appendix I) **OR** Chicago style (Appendix II). **HOWEVER, THE REFERENCING STYLE SHOULD BE CONSISTENT IN THE THESIS AND IN THE REFERENCES/BIBLIOGRAPHY.**
- At the end of the thesis, similarity index report should be attached.

APPENDIX I

1. American Psychological Association (APA)

Book with Single Author:

Gore, A. (2006). *An inconvenient truth: The planetary emergency of global warming and what we can do about it*. Emmaus, PA: Rodale.

In-text reference: (Gore, 2006)

Book with Two Authors:

Michaels, P. J., and Balling, R. C., Jr. (2000). *The satanic gases: Clearing the air about global Warming*. Washington, DC: Cato Institute.

In-text reference: (Michaels and Balling, 2000)

Book with Editor as Author:

Galley, K. E. (Ed.). (2004). *Global climate change and wildlife in North America*. Bethesda, MD: Wildlife Society.

In-text reference: (Galley, 2004)

Brochure or Pamphlet:

New York State Department of Health. (2002). *After Health Plan*. [Brochure]. Albany, NY: Author.

In-text reference: (New York, 2002)

An Anonymous Book:

Environmental resource handbook. (2001). Millerton, NY: Grey House.

In-text reference: (Environmental Resource Handbook, 2001)

Articles in Reference Books:

Greenhouse effect.(2005). *American heritage science dictionary*. Boston, MA: Houghton Mifflin.

Schneider, S. H. (2000). Greenhouse effect. *World book encyclopedia* (Millennium ed. Vol. 8, pp. 382-383). Chicago, IL: World Book.

In-text references: (Greenhouse effect, 2005)
(Schneider, 2000)

Magazine Articles:

Allen, L. (2004, August). Will Tuvalu disappear beneath the sea? Global warming threatens to swamp a small island nation. *Smithsonian*, 35(5), 44-52.

Begley, S., and Murr, A. (2007, July 2). Which of these is not causing global warming? A. Sport utility vehicles; B. Rice fields; C. Increased solar output. *Newsweek*, 150(2), 48-50.

In-text references: (Allen, 2004)

(Begley, 2007)

Newspaper Articles :

College officials agree to cut greenhouse gases. (2007, June 13). *Albany Times Union*, p. A4.

Landler, M. (2007, June 2). Bush's Greenhouse Gas Plan Throws Europe Off Guard.

New York Times, p. A7.

In-text references: ("College Officials", 2007)

(Landler, 2007)

Journal Article with Continuous Paging:

Miller-Rushing, A. J., Primack, R. B., Primack, D., and Mukunda, S. (2006). Photographs and herbarium specimens as tools to document phenological changes in response to global warming. *American Journal of Botany*, 93, 1667-1674.

In-text reference: (Miller-Rushing, Primack, Primack, and Mukunda, 2006)

Article when each issue begins with p.1:

Bogdonoff, S., and Rubin, J. (2007). The regional greenhouse gas initiative: Taking action in Maine. *Environment*, 49(2), 9-16.

In-text reference: (Bogdonoff and Rubin, 2007)

Journal Article from a Library Subscription Service Database with a DOI (digital object identifier):

Mora, C., and Maya, M. F. (2006). Effect of the rate of temperature increase of the dynamic method on the heat tolerance of fishes. *Journal of Thermal Biology*, 31, 337-341.

doi: 10.1016/j.jtherbio.2006.01.055

In-text reference: (Mora and Maya, 2006)

Website:

United States Environmental Protection Agency. (2007, May 4). *Climate Change*. Retrieved From the Environmental Protection Agency website: <http://www.epa.gov/climatechange>

In-text reference: (United States Environmental, 2007)

Gelspan, R. (2007). *The Heat Is Online*. Lake Oswego, OR: Green House Network. Retrieved from The Heat Is Online website: <http://www.heatisonline.org>

In-text reference: (Gelspan, 2007)

E-Books

The reference list entry for an e-book includes the author, date, title, and source ([URL](#) or [DOI](#)). For a chapter in an e-book, include the chapter title and page numbers (if available).

Whole e-book:

Author, A. (date). *Title of book*. Retrieved from <http://xxxxxxxxx>

Author, A. (date). *Title of book*. doi:xxxxxxxxxxxxx

Chapter in an e-book:

Author, A. (date). Title of chapter. In E. Editor (Ed.), *Title of book* (pp. xx–xx). Retrieved from <http://xxxxxxxxx>

Author, A. (date). Title of chapter. In E. Editor (Ed.), *Title of book* (pp. xx–xx). doi:xxxxxxxxx

Interviews

(G. Fink-Nottle, personal communication, April 5, 2011)

To cite a Twitter or Facebook feed as a whole or to discuss it in general, it is sufficient to give the site URL in text, inside parentheses and Year

Author, A. (date). Title of document [Format description]. Retrieved from <http://xxxxxxxxx>

For further details please consult “*Publication manual of the American Psychological Association*,” 6th ed

Sources: http://library.flcc.edu/APA_FLCC.pdf

<http://www.apastyle.org/learn/quick-guide-on-references.aspx>

APPENDIX II**2. Chicago Style****Book****One author**

1. Michael Pollan, *The Omnivore’s Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

2. Pollan, *Omnivore’s Dilemma*, 3.

Pollan, Michael. *The Omnivore’s Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

Two or more authors

1. Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

2. Ward and Burns, *War*, 59–61.

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by *et al.* (“and others”):

1. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s* . . .
2. Barnes et al., *Plastics* . . .

Editor, translator, or compiler instead of author

1. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.
 2. Lattimore, *Iliad*, 24.
- Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

Editor, translator, or compiler in addition to author

1. Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242–55.
 2. García Márquez, *Cholera*, 33.
- García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

Chapter or other part of a book

1. John D. Kelly, “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War,” in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77.
 2. Kelly, “Seeing Red,” 81–82.
- Kelly, John D. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War.” In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010.

Chapter of an edited volume originally published elsewhere (as in primary sources)

1. Quintus Tullius Cicero, “Handbook on Canvassing for the Consulship,” in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 35.
 2. Cicero, “Canvassing for the Consulship,” 35.
- Cicero, Quintus Tullius. “Handbook on Canvassing for the Consulship.” In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press, 1986. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

Preface, foreword, introduction, or similar part of a book

1. James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.
 2. Rieger, introduction, xxxiii.
- Rieger, James. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982.

Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

1. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle edition.
 2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), accessed February 28, 2010, <http://press-pubs.uchicago.edu/founders/>.
 3. Austen, *Pride and Prejudice*.
 4. Kurland and Lerner, *Founder's Constitution*, chap. 10, doc. 19.
- Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle edition.
- Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. Accessed February 28, 2010. <http://press-pubs.uchicago.edu/founders/>.

Journal article

Article in a print journal

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

1. Joshua I. Weinstein, "The Market in Plato's *Republic*," *Classical Philology* 104 (2009): 440.
 2. Weinstein, "Plato's *Republic*," 452–53.
- Weinstein, Joshua I. "The Market in Plato's *Republic*." *Classical Philology* 104 (2009): 439–58.

Article in an online journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

1. Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," *American Journal of Sociology* 115 (2009): 411, accessed February 28, 2010, doi:10.1086/599247.
2. Kossinets and Watts, "Origins of Homophily," 439.

Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115 (2009): 405–50. Accessed February 28, 2010. doi:10.1086/599247.

Article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, . . .") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

1. Daniel Mendelsohn, "But Enough about Me," *New Yorker*, January 25, 2010, 68.
 2. Sheryl Gay Stolberg and Robert Pear, "Wary Centrists Posing Challenge in Health Care Vote," *New York Times*, February 27, 2010, accessed February 28, 2010, <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.
 3. Mendelsohn, "But Enough about Me," 69.
 4. Stolberg and Pear, "Wary Centrists."
- Mendelsohn, Daniel. "But Enough about Me." *New Yorker*, January 25, 2010.
 Stolberg, Sheryl Gay, and Robert Pear. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27, 2010. Accessed February 28, 2010.
<http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

Book review

1. David Kamp, "Deconstructing Dinner," review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan, *New York Times*, April 23, 2006, Sunday Book Review, <http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.
 2. Kamp, "Deconstructing Dinner."
- Kamp, David. "Deconstructing Dinner." Review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan. *New York Times*, April 23, 2006, Sunday Book Review.
<http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.

Thesis or dissertation

1. Mihwa Choi, "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty" (PhD diss., University of Chicago, 2008).
 2. Choi, "Contesting *Imaginaires*."
- Choi, Mihwa. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago, 2008.

Paper presented at a meeting or conference

1. Rachel Adelman, “ ‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition” (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009).
2. Adelman, “Such Stuff as Dreams.”
Adelman, Rachel. “ ‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition.” Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009.

Website

A citation to website content can often be limited to a mention in the text or in a note (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

1. “Google Privacy Policy,” last modified March 11, 2009,
<http://www.google.com/intl/en/privacypolicy.html>.
2. “McDonald’s Happy Meal Toy Safety Facts,” McDonald’s Corporation, accessed July 19, 2008, <http://www.mcdonalds.com/corp/about/factsheets.html>.
3. “Google Privacy Policy.”
4. “Toy Safety Facts.”
Google. “Google Privacy Policy.” Last modified March 11, 2009.
<http://www.google.com/intl/en/privacypolicy.html>.
McDonald’s Corporation. “McDonald’s Happy Meal Toy Safety Facts.” Accessed July 19, 2008.
<http://www.mcdonalds.com/corp/about/factsheets.html>.

Blog entry or comment

Blog entries or comments may be cited in running text (“In a comment posted to *The Becker-Posner Blog* on February 23, 2010, . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. There is no need to add *pseud.* after an apparently fictitious or informal name. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)

1. Jack, February 25, 2010 (7:03 p.m.), comment on Richard Posner, “Double Exports in Five Years?,” *The Becker-Posner Blog*, February 21, 2010,
<http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html>.
2. Jack, comment on Posner, “Double Exports.”
Becker-Posner Blog, The. <http://uchicagolaw.typepad.com/beckerposner/>.

E-mail or text message

E-mail and text messages may be cited in running text (“In a text message to the author on March 1, 2010, John Doe revealed . . .”) instead of in a note, and they are rarely listed in a bibliography. The following example shows the more formal version of a note.

1. John Doe, e-mail message to author, February 28, 2010.

Item in a commercial database

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest's database for dissertations and theses.

Choi, Mihwa. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago, 2008. ProQuest (AAT 3300426).