

## Checklist (Essentials of MPhil Thesis Format)

Before submitting students are recommended to carefully **check** the following essential aspects of the thesis format and sequence. These are based on APA Manual 6 with few exceptions as per NIP's criteria. Consult supervisor for finalization.

### Sequence and Format of Initial Pages

Follow uniform format of the first pages.

- **Title page of thesis:** 18 font for title (Uppercase and Lower Case), while rest of text on that page 14 font.
- Sequence of initial pages to be followed (Roman numbering of pages)
  - **Order of signatures** in inner leaflet External Examiner, Supervisor, Director
  - **Certificate** duly signed by the supervisor while submitting thesis for evaluation.
  - **Contents** should include Chapter Headings (Upper and Lower Case) and Side Headings (Upper and Lower Case) with respective page no.
  - **List of Tables** should include Table no., *Table Heading (Italics)*, Upper and Lower Case) and respective page no.
  - **List of Figures** should include Figure no., Figure caption (Lower case) and respective Page no.
  - **List of Appendices** should include Appendix in alphabetical order [e.g., Appendix A], Title of Appendix, and respective page no.
  - **Acknowledgement** (avoid writing *Bismillah*)
  - **Abstract** (not italics)  
**Abstract size** 350 words max. and non italics without indentation

### Body of Thesis

- **Page separators** (22 font) should be added separating each chapter of the thesis.
- Maximally follow APA Manual 6 for formatting of tables, figures, references, and text citations
- **Margins:** 1 ½ inch left, 1 inch for right, top, and bottom
- No page limit.
- **Page numbers** must be on the top right of the page.
- **Chapter number** in Arabic numerals (e.g., **Chapter 2**), right aligned, 12 font, bold.
- **Five heading styles** as proposed by APA manual 6 will be followed depending upon amount and nature of content to be covered. Following are five levels, starting from Level 1 to Level 5:

Centered, **Boldface**, Uppercase and Lowercase Heading  
(Level 1; Chapter Heading; 14 Font)

Flush Left, **Boldface**, Uppercase and Lowercase Heading (Level 2)

Indented, **boldface**, lowercase paragraph ending with a period. (Level 3)

*Indented, boldface, italicized, lowercase paragraph heading ending with a period.*  
(Level 4)

*Indented, unbold, italicized, lowercase paragraph heading ending with a period.*  
(Level 5)

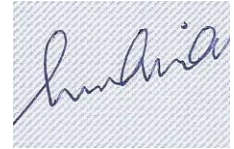
(Please note: above headings are written in required format for your understanding)

- **Font style** Times New Roman, 12 font, 1.5 spacing throughout text including side Level 2-5 headings.
- **Paragraph:** indent first line ½ inch
- Do not give separate heading of “Literature Review” in **Introduction**.
- **Method** section should include objectives, hypotheses (Hypotheses and objectives are numbered), conceptual and operational definitions, research design, sample, instruments, and procedure with ethical considerations. Elaborations can be included as per the requirement of the thesis, as sometimes thesis is based on multiple studies or chapters.
- **Table heading** (Upper and Lower Case, *italicize*) should be short and crisp, yet covering most relevant information about table (Max. two lines).
  - Must reflect related sample size in table heading.
  - Do not bold and highlight anything in the table until required for some specific reason. In case anything is reflected in bold or highlight then must explain in table note.
  - **Table note** should be 10 font. See APA manual 6 for sequence of reporting relevant information in table note.
  - **Table description** explaining findings of table should be in “present tense”.
    - ✓ If table is to be given in Landscape, do not write table description in landscape.
    - ✓ Donot re-write numerical values in table description if given in the Table, just interpret. Numerical values that are not given in table, report and explain those in text (see APA Manual 6 for how to report values in text).
  - Do not leave unnecessary space in Result section. If table or figure does not fit in available space, bring table description before the respective table to fill gap and refer to the table no.

- **Table no.** is in Arabic numerals (unbold) and once number assigned, use it as proper noun (e.g., Table 2, first let uppercase) everywhere. Do not write table above, table given below, following table, etc. Refer table with respective no.
- Do not make table with only one row of values. In such cases, report analysis in text format (see APA manual 6).
- **Figures** should be in black and white only.
  - Figure is numbered with Arabic numerals and in italics that ends in a period, while caption of figure is in lowercase non italics that ends in a period. (e.g., *Figure 2*. Moderating role of gender for age in predicting religiosity.).
  - With number appearing with figure, it becomes proper noun and should be written with first letter in uppercase everywhere (*Figure 1*). Do not write figure above, figure given below, following figure, etc. Refer figure with respective no.
  - Do not copy paste figure 'as it is' from output file. Reformat figure and its caption as per APA Manual 6. It should explicitly show actual variables name. If abbreviations are used then give extensions of abbreviations in figure caption. See sequence and format of reporting APA Manual 6.
- Scales, subscales, and factors names are proper noun, therefore, first letter of each word will be in caps (uppercase) everywhere.
- Please Note: Psychometrics properties are of scales/instruments not of variables.
- Variables names are written in running format (lower case) in text.
- Headings can be added in Result and Discussion section for clarity and understanding.
- For seriation (use of bullets and numbering), see APA Manual 6.
- For **references** and **text citations** see APA Manual 6. Tally all references and respective text citations.
- **Appendices** are numbered alphabetically (Appendix A).
  - Page no are also given throughout appendices.
  - Title of each appendix should be clearly mentioned.
  - Attach all instruments along permission letters, interview and focus group guides in appendices. These should appear in the same order as mentioned in Instrument section and Method/chapters of the thesis.
  - Attach Informed Consent and Demographic Sheet in the appendices.
  - In case of translation and development of instrument, further appendices can be added as extension of an appendix, for example, Appendix AI, Appendix A2, .... that is A reflecting all relevant to one instrument (i.e., back translation, forward translation, initial for, final scale, etc.); Appendix B1, Appendix B2, ....which is B reflecting all related to another instrument in sequence of reporting in method section (i.e., item pool, selected item,

content validity ratios, initial form of scale, final scale, etc.). So on and so forth.

- Secondary analyses or graphs can also be given in appendices.
- Supplementary information like any report, law, DSM criteria, etc. that is significantly related to your work, but takes much space if reported in thesis, can be attached in appendices to complement evaluator's and readers understanding of your work.
- **Plagiarism report** 19% and below duly signed by computer lab incharge and supervisor to be attached in thesis at the time of submission.
- **Acknowledgement Letter** from an HEC recognised journal of the article submitted based on the thesis duly signed by supervisor should be submitted along thesis.

A square box containing a handwritten signature in cursive script, which appears to read 'Humaira'.

Dr. Humaira Jami  
Assistant Prof.  
MPhil Research Coordinator  
24 July 2019