



The Islamia University of Bahawalpur - Pakistan

IUB Theses/Synopses Guidelines-2023 (Urdu and English Version)



Directorate of Advanced Studies and Research
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Secretary



Foreword

The Islamia University of Bahawalpur (IUB), Pakistan has since long (1975) been catering excellence in academics/ research in perspective to the socioeconomic profile of the South Punjab region. Resultantly, with more than 140 departments and more than 60000 student strength, it has paved up its way as one of the top universities of Pakistan as indicated through various most influential global rankings such as QS and Times Higher Education.

Research at any university serves the purpose of enhancing knowledge, leading to innovation and success, improving the quality of education and life, helping find truth, and allowing for continuous improvement. This ultimately plays role in socioeconomic profile of the country in general, and the region in specific. One of the prerequisites of all research students/scholars is devising and drafting a thesis/dissertation which truly demonstrates analytical abilities, critical thinking, and capacity for independent study. This draft caters a beacon of knowledge contributing towards the relevant field of study and hence provides a novel finding to specific or a general reader.

In the present competitive global scenario of research, the new 'IUB Theses/Synopses Guidelines-2023' are hereby being officialized as a uniformity tool for all the departments of IUB to be implemented in letter and spirit.



Prof. Dr. Muhammad Kamran
Vice Chancellor

Preface

The 'Guidelines for Proposal/Synopsis & Thesis Preparation' were initially drafted as per the copyright of the Islamia University of Bahawalpur (IUB) 2014 under the patronage of the erstwhile vice-chancellor Prof. Dr. Saleem Tariq Khan and the Director, Advanced Studies and Research (Director AS&R), IUB Prof. Dr. Mahmood Ahmad. The document being comprehensive and perceptible, served its purpose of bringing uniformity in thesis/synopsis writing within all the departments/programs of the IUB in a most positive direction. However, time witnessed that with the passage of time, its implementation declined. Resultantly, at the time of writing this, consistency in formatting and styling of theses/synopses by the students even of the same department is lacking at IUB. Keeping in perspective this fissure, the vice-chancellor Prof. Dr. Naveed Akhter constituted a committee spearheaded by Prof. Dr. Saeed Ahmad and Prof. Dr. Umer Farooq to revamp the existing guidelines and get them implement at IUB.

The resultant new 'IUB Theses/Synopses Guidelines-2023' are hereby being officialized with the main objective to get it implemented in true letter and spirit across the IUB for uniformity in preparation of science documents, and to assist the research students (of BS with research, MPhil/MS/MSc (Hons)/MBA/LLM and PhD Programs) to prepare their theses/dissertations/synopses in complete uniformity throughout IUB. This uniformity in science documents will not only enhance the global identity of IUB but will also provide ease to reviewers/external examiners. The Departmental Research Committees (DRCs) of each department of the IUB may initially scrutinize the theses/dissertations/synopses for compliance with 'IUB Theses/Synopses Guidelines-2023' and mention the status of each thesis/synopsis in their Meeting Minutes, which may be forwarded to the Directorate of Advanced Studies and Research along with the thesis/dissertation.

It is positively hoped that a strict implementation of these guidelines at each department of the IUB will cater a scientifically-oriented academic community and an enhanced research quality.



Prof. Dr. Muhammad Naveed Aslam
Director, Advanced Studies and Research

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Directorate of Advanced Studies and Research

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IUB Theses/Synopses Guidelines-2023

ISBN

Aims and Objectives

1. To get the IUB thesis/synopsis guidelines **implemented at IUB** in true letter and spirit
2. To revamp the existing guidelines in perspective of a) **the latest trends in Science Writing** b) to facilitate the supervisors/reviewers/readers and c) to follow **Green Policy of the IUB**
3. To initiate and maintain a series of workshops for the DRC members/faculty of the IUB on all **Allied Aspects of Science Writing** and **IUB Thesis/Synopsis Guidelines**

Amendments Made in 2014 Guidelines

For Green Policy:

- Line spacing, margins and printing pattern

For Quality Purpose and Similarity in Pattern and Format:

1. Appropriate subheadings for the Introduction Chapter
2. ‘Work Done in Pakistan’ to be added as a subheading in the Literature Review Chapter
3. Appropriate subheadings for chapter of Methodology
4. Minor amendments in ‘Results’ as per new patterns of ‘Science Writing’
5. Minor amendments in ‘Discussion’ as per new patterns of ‘Science Writing’
6. Minor amendments in ‘Conclusions and Recommendations’ as per new patterns of ‘Science Writing’
7. APA style of referencing
8. Quick guides to thesis/synopsis organization and their format and style
9. Quick guide to APA reference style

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I. Preface

Components
• Title Pages • Student's Declaration • Supervisor's Declaration • Certificate • Dedication (Optional) • Acknowledgements • Table of Contents • List of Tables • List of Figures • List of Abbreviations • List of Appendices (If Any) • Abstract

**Title of the Thesis (Title-Cased),
Font Size 16 (Bold), Times New Roman
(TNR), Centralized**

Urdu/Arabic/Persian etc. Font Size:26-30 Bold

Followed by University Monogram
(3×3.2 cm)/(1.18in×1.26in)



Full Name of the Candidate,
Registration Number (Title-Cased,
Font Size 14, TNR, Bold, Centralized)
Urdu Font Size Jameel Noori:18 Bold

Degree for which the Thesis has been
Submitted
(Font Size 16, TNR, Bold,
Centralized)

Urdu Font Size Jameel Noori:20 Bold

**Name of the Student
Spxxxxxxx001**

BS (Hons)/MS/MPhil/PhD Xyz

Name of the Department/Institute, Faculty,
University, Country Name and Year of Degree
Completion
(Title-Cased, Font Size 16, TNR, Bold,
Centralized)

Urdu Font Jameel Noori Size:20 Bold

**Department/Institute of Abcd
Faculty of Abcd
The Islamia University of Bahawalpur
Pakistan
2023**

**Title of the Thesis (Title-Cased),
Font Size 16 (Bold), Times New Roman
(TNR), Centralized
Urdu/Arabic/Persian etc. Font Size:26-30 Bold**

(Title-Cased, Font Size 12, TNR,
Bold, Centralized)
Urdu Font Size Jameel Noori:16 Bold

A Thesis Submitted by

Full Name of the Candidate,
Registration Number (Title-Cased,
Font Size 14, TNR, Bold, Centralized)
Urdu Font Size Jameel Noori:18 Bold

**Name of the Student
Spxxxxxxx001**

in Partial Fulfilment of the Requirements for the Degree of

Degree for which the Thesis has
been Submitted,
(Title-Cased, Font Size 16, TNR,
Bold, Centralized)
Urdu Font Size Jameel Noori:20

BS (Hons)/MS/MPhil/PhD Xyz

Supervised by

Name of Supervisor

Name of the Supervisor, Academic Designation,
Name of Department/Institute
(Capitalize Each Word, Font Size 14, TNR,
Bold, Centralized)
Urdu Font Size Jameel Noori:18 Bold

Academic Designation, Department/Institute

Name of the Department/Institute, Faculty,
University and Country Name
(Title-Cased, Font Size 16, TNR, Bold,
Centralized)
Urdu Font Size Jameel Noori:20 Bold

**Department/Institute of Abcd
Faculty of Abcd
The Islamia University of Bahawalpur
Pakistan**

(Title-Cased, Font Size 16, Bold, TNR,
Centralized)

Urdu Font Size Jameel Noori:20 Bold

Student's Declaration

Text in Font Size 12, Line Spacing 1.5,
TNR, Justified

Urdu Font Size Jameel Noori:15 Line
spacing 1.15, Justified

I, Mr. Student Name S/O Father Name, hereby declare that the contents of the thesis titled “Thesis Title” is a product of my own research and nothing has been incorporated (except the references, standard mathematical or generic models/ equations/ formulae/ protocols etc.) in this research work without acknowledgement to the best of my knowledge. I further declare that this work has not been submitted for the award of any other diploma/degree.

Name of the Student and Registration
Number, Font Size 12, TNR Bold, Right-
align for Signature

Urdu Font Size Jameel Noori:16 Bold

Name of the Student
Spxxxxxx001

(Title-Cased, Font Size 16 Bold, TNR,
Centralized)

Urdu Font Size Jameel Noori:20 Bold

Supervisor's Declaration

Font Size 12, Line Spacing 1.5, TNR,
Justified

Urdu Font Size Jameel Noori:15 Line
spacing 1.15, justified

It is certified that the research work presented by Student Name in this thesis titled "Thesis Title" has been carried out under my supervision. In my opinion it is fully adequate in scope and quality for the degree of BS/Master of Philosophy (M. Phil.)/PhD in Subject Name from the Name of Department/Institute, The Islamia University of Bahawalpur.

Name of the Supervisor, Font Size 12,
TNR Bold, right-align for signature

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Name of Supervisor

(Font Size 16 Bold, TNR, Centralized)
Urdu Font Size Jameel Noori:20 Bold

Certificate

Font Size 12, Line Spacing 1.5, TNR,
Justified

Urdu Font Size Jameel Noori:15 Line
spacing 1.15, Justified

It is hereby certified that work presented by Student's Full Name S/O Father Name in the thesis titled "Title of Thesis" has been successfully presented/ defended and is accepted in its present form as satisfying the requirement for the degree of Master of Philosophy/Doctor of Philosophy in the (Field's Name) in the Department of Xyz, Faculty of Abc, The Islamia University of Bahawalpur.

Capitalize Each Word, Font Size
12, TNR

Urdu Font Size Jameel Noori:15

1. Supervisor

Full Name

2. Co-Supervisor

Full Name,
Designation, Department
University

3. External Examiner

Full Name

4. External Examiner

Full Name

5. Chairman/Director

Full Name

Note: In case of a supervisory/advisory committee, the members may be added here, as per need.

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Dedication

Write dedication here. (Font Size 12, Line Spacing 1.5, TNR and Justified). Dedication should not contain any number, photograph or chart and must be maximum of 100 words.

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Acknowledgements

Write acknowledgments here (Maximum 600 words/ page). (Font size 12, Line Spacing 1.5, TNR, Justified). (For Urdu Font Size Jameel Noori:15 Line Spacing 1.15 Justified)

Acknowledgements can be made to researchers, academicians, industrialists, collaborators, organizations *etc.* as per the need.

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Before and After Paragraph, Justified,)

Chapter Name/Number must be Bold

Urdu Font Size Jameel Noori:16 Line spacing

1.15, Chapter Name/Number must be Bold

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and After Paragraph, Justified)

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0 pt Before and After Paragraph, Justified

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spacing 1.15, 0 pt Before and After
Paragraph, Justified

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Urdu Font Size Jameel Noori:18 Bold Centralized

List of Abbreviations/Key Working Definitions

IUB: Islamia University of Bahawalpur

LOA: List of Abbreviations

Title-Cased, Font size 12, Line Spacing
1.15, 0pt Spacing Before and After
Paragraph, TNR, Justified

Urdu Font Size Jameel Noori:15 Justified

Abbreviations must be Sorted
Alphabetically

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Abstract

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Spacing Before and 6pt Spacing After
Paragraph, Justified)
Urdu Font Size Jameel Noori:15 Line
Spacing 1.15, 0pt Spacing Before and 6pt
Spacing After Paragraph, Justified

The non-structured abstracts will be incorporated. However, for the sake or ease of the reviewer/examiner/reader, it must be a single paragraph (not more than 500 words) and must be drafted under themes of background, objective(s), methodology, results, and conclusions. The font of the abstract must be TNR 12, regular and justified. Appropriate keywords (3 to 5) must be given at the end of the abstract. As the keywords are being used globally by all the international bibliographies/scholarly search engines, hence this will increase the visibility and resultant citing of the thesis/dissertation.

Keywords (3 to 5): Keyword1, Keyword2, Keyword3, Keyword4, Keyword5

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Size 12, Bold, TNR)
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Noori:15 Bold

(Capital First Letter, Font Size 12, Regular,
TNR)
Separated by Commas
Urdu Font Size Jameel Noori:15 Regular

II. Main Manuscript

Components
• Chapter 1: Introduction • Chapter 2: Review of Literature • Chapter 3: Materials and Methods/Data and Methodology • Chapter 4: Results • Chapter 5: Discussion • Chapter 6: Conclusions and Recommendations

Chapter 1

Introduction

1.1 Background

The introduction of a science document introduces the title of the research work and its allied aspects hence preparing the reader for the rest of the document. As it is the first part of the document and is about to set the scene to the reader's/reviewer's eye.

Sub-Heading-I Should Be in Title Case, Font Size 14, Bold, Line Spacing: 1.15, Spacing After Paragraph: 6 Pt, TNR, Justified

1.2 Instructions

For Urdu Sub-Heading-I Should Be in Title Case. Font Size Jameel Noori:20 Centralized, Line spacing 1.15, Justified

The introduction chapter should present an introduction to the topic study in a clear and concise manner. In addition, it may also give an overview of the main themes as well as terms that have been addressed in the research work. It must be kept in mind that the introduction chapter should not be a mere literature review. However, it may put forth a clear research gap through a few prominent past pieces of research in that area. Having created a research gap, it should clearly mention the objectives of the research/study (research objectives may be written in bulleted form or in the form of a paragraph). The introduction chapter should also clearly present the significance of the study, its limitations and strengths, and an overview of the whole thesis.

The chapter may be divided into title/research work.

Sub-Heading-II Should Be in Title Case, Font Size 13, Bold, Line Spacing: 1.15, Spacing After Paragraph: 6 Pt, TNR, Justified

1.2.1 Must-haves

For Urdu Sub-Heading-I Should Be in Title Case. Font Size Jameel Noori:18 Centralized, Line spacing 1.15, Justified

The following subheadings must,

- Background
- Statement of Problem
- Significance of the Study
- The Hypothesis of the Study
- Novelty Statement
- Objectives (Bulleted)

1.2.1.1 Sub-Heading-III

All Sub-Headings-III and subsequent Sub-Headings must be in TNR, font size 12, bold, justified, 0 Pt spacing before paragraph and 6 Pt spacing after paragraph.

Chapter 2

Review of Literature

2.1 Importance

Within the circles of prominent global Science Writers, it has lately been established that gradually this chapter, which once used to play a pivotal role in establishing a research gap/hypothesis, is now losing its footing in the present-day world of research. The research students/scholars normally copy and paste the abstracts of past research work/research articles without giving them a robust shape. It is pertinent that the supervisors may inculcate the importance of the scope/need of this chapter to their research students.

2.2 Purpose

This chapter mainly serves a two-fold purpose that is a) to sum up the past work conducted on similar aspects of research and b) to create a research gap for the research study being conducted. However, normally it is noticed that the students/scholars only cover the first purpose without attaining the second purpose in true spirits.

2.3 Instructions

The literature review must not be written in an ‘author-based style’ in which each paragraph begins with an authors’ name with the whole of the copied abstract from a research article. Instead a ‘**Narrative Literature Review**’ with appropriate subheadings must be written in a way that a clear and concise research gap/hypothesis is deduced. The literature review must be written in an argumentative manner thus identifying a logical research gap in the relevant field/subject. It will not only strengthen the hypothesis but will also lead to a clarified answer to the research question as an outcome.

The research cited and incorporated in this chapter must be the latest, that is, it **must have been conducted in the last ten (10) years**, until and unless the supervisor deems it necessary to incorporate older references due to the paucity of research in that specific area/subject. Only international research work may not only be incorporated into this chapter. For creating an appropriate research gap/hypothesis, it is inevitable that the local research (research conducted in Pakistan) may also be cited/incorporated. The supervisors may make sure that research in that area/subject conducted in Pakistan has been incorporated. It is normally noticed that this chapter only contains references/research works conducted in other countries and it altogether omits national research works. In this regard, a subheading of ‘**Work Conducted in Pakistan**’ may be a good option to adopt. The research scholars may be updated about the primary, secondary and tertiary literature. And it may be made sure that only primary and secondary literature is used in the document.

Research Gap/Hypothesis must be written in at least one paragraph at the end of the chapter.

Chapter 3

Materials and Methods/Data and Methodology

3.1 Background

A research methodology gives research legitimacy and provides scientifically sound findings. It also provides a detailed plan that helps to keep researchers on track, making the process smooth, effective and manageable. Vague and unclear information in this chapter means that the results and the deduced conclusions are not credible at all.

3.2 Instructions

The chapter may be devised in such a way that the research methodology is elaborative and reproducible. Furthermore, wherever needed, it should be supported by appropriate references both from the field of methodology in particular and research the literature in general. This section may have references older than those of the last ten (10) years as certain techniques/methods were originally described quite earlier in the history of science.

A scientific pattern of writing may be implemented strictly such as the use of chemicals, equipment *etc.* may be given along with their brand names, model numbers, CAT numbers, country of origin *etc.* If proformas are utilized for surveys, the proformas may be tested for validity before their dissemination for research. Supervisor of each area/subject may make it inevitable that the methodology of the research work is at par with past research work and is in line with the rules set by the patterns of academic and science writing.

3.3. Must-haves

The chapter must include following appropriate sub-headings:

- A brief account of research paradigm/Traditions and approaches

- Research design/Model specification

- Geo-location of the study

- Location of sampling

- Location of laboratory (if any)

- Study animals/Subjects/Population/Sample number

- Sampling technique/Data collection procedures

- Study attributes/Parameters

- Research methodology (detailed)

- Data analysis procedures (detailed)

Note: The above given list of subheadings is inexhaustible and tentative. Sub-headings may be added/deleted as per demand of the subject area/research area.

Chapter 4

Results

4.1 Instructions

The chapter may be kept separate from the chapter of 'Discussion'. **However, it may be merged with Discussion as per the need of the subject/research.** Results may be given in the form of text, tables or/and figures. However, redundancy may be avoided. If a parameter or a set of parameters has been presented in tabulated form, then there is no need to give it in a figurative form.

Results should be written in a clear, concise and logical way. Statistical representations may be incorporated wherever needed. For example, a 'statistical difference' may immediately be followed by the level of significance in parenthesis as ($P \leq 0.05$). Statistical and non-statistical results must be elaborated in detail. In addition, if needed, the interpretations may also be incorporated.

Care must be given that the chapter may not contain any sentence pertaining to the chapter of 'Methodology'. This chapter may be merged with the Discussion chapter as per the need of the subject/research are.

4.2 Incorporation of Tables

All the tables must be numbered as per their respective chapters, *e.g.* Table 4.1., 4.2. *etc* and must be appropriately cited in the text. Table number (*e.g.* 4.2) must be given in bold and in one line, and its title in another, justified on the left. An appropriate caption (title-cased) may be given above the table which must be TNR 11, left aligned, unbold and single-spaced in case of more than one line. Please see the Table ahead for details (Table 4.1.). All the column headings must be bold and centered. However, the body of the table will be in regular font, centered. The appropriate footnote must be given below the Table, if need be. It must be in TNR 10, regular, left aligned. The abbreviations/acronyms in the Table, if any, must be mentioned in full in the footnote below the Table.

4.3 Incorporation of Figures

All the figures must be numbered as per their respective chapters, *e.g.* Figure 4.1., 4.2. *etc.* and must be appropriately cited in the text. Figure number (*e.g.* 4.7) must be given in bold and in one line, and its title in another, justified on the left. An appropriate caption/legend (title-cased) may be given below the figure which must be TNR 11, left aligned, unbold and single-spaced in case of more than one line. Please see the Figure ahead for details (Figure 4.1.). If the figures are needed to be incorporated in other chapters (apart from results), and they have been taken from some external source then an appropriate source in the form of reference citation may be provided as per the example given in Figure 4.2.

All the figures must be scientifically devised, giving a statistical representation where ever necessary. Error bars *etc* if applicable, may be explained along with the figure caption/legend.

The figures/images should neither be too large nor too small and must fit within the margins of the page.

4.3.1 Large Size Drawings/Charts/Figures/Tables

Any drawing/chart/figure/table, which cannot be accommodated within the margins of thesis page, even with easily legible reduced size, must be prepared on a larger size paper / sheet, which should be folded and enclosed in a special pocket attached permanently inside of the bound back of the thesis.

4.4 Equations

All equations belonging to a chapter in the text should be written using equation tool (in Microsoft Word, Font Style Cambria Math, font size 12, regular), numbered in the same way as the figures and tables (should include chapter number). Each equation should start on a separate line with a larger than the normal spacing between the equation, the equation is aligned centre and equation number is aligned right, e.g.,

$$x^2 + x + 1 = 0 \quad (1.1)$$

The equation should be referred to in the text as Equation 1.1

4.5 Quotations in the Text

A quotation must be written in a separate paragraph, font style TNR, font size 12, italic, should be centered and given in inverted commas. The name of speaker/Quotee will be written in the line next to quote (font style TNR, font size 12, italic).

“Education is the most powerful weapon which you can use to change the World”

Nelson Mandela

Left Align, font size 11, Bold, TNR
For Urdu: Right Align, font size 14, Bold

TNR 11, Regular, Justified (Single-Spaced
in Case of More than One Line)
For urdu: JN 13, Regular, Justified

Table 4.1:

Linear Regression between Various Hematological Attributes for Cholistani Camels (n=149) for Various Seasons.

Groups		HbD vs PCV	HbD vs HbC	R	Adjusted r Square
Gender	Females (n=68)	y= 0.23; x+4.3	y= 0.7; x+4.3	0.654*	0.41
	Males (n=81)	y= 0.20; x+5.3	y= 0.54; x+5.3	0.79*	0.62
Age	Young (n=24)	y= 0.19; x+5.8	y= 0.60; x+5.8	0.830*	0.68
	Adult (n=125)	y= 0.19; x+5.3	y= 0.60; x+5.3	0.751*	0.56
Overall		y= 0.18; x+5.4	y= 0.55 x+5.5	0.753*	0.56

*Significant correlation at $P \leq 0.01$.

HbD= Hemoglobin determined spectrophotometrically; HbC= Hemoglobin calculated as $1/3^{\text{rd}}$ of PCV; PCV= Packed cell volume

All Numerical Data in the Columns Must be Centered
(Horizontally as well as Vertically)

Table should be Auto-Fit for Contents and Windows

TNR 10, Regular, Left Align, Single-spaced

For Urdu: JN. 12. Right Align

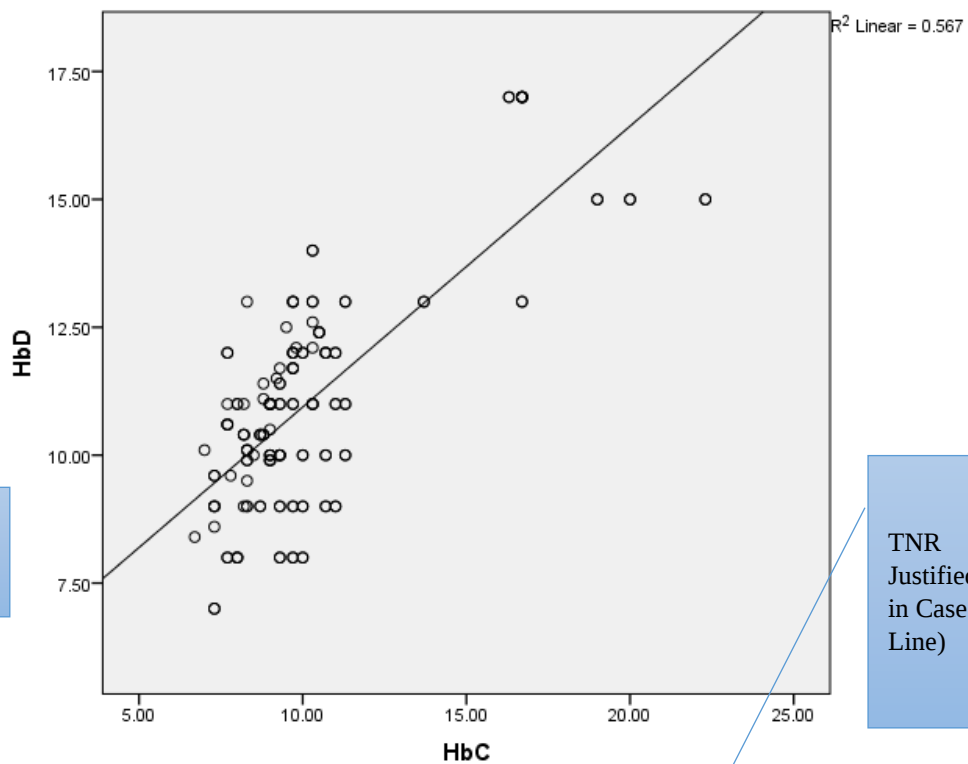


Figure 4.1:

Scatterplot for logilinear regression between hemoglobin determined spectrophotometrically (HbD) and hemoglobin calculated as one-third of Packed Cell Volume (HbC) in Cholistani camels (n= 149; $r= 0.753$)



Figure 4.2:

A dancing Marecha (a) and Barella (b) camel in Cholistan Desert of Pakistan (Ali et al., 2009)

Chapter 5

Discussion

5.1 Background

This chapter presents the meaning, importance and relevance of the results of the study. It focuses on explaining and evaluating the results of the study, showing how they relate to the previous research work conducted on similar area/subject. Furthermore, it presents an argument in support of the overall conclusion of the study. **It should not be a second results section.**

Care should be taken while drafting this chapter as it may not be a mere repetition of past research as given in the Literature Review chapter.

There are different ways to write this section, but you can focus your writing around these key elements:

- **Summary:** A brief recap of the key results of the study
- **Interpretations:** What do the results of the study mean?
- **Implications:** Why do the results of the study matter?
- **Limitations:** What can't the results of the study tell us?
- **Comparisons:** The results of which past research works are in line with yours and which are different? And give logical reasoning for the differences.
- **Conclusions:** Brief conclusions and recommendation attained from the research work

Conclusions and Recommendations

Conclusions

Reaching the end of the draft, one needs to apprise the reader/reviewer once again of what the whole draft was about. It may be written in the form of a paragraph or bullets.

This part may be written in the following pattern:

1. First, give a brief overview of the problem which was addressed in the research and also give a one-lined methodology conducted
2. Secondly, give specific conclusion(s) emanating from the specific results of the research study
3. Thirdly, present a general and broader conclusion which the results of the study deduce along with limitations of the study
4. Fourthly, give significance as to how the conclusions/results attained in the research work may be of value to any of the stakeholders

Recommendations

This part of the thesis can be written in a good way only if the researcher is aware of the limitations and scope of the research work. The recommendations may be directed towards many stakeholders such as academicians, researchers, policy-makers, government/non-government agencies, farmers, patients, industrialists, *etc.* depending upon the type of research work/area/subject.

It may be written in the form of a paragraph or bullets. And it must be based on specific findings attained from that research only.

III. Literature Cited

The section/part of the thesis chapter will be titled 'Literature Cited' and will contain a list of all references/sources cited in the main text. The following points must be maintained:

1. Each reference cited in the text must be in this list and vice versa which can be made sure through using appropriate reference management software, such as Mendeley or any other updated and reliable software
2. Only primary and secondary sources of literature may be cited until and unless there seems an inevitable need to incorporate tertiary literature too
3. The references of the internet and newspaper may be kept minimal and must not exceed 10% of the total references
4. References must be arranged alphabetically according to the last name of the author and then according to the year
5. Only the APA manual (Latest edition) style of references may be used for referencing. A few commonly used examples have been given ahead in a Quick Guide to APA Style.
6. The font style for reference must be Tnr 12, justified, line spacing: 1.15, paragraph spacing must be kept as Opt (before and after), left hanging indent of 0.5inches in 2nd and subsequent lines except the first line, as given below:

Hygum, E., & Pedersen, P. M. (Eds.). (2010). *Early childhood education: Values and practices in Denmark*. Hans Reitzels
Forlag. <https://earlychildhoodeducation.digi.hansreitzel.dk/>

Kesharwani, P. (Ed.). (2020). *Nanotechnology based approaches for tuberculosis treatment*. Academic Press.

Torino, G. C., Rivera, D. P., Capodilupo, C. M., Nadal, K. L., & Sue, D. W. (Eds.). (2019). *Microaggression theory: Influence and implications*. John Wiley & Sons. <https://doi.org/10.1002/9781119466642>

List of Publications

Any research articles published in peer-reviewed journals or as conference proceedings may be incorporated in bullet form in this section in APA style (Latest Edition).

General Guidelines:

1. The title must be a phrase encompassing all aspects of ‘Science Writing’ and not a sentence
2. Title must be in title-case and not sentence-case
3. While giving results of the study, only one digit after the decimal point such as 2.0 and not 2.052 must be given except where statistical representation makes it necessary to give more than one digit after the decimal such as $P \leq 0.05$, $r = 0.287$, $r^2 = 82.745$ etc.
4. There should be no space between the number and its corresponding symbol e.g. $P \leq 0.05$
5. There should be no space between number and a unit e.g. 25mL, 102mOsm etc.
6. Biological and botanical names, names of species and words such as *etc*, *eg*, *viva voce* and *vice versa* may be italicized.
7. Abbreviations/acronyms must be given in full at their first appearance in each chapter. However, in the rest of the chapter, acronyms must be used.
8. Keep uniformity or consistency in writing throughout the thesis, e.g. uniform font and style of headings, sub-headings, text; English style (British or American); tables; figures/flow charts/graphs; writing references; line spacing, etc
9. The thesis must be balanced in terms of content in various chapters
10. Table of Contents, List of Tables and List of Figures must be auto generated (e.g. built in for Microsoft Word).

Formatting Guidelines:

1. The thesis/synopsis must be typed on one side of an A4-sized paper of at least 80 grams
2. The linespacing throughout the document must be 1.15
3. The paragraph spacing must be kept as 0pt (before) and 6pt (after)
4. If a picture/figure/Table is not covering whole page, then the remaining page must not be left blank. Rather after a spec of three lines, text of next paragraph may be started
5. All the headings/titles of the chapters must be bold, TNR 16, title-cased and centre-aligned. However, the text must be in TNR 12, 1.15 line-spaced, and justified
6. Margins for top, bottom and right side of page must be kept at 0.75 inches, whereas the margin for left/binding side must be 1.5 inches.
7. Page numbers (before start of chapter 1) should be lower-case Roman Numerals such as ii, iii, iv and so forth. They should start with ‘ii’ on the page that appears after the title page. The title page is assumed to be the first page, but remains unnumbered
8. The page numbers (for chapters) must be given at the bottom center of the page in Arabian Numerals (Calibri (Body), font size 11, regular) starting from 1 of Chapter 1.
9. Published work from the manuscript may be given in the appendices at the end of the draft
10. Final form of the thesis will be bound as a permanent form. See Title Pages in beginning of this draft for details

11. Color of hard-bound thesis will be maroon for PhD, Green for MPhil and Black for BS/MSc. Color of writing on hard cover will be silver for MPhil/MSc/BS and golden for PhD
12. For documents other than english, similar formatting guidelines will be followed. However, a separate sample/model will be provided in the final-drafted booklet.

Summary Chart for the Organization of the Thesis and its Style and Form

Component	Heading/Title	Style and Form
I. Preface	a) Title Pages b) Student's Declaration c) Supervisor's Certificate d) Certificate (Panel of Examiners Only for Hardbound Submission) e) Dedication (Optional) f) Acknowledgements g) Table of Contents h) List of Tables i) List of Figures j) List of Abbreviations k) List of Appendices (If any) l) Abstract (Non-structured abstract however under the themes of: Background, Objective(s), Methodology, Results, Conclusions)	- Page numbers should be lower-case Roman Numerals such as ii, iii, iv and so forth. They should start with 'ii' on the page that appears after the title page. The title page is assumed to be the first page, but remains unnumbered. - All titles should be written in font number 16, bold, TNR, title-cased and centered. All text must be in font number 12, TNR, 1.15 line-spaced and justified. - The paragraph spacing must be kept as 0pt (before) and 6pt (after) except for Table of Contents, List of Tables, List of Figures, List of Abbreviations and List of Appendices. - Each title/chapter should begin from a new page (Each title page/chapter should end with page break).
II. Main Manuscript	a) Chapter 1: Introduction b) Chapter 2: Review of Literature (Under appropriate sub-headings and must contain a sub-heading of 'Work Conducted in Pakistan') c) Chapter 3: Materials and Methods/Data and Methodology (Must include appropriate sub-headings such as Geo-location of study, Location of Sampling, Location of Laboratory, Study Animals/subjects, Population/sample number, Study Attributes/parameters, Data Analyses) d) Chapter 4: Results e) Chapter 5: Discussion f) Conclusions and Recommendations g) List of Publications (If any)	- Page numbers should be in Arabian Numerals such as 1, 2, 3 and so forth. They should start from '1' for the chapter of Introduction. - All chapter titles should have font number of 16, bold, TNR, title-cased and centered. All text must be in font number 12, TNR, 1.15 line-spaced and justified. - The paragraph spacing must be kept as 0pt (before) and 6pt (after) - Each title/chapter should begin from a new page (Each title page/chapter should end with page break).
III. Literature Cited	Literature cited (APA Style)	- The heading of 'Literature Cited' should have a font number of 16, bold, TNR, and centered. All text must be in font number 12, TNR, justified, 1.15 line-spaced. - Paragraph spacing must be kept as 0pt (before and after), left hanging indent of 0.5inches in 2nd and subsequent lines except the first line. It will not be counted/mentioned as a separate chapter

Quick Guide to APA Style		
Type	In-text	Reference List
Journal Article References		
1. Journal Article	• <i>Parenthetical citation:</i> (Grady et al., 2019) • <i>Narrative citation:</i> Grady et al. (2019)	Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. <i>Psychology of Popular Media Culture</i> , 8(3), 207–217. https://doi.org/10.1037/ppm0000185
2. Journal Article with Number	• <i>Parenthetical citation:</i> (Jerrentrup et al., 2018) • <i>Narrative citation:</i> Jerrentrup et al. (2018)	Jerrentrup, A., Mueller, T., Glowalla, U., Herder, M., Henrichs, N., Neubauer, A., & Schaefer, J. R. (2018). Teaching medicine with the help of “Dr. House.” <i>PLoS ONE</i> , 13(3), Article e193972. https://doi.org/10.1371/journal.pone.0193972
Magazine Article References	• <i>Parenthetical citations:</i> (Lyons, 2009; Schaefer & Shapiro, 2019; Schulman, 2019) • <i>Narrative citations:</i> Lyons (2009), Schaefer and Shapiro (2019), and Schulman (2019)	Lyons, D. (2009, June 15). Don’t ‘iTune’ us: It’s geeks versus writers. Guess who’s winning. <i>Newsweek</i>, 153(24), 27. Schaefer, N. K., & Shapiro, B. (2019, September 6). New middle chapter in the story of human evolution. <i>Science</i>, 365(6457), 981–982. https://doi.org/10.1126/science.aay3550 Schulman, M. (2019, September 9). Superfans: A love story. <i>The New Yorker</i>. https://www.newyorker.com/magazine/2019/09/16/superfans-a-love-story
Newspaper Article References	• <i>Parenthetical citations:</i> (Carey, 2019; Harlan, 2013; Stobbe, 2020) • <i>Narrative citations:</i> Carey (2019), Harlan (2013), and Stobbe (2020)	Carey, B. (2019, March 22). Can we get better at forgetting? <i>The New York Times</i>. https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html Harlan, C. (2013, April 2). North Korea vows to restart shuttered nuclear reactor that can make bomb-grade plutonium. <i>The Washington Post</i>, A1, A4. Stobbe, M. (2020, January 8). Cancer death rate in U.S. sees largest one-year drop ever. <i>Chicago Tribune</i>.

Book/EBook References 1. Whole Authored Book 2. Whole Edited Book 3. Chapter in an Edited Book	• <i>Parenthetical citations:</i> (Jackson, 2019; Sapolsky, 2017; Svendsen & Løber, 2020) • <i>Narrative citations:</i> Jackson (2019), Sapolsky (2017), and Svendsen and Løber (2020) • <i>Parenthetical citations:</i> (Hygum & Pedersen, 2010; Kesharwani, 2020; Torino et al., 2019) • <i>Narrative citations:</i> Hygum and Pedersen (2010), Kesharwani (2020), and Torino et al. (2019) • <i>Parenthetical citations:</i> (Aron et al., 2019; Dillard, 2020; Thestrup, 2010) • <i>Narrative citations:</i> Aron et al. (2019), Dillard (2020), and Thestrup (2010)	Jackson, L. M. (2019). <i>The psychology of prejudice: From attitudes to social action</i> (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000168-000 Sapolsky, R. M. (2017). <i>Behave: The biology of humans at our best and worst</i>. Penguin Books. Svendsen, S., & Løber, L. (2020). <i>The big picture/Academic writing: The one-hour guide</i> (3rd digital ed.). Hans Reitzel Forlag. https://thebigpicture-academicwriting.digi.hansreitzel.dk/ Hygum, E., & Pedersen, P. M. (Eds.). (2010). <i>Early childhood education: Values and practices in Denmark</i>. Hans Reitzels Forlag. https://earlychildhoodeducation.digi.hansreitzel.dk/ Kesharwani, P. (Ed.). (2020). <i>Nanotechnology based approaches for tuberculosis treatment</i>. Academic Press. Torino, G. C., Rivera, D. P., Capodilupo, C. M., Nadal, K. L., & Sue, D. W. (Eds.). (2019). <i>Microaggression theory: Influence and implications</i>. John Wiley & Sons. https://doi.org/10.1002/9781119466642 Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), <i>The psychology of high performance: Developing human potential into domain-specific talent</i> (pp. 345–359). American Psychological Association. https://doi.org/10.1037/0000120-016 Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), <i>Media effects: Advances in theory and research</i> (4th ed., pp. 115–129). Routledge. Thestrup, K. (2010). To transform, to communicate, to play—The experimenting community in action. In E. Hygum & P. M. Pedersen (Eds.), <i>Early childhood education: Values and practices in Denmark</i>. Hans Reitzels Forlag. https://earlychildhoodeducation.digi.hansreitzel.dk/?id=192
Report by a Government Agency References	• <i>Parenthetical citation:</i> (National Cancer Institute, 2019) • <i>Narrative citation:</i> National Cancer Institute (2019)	National Cancer Institute. (2019). <i>Taking time: Support for people with cancer</i> (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. https://www.cancer.gov/publications/patient-education/takingtime.pdf

ISO Standard References	• <i>Parenthetical citations:</i> (International Organization for Standardization, 2018; Occupational Safety and Health Administration, 1970) • <i>Narrative citations:</i> International Organization for Standardization (2018) and Occupational Safety and Health Administration (1970)	International Organization for Standardization. (2018). <i>Occupational health and safety management systems—Requirements with guidance for use</i> (ISO Standard No. 45001:2018). https://www.iso.org/standard/63787.html Occupational Safety and Health Administration. (1970). <i>Occupational safety and health standards: Occupational health and environmental control: Occupational noise exposure</i> (OSHA Standard No. 1910.95). United States Department of Labor. https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.95
Conference Presentations and Proceedings 1. Conference Presentation 2. Abstract of a Conference Presentation	• <i>Parenthetical citation:</i> (Evans et al., 2019) • <i>Narrative citation:</i> Evans et al. (2019) • <i>Parenthetical citation:</i> (Cacioppo, 2019) • <i>Narrative citation:</i> Cacioppo (2019)	Evans, A. C., Jr., Garbarino, J., Bocanegra, E., Kinscherff, R. T., & Márquez-Greene, N. (2019, August 8–11). <i>Gun violence: An event on the power of community</i> [Conference presentation]. APA 2019 Convention, Chicago, IL, United States. https://convention.apa.org/2019-video Cacioppo, S. (2019, April 25–28). <i>Evolutionary theory of social connections: Past, present, and future</i> [Conference presentation abstract]. Ninety-ninth annual convention of the Western Psychological Association, Pasadena, CA, United States. https://westernpsych.org/wp-content/uploads/2019/04/WPA-Program-2019-Final-2.pdf
Dissertations and Theses	• <i>Parenthetical citations:</i> (Kabir, 2016; Miranda, 2019; Zambrano-Vazquez, 2016) • <i>Narrative citations:</i> Kabir (2016), Miranda (2019), and Zambrano-Vazquez (2016)	Kabir, J. M. (2016). <i>Factors influencing customer satisfaction at a fast food hamburger chain: The relationship between customer satisfaction and customer loyalty</i> (Publication No. 10169573) [Doctoral dissertation, Wilmington University]. ProQuest Dissertations & Theses Global. Miranda, C. (2019). <i>Exploring the lived experiences of foster youth who obtained graduate level degrees: Self-efficacy, resilience, and the impact on identity development</i> (Publication No. 27542827) [Doctoral dissertation, Pepperdine University]. PQDT Open. https://pqdtopen.proquest.com/doc/2309521814.html?FMT=AI Zambrano-Vazquez, L. (2016). <i>The interaction of state and trait worry on response monitoring in those with worry and obsessive-compulsive symptoms</i> [Doctoral dissertation, University of Arizona]. UA Campus Repository. https://repository.arizona.edu/handle/10150/620615

Summary Chart for the Organization of the Synopsis and its Style and Form

Component	Heading/Title	Style and Form
I. Title Pages	Main Title Page Table of Contents List of Tables List of Figures List of Abbreviations/Key Working Definitions List of Appendices (If Any) Abstract (Non-Structured Abstract however Under the themes of: Background, Objective, Methodology, Expected Results/Outcome)	As Given in the Summary Chart for Thesis on pp 30
II. Main Manuscript	Introduction Objectives of the Study Review of Literature (Under Appropriate Sub-headings and Must Contain a Sub-heading of 'Work Conducted in Pakistan') Justification/Rationale of the Study Hypothesis of the Study Significance of the Study Novelty Statement Statement of Problem Methodology and Plan of Work (Must include sub-headings of: Geo-location of Study, Location of Sampling, Location of Laboratory, Study Animals/Subjects, Population/Sample Number, Study Attributes/Parameters, Data Analyses) Likely Benefits/Outcomes of the Study	
III. Literature Cited	Literature Cited (APA Style)	

ہدایات برائے شعبہ جات علوم اسلامیہ و عربی، اردو، فارسی، سرائیکی وغیرہ

تسوید و تبویب مقالہ برائے بی ایس / ایم فل / پی ایچ ڈی

بی ایس، ایم فل اور پی ایچ ڈی کے مقالہ جات کی تسوید و تبویب کے متعلق اسلامیہ یونیورسٹی بہاولپور کی گائیڈ لائنز حتمی ہیں۔ انگریزی کے علاوہ دیگر زبانوں میں مقالہ لکھنے بی ایس / ایم فل / پی ایچ ڈی کے طلباء و طالبات اپنے خاکہ تحقیق اور مقالہ کو حتمی شکل دیتے وقت اس بات کو یقینی بنائیں کہ ان کا مقالہ اسلامیہ یونیورسٹی بہاولپور کے قواعد و ضوابط کے مطابق ہو۔ مقالہ بنیادی مصادر و مراجع پر مشتمل ہونا چاہیے۔ اسلوب تحقیق، جس کو طلبہ نے کورس ورک کے دوران پڑھایا مطالعہ کیا، اس کی عملی تطبیق کی جائے۔ مقالہ میں آراء کا تحقیقی اور تنقیدی تجزیہ پیش کیا جائے اور اس کے بعد ترجیحی انداز میں ان میں سے مناسب اور موزوں رائے کی نشان دہی کی جائے۔

کمپوزنگ Composing

- کمپوزنگ مائیکروسافٹ ورڈ میں کی جائے، ان پیج میں کمپوز شدہ مقالہ / خاکہ قابل قبول نہیں ہوگا۔
- مقالہ کی کمپوزنگ میں مندرجہ ذیل باتوں کو مد نظر رکھا جائے:
- فونٹ سٹائل: جمیل نوری نستعلیق (Jameel Noori Nastaleeq)
- قرآنی آیات کے لئے فونٹ: عثمانی اسکریپٹ حفص (Uthmani Script Hafs)
- احادیث مبارکہ، فقہی / عربی عبارات کے لئے فونٹ: سکل مجلہ (Sakkal Majallah)
- عربی زبان میں مقالہ لکھتے ہوئے متن اور احادیث کے لئے Traditional Arabic فونٹ استعمال کیا جائے۔
- مقالہ کی پیرا گرافنگ معقول اور ایڈیٹنگ جازب نظر ہو۔
- صفحہ کے دائیں جانب جلد بندی کے لئے 1.25 جبکہ صفحہ کے بائیں جانب 7. مارجن چھوڑا جائے۔

مقالہ کے لوازم

سرورق (Title Page)

مقالہ کا ٹائٹل (Title) مقالہ کی زبان میں ہونا چاہیئے۔ ٹائٹل پیج میں عنوان مقالہ، مقالہ نگار، شعبہ اور کلیہ کا نام تحریر کریں اور درمیان میں یونیورسٹی کا مونو گرام لگائیں۔ اپنے مقالہ کا عنوان احتیاط سے تحریر کریں تاکہ کوئی غلطی نہ ہو۔ عنوان میں اٹھارہ الفاظ سے زائد نہ ہوں۔ انگریزی کے علاوہ دیگر زبانوں میں مقالہ جات کے عناوین کا انگریزی ترجمہ مع نقل حرفی (Transliteration) درج کیا جائے۔

ابواب بندی

ابواب بندی میں مندرجہ ذیل امور کا خیال رکھا جائے:

- مقالہ ملخص مقالہ، فہرست عناوین، ابواب و فصول اور نتائج و سفارشات پر مشتمل ہونا چاہیئے۔
- ابواب کو فصول و مباحث اور مطالب میں تقسیم کیا جائے یا مروجہ نمبرنگ کے تحت درج کی جائیں۔
- ابواب بندی میں معمولی جزئیات شامل نہ کی جائیں۔
- ابواب کی فصول وغیرہ میں توازن ہونا چاہیئے، تاہم تمام ابواب کی فصول میں مکمل عددی یکسانیت ضروری نہیں۔
- ابواب کے مشمولات میں ربط اور صفحات کے حجم میں توازن کو برقرار رکھنے کی کوشش کی جائے۔

حوالہ جات:

- حوالہ جات / فٹ نوٹس (Footnotes) کی صورت میں دیئے جائیں۔
- حوالہ دیتے وقت مصنف کا مکمل نام، کتاب کا نام، (جو کتاب پر درج ہے)، اس کے بعد مقام اشاعت اور اشاعتی ادارہ، سن اشاعت، ایڈیشن، جس صفحہ سے معلومات لی گئی ہیں اسے آخر میں ذکر کریں۔ پہلی مرتبہ حوالہ دیتے وقت مکمل حوالہ دیا جائے۔ مثلاً

مودودی، سید ابوالاعلیٰ، تفہیم القرآن، (لاہور: اسلامک پبلیکیشنز، 2018ء، طبع ہشتم)، 24/2

- ایک ہی حوالہ متعدد مقامات پر ہو، تو اختصار کا اسلوب تحقیق کے قواعد کے مطابق ہو۔ مثلاً
مودودی، تفہیم القرآن، 24/2
- مقالہ میں عربی کتب سے حوالہ جات عربی رسم الخط میں ہی درج کئے جائیں۔ کتب، اعلام واماکن کے نام عربی ترکیب میں درج کئے جائیں۔
- مقالہ میں موجود آیات قرآنیہ کو مع اعراب عربی رسم الخط (خط عثمانی) میں تحریر کیا جائے۔
- قرآنی آیت کا حوالہ دینے کے لیے پہلے لفظ "القرآن" لکھنے کے بعد سورت نمبر پھر آیت نمبر دیا جائے۔ مثلاً سورۃ البقرۃ کی آیت نمبر 110 کا حوالہ دینا مقصود ہو تو یوں دیا جائے: "القرآن 2:110۔"
- تفسیر القرآن سے حوالہ دینے کے لئے مندرجہ ذیل ترتیب اختیار کی جائے۔
مصنف کا مشہور نام / لقب، مکمل نام، کتاب کا نام، شہر، اشاعتی ادارہ، سن اشاعت، ایڈیشن، جلد، صفحہ۔ مثلاً
ابن کثیر، ابو الفداء عماد الدین اسمعیل بن عمر، تفسیر القرآن العظیم، (بیروت: دار الکتب العلمیۃ، 1420ھ، طبع سوم)، 143/1
- کتب حدیث کا حوالہ دینے کے لئے مندرجہ ذیل ترتیب اختیار کی جائے۔
مصنف کا مشہور نام / لقب، مکمل نام، مجموعہ حدیث، شہر، اشاعتی ادارہ، سن اشاعت، ایڈیشن، کتاب، باب، حدیث نمبر۔ مثلاً
البخاری، محمد بن اسمعیل، الجامع الصحیح، (الریاض: دار الحضارۃ للنشر والتوزیع، 2015ء، طبع سوم)، کتاب البیوع، باب النجش، رقم الحدیث: 1453
- احادیث کی تخریج کی جائے، پہلی مرتبہ کے بعد حوالہ دوبارہ آنے کی صورت میں احادیث کی تخریج کے لیے مندرجہ ذیل اسلوب اختیار کریں۔ مؤلف و تالیف کا نام، کتاب یعنی کتاب الصلوٰۃ یا کتاب الزکوٰۃ وغیرہ کا حوالہ دیا جائے، اس کے بعد باب کا حوالہ دیں۔ اگر حدیث کا نمبر بھی موجود ہو تو حدیث کا نمبر درج کریں۔ مثلاً
البخاری، الجامع الصحیح، کتاب الزکوٰۃ، باب مصارف الزکوٰۃ، رقم الحدیث: 1120
- لغات کا حوالہ دینے کے لئے مندرجہ ذیل ترتیب اختیار کی جائے۔
مصنف کا مشہور نام / لقب، مصنف کا مکمل نام، لغت کا نام، اشاعتی ادارہ، سن اشاعت، ایڈیشن، بذیل مادہ

ابن منظور، محمد بن مکرم، لسان العرب، (بیروت: دار صادر، 1407ھ، طبع سوم)، بذیل مادہ خلب

- انسائیکلو پیڈیا کا حوالہ دینے کے لئے مندرجہ ذیل ترتیب اختیار کی جائے۔

مصنف کا مشہور نام/لقب، مصنف کا مکمل نام، درج شدہ مضمون/عنوان کا نام، ایڈیٹر انچیف کا نام، انسائیکلو پیڈیا کا نام، شہر، اشاعتی ادارہ، سن اشاعت، ایڈیشن، جلد، صفحہ۔ مثلاً:

محمد عزیز، اسلام میں کفالت کا تصور، ڈاکٹر محمد صدیق، اردو دائرہ معارف اسلامیہ، لاہور، جامعہ پنجاب، 1972ء، طبع دوم، 45/3

Smith, J. D. Psychology. In R. A. Wilson (Ed.), The International Encyclopedia of Psychology, Wiley-Blackwell., 2010, Volume 3, pp. 98-102.

- عمومی کتب کا حوالہ دینے کے لئے مندرجہ ذیل انداز اختیار کیا جائے۔

مصنف کا معروف نام/لقب، مصنف کا مکمل نام، کتاب کا نام، اشاعتی ادارہ، سن اشاعت، ایڈیشن، جلد، صفحہ۔ مثلاً
مودودی، سید ابو الاعلیٰ، اسلامی تہذیب اور اس کے اصول و مبادی، (نئی دہلی: مرکزی مکتبہ اسلامی پبلشرز، 1977ء، طبع اول)، ص 14

ابن الہمام، محمد بن عبدالواحد، فتح القدیر، (بیروت: دارالکتب العلمیہ، 2014ء، طبع اول)، 256/5

- تحقیقی مجلات کا حوالہ دینے کے لئے مندرجہ ذیل ترتیب اختیار کی جائے۔

مصنف / مصنفین، عنوان مقالہ، جرنل کا نام، جلد، شمارہ، سن اشاعت، مکمل صفحات، DOI نمبر (اگر میسر ہو) مثلاً
سرفراز جمل، صکوک سلم کی شرعی حیثیت اور اس کی شرائط، الابصار، 1(2) دسمبر 2022ء، ص 71-

<https://doi.org/10.52461/al-abr.v1i2.1508> ،88

- انٹرنیٹ / ویب سائٹ کا حوالہ دینے کے لئے مندرجہ ذیل ترتیب اختیار کی جائے۔

مصنف کا نام، ویب پیج کا عنوان، ویب سائٹ کا نام، سن اشاعت یا آخری اپ ڈیٹ کی تاریخ، یو آر ایل۔ مثلاً

Smith, J. D. Understanding Anxiety Disorders. WebMD. (2020).

<https://www.webmd.com/anxiety-panic/guide/understanding-anxiety-basics>

- ایک ہی بیان یا دعوے کے ایک سے زائد حوالے درج کرنا مقصود ہوں تو سب کو مسلسل ایک ہی سطر میں لایا جائے اور درمیان میں سیسی کو لن (:) کی علامت لگائی جائے۔ مثلاً
ابن کثیر، تفسیر القرآن العظیم، 1/ 126؛ ابن حجر، الاستیعاب، 2/ 36؛ ابن حجر، معرفة الصحابة، 1/ 146؛ ابن اثیر، اسد الغابة، 2/ 451
- ایک ہی حوالہ مسلسل یعنی پے در پے دینا مقصود ہو تو ایضاً کے ساتھ صفحہ نمبر لکھنا کافی ہے۔ اسی طرح ایک کتاب کا حوالہ مکمل لکھنے کے بعد مکرر حوالہ دینا مقصود ہو تو صرف مصنف کا مشہور نام یا لقب اور کتاب کے مختصر نام پر اکتفا کیا جائے۔ ناشر، سن اشاعت، اور مصنف کی تفصیل لکھنے کی ضرورت نہیں۔ مثلاً ابن کثیر، تفسیر القرآن العظیم، 1/ 126
- حوالہ نمبر 1 اور حوالہ نمبر 2 بالکل یکساں ہونے کی صورت میں ایضاً کی اصطلاح استعمال کی جائے۔ اور اگر صفحہ نمبر مختلف ہو تو اس کا نمبر دیا جائے گا۔ مثلاً ایضاً (اگر صفحہ نمبر ایک جیسا ہے) ایضاً، ص 34 (اگر صفحہ نمبر تبدیل ہو تو)
- مقالہ میں مذکور اہم اعلام و اماکن کا مختصر تعارف حاشیہ میں دیا جائے، اس ضمن میں علم الرجال اور الطبقات یا دیگر مستند کتب سے حوالہ بھی دیا جائے۔ مزید برآں یہ کہ فہرست اعلام و اماکن میں صرف ان کا ہی ذکر کیا جائے جن کی تفصیل مقالہ کے حاشیہ میں درج کی گئی ہے، بصورت دیگر فہرست میں محض صفحہ مقالہ نمبر لکھنے کی ضرورت نہیں ہے۔

نتائج بحث (Conclusions)

مقالہ کے اختتام پر ابواب کے بعد فہارس سے پہلے تحقیق کی روشنی میں ثابت ہونے والے نتائج کو نمبر وار لکھیں۔ ان نتائج کی روشنی میں مسئلہ تحقیق کا جواب بھی دیں اور درست فرضیہ (Hypothesis) کی نشان دہی بھی کریں۔ خیال رہے کہ نتائج موضوع سے متعلق ہوں اور ان میں منطقی تسلسل ہو اور وہ نتائج مقالہ کے مشمولات سے اخذ شدہ ہوں۔

سفارشات (Recommendations)

نتائج مقالہ کے بعد مقالہ نگار اپنی تحقیق کی روشنی میں سفارشات بھی مرتب کریں، تاکہ اس بات کا اعتراف ہو کہ زیر بحث عنوان پر حتی الوسع معلومات فراہم کر دی گئی ہیں۔ لیکن یاد رہے کہ علم کی کوئی انتہا نہیں ہو سکتی، خوب سے خوب تر کی گنجائش ہمیشہ رہتی ہے۔ اس لئے سفارشات کی روشنی میں اس پر مزید کام کیا جاسکتا ہے۔ اور اس طرح اسی موضوع پر مزید تحقیق کے دروازے کھلے رہتے ہیں۔

فہارس (Indexes)

مقالہ میں مندرجہ ذیل فہارس مرتب کی جائیں:

1- فہرست آیات قرآنیہ 2- فہرست احادیث مبارکہ 3- فہرست اعلام

4- فہرست اماکن 5- فہرست اصطلاحات / قواعد فقہیہ 6- فہرست مصادر و مراجع

- فہرست مصادر و مراجع میں صرف ان کتب کو لکھا جائے جن سے مقالہ کی تیاری میں براہ راست استفادہ کیا گیا ہے۔
- فہرست آیات مبارکہ کو ترتیب توقیفی کے مطابق جبکہ دیگر فہارس کو حروف تہجی کے مطابق مرتب کیا جائے۔
- مخطوطات، رسائل و جرائد کو مطبوعات کی فہرست سے الگ رکھا جائے۔ نیز مخطوطات و مطبوعات کی فہرست مصنف وار حروف تہجی کے لحاظ سے ترتیب دی جائے۔
- اگر مطبوعات کی فہرست طویل ہے اور کتابیں مختلف موضوعات پر مشتمل ہیں تو انہیں موضوعات کے اعتبار سے تقسیم کر دیا جائے۔

جلد بندی

جلد بندی کے لئے مندرجہ ذیل امور پیش نظر رکھے جائیں گے۔

1. جلد کے مرکزی صفحے پر ان تمام چیزوں کا اندراج اسی ترتیب سے کیا جائے جو سرورق میں دی گئی ہیں۔
2. پی ایچ ڈی کے مقالات کی جلد کارنگ میرون (Maroon)، ایم فل کے مقالات کی جلد کارنگ سبز (Green) ہوگا اور بی ایس کے مقالات کی جلد کارنگ سیاہ (Black) ہوگا۔
3. مقالہ کے پشتے پر عنوان مقالہ، مقالہ نگار کا نام اور سیشن درج ہوگا۔
4. مقالہ صفحہ کے دونوں اطراف پر نٹ کیا جائے۔

مقالہ کی ترتیب و تسوید سے متعلق مجموعی خاکہ

مقالہ کے اجزا	مقالہ کے مندرجات	فارمیٹنگ
مقدمات مقالہ	1. سرورق 2. طالب علم کا حلف نامہ 3. سپروائزر 4. سرٹیفکیٹ (مشمولہ ممتحن۔ صرف مجلد صورت کے لئے) 5. انتساب (اختیاری) 6. اظہار تشکر 7. فہرست مضامین 8. جدول کی فہرست 9. اعداد و شمار کی فہرست 10. محققات کی فہرست 11. ضمیمہ جات کی فہرست 12. ملخص مقالہ ABSTRACT ملخص مقالہ میں پس منظر، مقاصد، طریقہ کار اور اخذ کردہ حقائق شامل ہوں۔	صفحات نمبر رومن گنتی میں لور کیس میں درج کئے جائیں۔ جیسے ii, iii, iv یہ سرورق کے بعد سے ii سے شروع کئے جائیں۔ سرورق کو پہلا صفحہ مانا جائے گا لیکن اسے بغیر صفحہ نمبر کے رہنے دیا جائے۔ تمام عنوانات جمیل نوری نستعلیق میں 18 فونٹ میں لکھے جائیں گے۔ متن کا فونٹ جمیل نوری نستعلیق 15 رہے گا۔ جبکہ لائن اسپیس 1.15 اور justified ہوگی۔
مرکزی متن	• مقالہ کو موضوع کی مناسبت سے ابواب، فصول، مباحث اور مطالب میں تقسیم کیا جائے گا۔ ابواب کی تعداد موضوع کی ضرورت اور دائرہ کار پر منحصر ہے۔ • باب اول: تعارفی مباحث، سابقہ تحقیقات کا جائزہ اور دائرہ کار • باب دوم: مواد کی جمع آوری، ترتیب، تشکیل، تجزیہ۔ • باب دوم میں مناسب ذیلی عنوانات شامل کئے جائیں مثلاً جغرافیائی مقام، مطالعہ کے اہم اجزاء، استدلال و استنباط کے اصول، استخراج و استقرار کا طریقہ کار، نیز تجزیہ و استدلالی شواہد شامل کرنا ضروری ہے۔ • باب سوم: موضوع کی مناسبت سے باب کی تشکیل کی جائے۔	صفحات نمبر 1، 2، 3 کے انداز میں درج کئے جائیں گے۔ پہلا صفحہ نمبر باب اول کے پہلے صفحے سے متصور ہوگا۔ تمام ابواب کے عنوانات جمیل نوری نستعلیق میں 20 کے فونٹ میں لکھے جائیں۔ تمام متن جمیل نوری کے 15 فونٹ میں ہوگا۔ جبکہ سطر فاصلہ 1.15 ہوگا۔ یہ سارا مواد justified ہوگا۔ نئی بحث اور عنوان کا آغاز نئے صفحہ سے کیا جائے۔

	• باب چہارم: متوقع نئی مباحث پر مشتمل ہونا چاہیے • ملخص مقالہ، نتائج اور سفارشات	
حوالہ جات کی شہ سرخی جمیل نوری نستعلیق 18 فونٹ کے ساتھ درمیان میں رکھتے ہوئے درج کی جائے گا۔ حوالہ جات کا عمومی متن 13 فونٹ میں رکھا جائے اور لائن سپیس سنگل ہو۔ حواشی بھی مذکورہ فونٹ میں لکھے جائیں۔ حوالہ جات کو الگ باب تصور نہ کیا جائے۔	شکاگو مینول کا جدید حوالہ جاتی انداز اختیار کیا جائے۔	حوالہ جات اور حواشی

Afterword and Acknowledgements

As an afterword, we put forth that on March, 2023, we were given a daunting task of amending the ‘Guidelines for Proposal/Synopsis & Thesis Preparation-2014’ and devising newer guidelines. The committee convened multitude of meetings, and an extensive exercise was carried out with utter care of taking almost every department/faculty of IUB in consultation. Suggestions were gathered from focal person(s) of each department/faculty of IUB and were fairly incorporated, if deemed appropriate.

The aim, in fact, was to devise a comprehensive draft which could cater a framework for all departments/faculties of IUB which may be implemented across the IUB for quality purposes, and as a uniformity tool. Resultantly, the newer ‘**IUB Theses/Synopses Guidelines-2023**’ are hereby being presented which have been devised while taking following factors in perspective:

- Green Policy of IUB
- Global Science Writing Trends

We extend our gratitude and appreciation towards all the committee members for providing their untiring efforts and valuable input in devising/drafting these guidelines. Our special regards go out to Prof. Dr. Abdul Ghaffar, Chairman Department of Fiqh and Shariah, IUB for his insight in Urdu, Persian, Arabic, Saraiki *etc* version of this draft.

Outside the domain of the Committee for Revamping and Implementation of IUB Guidelines for Proposal/Synopsis & Thesis Preparation, we are truly grateful to Dr. Zia-Ur-Rehman, Associate Professor, Department of Physiology, IUB for his insightful details provided for devising Methodology of an ideal thesis which are the mainstay of this draft.

The team of Directorate of Advanced Studies and Research, IUB, especially Mr. Muhammad Zulqarnain Asab, Deputy Director, Advanced Studies and Research, under the spearheading of Prof. Dr. Asif Naveed Ranjha needs avid gratitude as they went through all the codal formalities in getting this draft approved from relevant approving bodies of the IUB.

We anticipate a chance of improvement and betterment in this draft considering the ever-changing global research trends, and are always open to future suggestions as well.

It is hoped that these guidelines will enhance research output in a directional way.

PROF. DR. SAEED AHMAD Dean Faculty of Physical and Mathematical Sciences / Convener Committee for Revamping and Implementation of IUB Guidelines	PROF. DR. UMER FAROOQ Chairman Physiology, IUB / Chairman Committee for Revamping and Implementation of IUB Guidelines
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