

FORMAT GUIDELINES FOR MASTER THESIS AND REPORTS



NTHRYS BIOTECH LABS

ACADEMIC RESEARCH ASSISTANCE

NTHRYS BIOTECH LABS

UPDATED on – 21st NOVEMBER 2009

Formatting questions not addressed in these guidelines should be directed to Research Coordinator by Phone at 040 – 27621248, +919246809748, or by email at coordinator@nthrys.com, or info@nthrys.com

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ARRANGEMENT OF THESIS OR REPORT

Each thesis or report must be arranged in the following order. *Italicized* pages are optional.

1. **Copyright Page** (*Sample A*) Include this page in the pretext page count, but do not place a page number on it.
2. **Signature Page** (*Sample C*) Include this page in the pretext page count, but do not place a page number on it.
3. **Title Page** (*Sample B*) Include this page in the pretext page count, but do not place a page number on it.
4. **Dedication and/or Epigraph.** Include this page in the pretext page count, but do not place a page number on it.
5. **Acknowledgements and/or Preface.** Begin placing pretext lowercase Roman numerals at the bottom of this page, counting all preceding pretext material except for the fly page. Page numbers are centered one inch from the bottom of the page.
6. **Abstract** (*Sample D*) Continue pretext page numbering with lowercase Roman numerals.
7. **Table of Contents.** Continue pretext page numbering with lowercase Roman numerals.
8. **List of Tables.** Continue pretext page numbering with lowercase Roman numerals.
9. **List of Figures.** Continue pretext page numbering with lowercase Roman numerals.
10. **List of Illustrations/Maps/Slides.** Continue pretext page numbering with lowercase Roman numerals.
11. **Text.** (Main Thesis Content) All pages from the first page of text through the Vita are numbered consecutively in Arabic numerals, beginning with Arabic numeral “1” on the first page of the thesis or report text.
12. **Appendix.** Continue page numbering with Arabic numerals.
13. **Glossary.** May, instead, be placed after the Table of Contents in the area with the Lists of Tables, List of Figures, etc. Continue page numbering with Arabic numerals.

14. **Bibliography.** Other possible titles are “References” or “Works Cited.” Continue page numbering with Arabic numerals.
15. **Vita** (Sample E) This brief biographical sketch of the author is always the last page of the thesis or report and the last page listed on the Table of Contents. Continue page numbering with Arabic numerals.

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PAGE FORMAT AND LAYOUT

a. Font

A single font must be used throughout the thesis or report, the only exceptions being in tables, graphs, and appendices. Headings may be bolded and no more than 2 points larger than the rest of the text.

b. Margins

All theses and reports must have consistent margins of at least 1.25 inches at the top, bottom, left, and right edges of the page. Page numbers must be placed at least one inch from the bottom of the page. Margins which are larger than those required are acceptable, but smaller margins are not.

c. Spacing

The thesis or report must be double-spaced or 1.5-spaced. Single spacing may be used only in the Table of Contents, footnotes and endnotes, charts, graphs, tables, quotations, captions, glossary, appendices, and bibliography. Prose quotations over three lines long should be in block quote, double or single-spaced, and indented on the left. Do not use quotation marks in the block quote except when indicating quotations within the block quote.

d. Numbering of Pages

Beginning with the first page of the Acknowledgements or Preface, if used, all preliminary pages preceding the actual text must be numbered in lowercase Roman numerals; e.g., iii, iv, v, etc. These numerals must be centered under the text with at least one inch of space between the number and the bottom of the page. If no optional pages are used, the page numbers must begin on the Abstract. Do not number the copyright page, signature page, title page, or dedication, but do include each of them in the pre-text page count. The first page of the text begins at Arabic numeral 1. All pages within the text must contain an Arabic page number, bottom-centered, at least one inch from the bottom edge of the page. The first page of every major section (chapters, appendices, bibliography, Vita, etc.) must begin on a new page.

e. Tables and Illustrations

Pages carrying illustrative material must be given page numbers appropriate to their place in the document. Illustrative material may not be inserted after the document has been numbered and given numbers such as “10a.” All tables, figures, illustrations, and other types of examples included and referenced in the text of the dissertation should be numbered for identification. There should be no duplication of these numbers; i.e., no two tables should be assigned the same number. Figures may be numbered in one of two ways: consecutively throughout the document (Table 1, Table 2, Table 3, etc.), or double-numbered so that illustrations’ numbers reflect their locations in the document (Figure 9.3 is the third figure in Chapter 9, or Figure A2 is the second figure in Appendix A.) Captions and legends must be placed on the same page with the figure, graph, table or illustration they describe. In order to fit both figure and caption on the same page, captions may be single-spaced, margins may be decreased to one inch, and figures may be reduced in size to fit. If the figures are reduced from their original size, then the page number must be added after the reduction so as not to alter its size. If there is no other way to manage the amount of material to be shown, the caption and figures should be side-by-side in continuous view. This method should only be used in the rare instance where all of the pertinent material will not fit on the same page. Figures, captions, and page numbers must be easily readable when the electronic document is viewed at 100 percent.

CONTENTS

a. Table of Contents

The Table of Contents must be placed before the text and any lists of tables, figures, etc. It consists of section titles, chapter titles, and as many or few subheadings as the author feels are necessary. The section and chapter titles listed on the Table of Contents must exactly match the titles as they appear within the text. Chapters labeled in the Table of Contents with Arabic numbers must not lapse into Roman numerals when they appear again in the text. Page numbers for chapters and subheadings are right justified on the Table of Contents and preceded by a dot leader.

In the text of the thesis or report, major sections must begin on a fresh page and be designated in the Table of Contents by left justified headings (not indented). Sub-sections, which do not need to begin on fresh pages, must be indented in the Table of Contents. The page numbers listed on the Table of Contents must correlate with the beginning of each section or chapter.

Table of Contents entries are generally double-spaced. However, chapter titles and subheadings, when more than one line long, should be indented at the second line and single-spaced.

It is acceptable to have a minimal Table of Contents, consisting only of the sections Text, Bibliography, and Vita with their respective page numbers if the text itself has no divisible chapters or major sections.

b. Footnotes and Bibliography

A Bibliography, or Reference, section must immediately precede the Vita at the end of the thesis or report, even in theses where chapter end notes have been used. Bibliographies may be omitted only in wholly original theses such as novels or musical compositions. The bibliography must include materials used including the edition, if not the first, so the citation can be readily verified.

Footnote citations must be sufficiently exact to enable the reader to find the source with ease. Any standardized form for footnotes and bibliography approved by your supervisor is acceptable if followed consistently.

c. Signature Page

Digital theses and reports, whether uploaded to respective universities or submitted on a disk, must include an unsigned copy of the signature page. The members' names must be typed under the signature lines, omitting titles such as "Ph.D." and "Dr." The original signature page containing committee signatures must be submitted to the Graduate School on white paper and meet the same margin requirements as the rest of the thesis or report.

(Sample A: Copy Right Page)

Copy Right
By
Full Official Name
2009

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(No Page number on the actual copyright page)

(Sample B: Signature Page)

The Thesis (or Report) committee for (insert your official name)
certifies that this is the approved version of the following thesis (or Report).

**Title of Thesis or Report Centered
and Double-Spaced**

**APPROVED BY
SUPERVISING COMMITTEE:**

Supervised by:

(Name typed under line, omitting Ph.D. or Dr.)

(Name typed under line, omitting Ph.D. or Dr.)

_____ Do Not Include Information Below This Line on the Signature Page _____

In the electronic document, this page should be unsigned, but should include the members' typed names under the blank lines. An additional loose signature page with original committee signatures must be submitted to respective universities by submission deadline.

(No page number on the actual signature page)

(Sample C: Title Page)

**Title of Thesis or Report, Centered
and Double-Spaced**

by

**Full Official Name as it Appears on your University Transcript, Previous Academic
Degrees**

Thesis or Report

Presented to the Faculty of the Graduate School

of the University of XXXX

in Partial Fulfillment

of the Requirements

for the Degree of

Name of Degree

**(The degree sought must be worded in the form given in the
Graduate Catalog. If dual degree, list both.)**

The University of xxxx

Month (May, August, or December only) Year

(No page number on the actual title page)

(Sample D: Abstract)

**Title of Thesis or Report Centered
and Double-Spaced**

by

**Full Official Name, (Official Abbreviation of Degree Sought)
The University of xxxxx at xxxx, 2009**

SUPERVISOR: (Name of Supervisor, no titles)

Indent and begin abstract here. It should be a concise statement of the nature and content of the thesis or report. The text must be either double-spaced or 1.5-spaced. Abstracts should be limited to one page, when possible.

_____ Do Not Include Information Below This Line on the Actual Abstract _____

The degree sought must be the abbreviation of the degree as listed in the Graduate Catalog; e.g., Master of Fine Arts is abbreviated MFA; Master of Science in Engineering is abbreviated MSE, etc. The supervisor's name should not include any academic titles such as "Dr." or "PhD."

(Main Thesis Content)

I. TITLE OF THE WORK

- a) Aim
- b) Objectives
- c) Abstract

II. INTRODUCTION

Review of literature

III. METHODS AND METATERIALS

- a) Photographs
- b) Machinery dichwari

IV. RESULTS

- a) Graphs
- b) Tables

V. ANALYSIS

- a) Discussion
- b) Conclusion
- c) Summary

VI. REFERENCE

VII. ABBREVIATION

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(Sample E: Vita)

VITA

---name--- was born in ---place---, ---state---. After completing his / her work at ---place of schooling---, ---place---, ---state---, he / she entered ---intermediate college name--- in ---place of college---, ---state---. During the years of ---year--- and 1980 she / he attended ---degree college--- in ---degree college place---, ---region of degree college---. She / He received the degree of Master of Science from ---PG college name--- in ---month---, ---year---. In ---month---, ---year---, she / he entered the ---PhD performed college / institution / university / company---, ---Place and state of PhD performed college / institution / university / company.

Permanent Address: xxxxx,
 XXXXXXXX, Pin: xxxxxx

This thesis was typed by the author.

or

This thesis was typed by ---name---.

Do Not Include Information Below This Line on the Actual Vita

The Vita is a brief biographical sketch of the writer that provides information for future readers. The vita must include the author's full name and a permanent address or email where he or she can be reached. Because the thesis/report may be available electronically, be aware that certain personal information could be used to steal your identity. For this reason, you are advised not to include your date of birth, parents' names, or children's names. The name of the typist should always appear at the end of the page.

FORMATTING CHECKLIST

1. Is every page of the thesis or report numbered correctly, from the pretext pages through the Vita?
2. Did you use your full, official name as it appears on your University transcript on the title page and abstract?
3. Are the titles on the title page, signature page, and abstract identical?
4. Do your margins conform to the margin requirements set forth on page 7?
5. Does your signature page include the original signatures of the supervising committee members listed on your online Master's Application for Graduation?
6. Are all charts, graphs, and other illustrations legible? Are they all labeled and numbered properly?
7. If you are formatting an oversized thesis or report, such as those required for an architectural design thesis or music composition, did you take a sample to Main 101 for a format check well in advance of the deadline?
8. Is your name and thesis/report title exactly the same on your title page, signature page, and Abstract?
9. Have you had a degree evaluator from Main 101 check your format?
10. Do you have the following forms to submit to the Graduate School along with your digital thesis or report?

- One loose copy each of the Title Page, Signature Page (with original signatures), and Abstract
- Copyright Disclaimer form

If the answer to all of these is “Yes,” you may submit your thesis or report.