

**AGA KHAN UNIVERSITY**  
**Guidelines, Policies and Procedures**

<b>Policy Name</b>	General Guidelines for PhD and Master's Theses / Dissertations at AKU
<b>Policy Number</b>	011
<b>Approved by</b>	Board of Graduate Studies
<b>Date of Original Approval</b>	June 5, 2008
<b>Date of Revision</b>	March 29, 2018
<b>Contact Office</b>	Graduate Studies Office

**1.0 PREAMBLE**

- 1.1 These guidelines have been developed with the aim of bringing about uniformity in the preparation of Theses/ Dissertations with respect to graduate programmes at the University. All students are expected to follow these guidelines when submitting their respective thesis/ dissertation for evaluation. However, in the case of theses/ dissertations which are submitted to external certifying bodies, the guidelines of the respective certifying body will be followed.

**2.0 GENERAL REGULATIONS**

- 2.1 Include documentary evidence to show that the Thesis Evaluation Committee has approved the thesis.
- 2.2 The thesis must be printed in black ink. Only highest quality of print and duplication will be accepted. Broken, uneven, blurred or light print will not be accepted.
- 2.3 Copies which are disfigured by correcting fluid or correcting tape will not be accepted.
- 2.4 The paper should have a vertical/ portrait orientation.
- 2.5 Text should appear on one side of the paper only.
- 2.6 All photographs and reproduction of photographs must be of excellent quality. Photocopies must not be used.
- 2.7 The pages of the thesis should be complete, numbered and properly collated. If the thesis is missing pages it may delay the awarding of the degree.
- 2.8 The spelling, grammar and syntax of the thesis should be carefully checked and errors rectified. It should be noted that AKU follows the British style of spelling.
- 2.9 The paper selected should be of international standard A4 size (i.e. 8.5 inches by 11 inches), white, acid free paper (of about 80 grams), and must be used throughout each

copy of the manuscript. Acid free paper is required to be used to preserve the quality of the manuscript.

### **3.0 ORDERING OF ITEMS FOR THE THESIS**

- 3.1 Title page [*see template*]
- 3.2 Signed Committee Approval Page [*see template*]
- 3.3 Dedication (optional)
- 3.4 Copyright Agreement Page (if applicable)
- 3.5 Abstract
- 3.6 List of abbreviations and symbols used (if applicable)
- 3.7 Preface (optional)
- 3.8 Acknowledgement (Any special assistance given should be stated) [*see template*]
- 3.9 Declaration [*see template*]
- 3.10 Table of contents
- 3.11 List of tables
- 3.12 List of figures (if any)
- 3.13 List of illustrations (if any)
- 3.14 List of maps (if any)
- 3.15 List of terms, symbols or abbreviations (if any)
- 3.16 Body of text
- 3.17 Footnotes or endnotes (if required)
- 3.18 Bibliography (references/ literature cited)
- 3.19 Appendices (if any)
- 3.20 Glossary of frequently used acronyms (optional and depends on the thesis)
- 3.21 Vita (for PhD candidates only)

### **4.0 TITLE PAGE [*see template*]**

- 4.1 The title page should include the following in order:

- 4.1.1 The name of the University
- 4.1.2 The name of the faculty/ department/ institute
- 4.1.3 Title of the thesis in capital letters.
- 4.1.4 Author's name (if desired state any qualifications or distinction).
- 4.1.5 A thesis submitted in partial fulfilment of the requirements for the degree of (fill in the title of the degree).
- 4.1.6 City / country.
- 4.1.7 Month and year of submission.

## **5.0 ABSTRACT**

- 5.1 Every thesis should have a structured abstract, the number of words of which would be specified by the particular programme; generally, for Master's thesis the abstract should be of approximately 300 words and for the Doctoral thesis the abstract should be of approximately 500 words.

## **6.0 FIGURES AND TABLES**

- 6.1 A table generally refers to numerical data or textual information presented in a column format.
- 6.2 All graphs, charts, line drawings, maps, photographs, or other graphical representations are considered as figures.
- 6.3 All titles of figures and tables should be on the same page as the figure or table and should be labelled appropriately. The legend should be placed beneath the figure. However, where the figure and table fills the whole A4 page, the legend which is placed above the table, should be placed on the left-hand (verso) page.
- 6.4 Tables should be inserted in the appropriate place in the text; however, if a group of tables relating to one topic is more than four (4) consecutive pages then the table group should appear as an appendix.
- 6.5 Diagrams, maps, tables etc. exceeding A4 size (8.5 inches x 11 inches or 21.5 cm x 28 cm) should be folded so as to read as a right-hand page when opened.
- 6.6 A figure/ table may be included with the text, or if it is larger than four (4) inches long it may appear on a separate page with no text. If a table/ figure will not fit on the page of first mention move it to the top of the next page and fill in the text page that will normally come after the figure / table.
- 6.7 Leave two (2) double line spaces between the text and the figure table. If a caption is longer than a line it should be single spaced.
- 6.8 Special requirement for tables: Left align table title above the table. Table captions or descriptions should be left aligned under the table.

## **7.0 FONT**

- 7.1 For the main body of the text, the following fonts should only be used:

7.1.1 This font is called 'Times New Roman' and is of 12 point size.

7.1.2 This font is called 'Helvetica' and is of 11 point size.

7.1.3 This font is called 'Tahoma' and is of 11 point size.

7.1.4 This font is called 'Palatino' and is of 12 point size.

7.2 Condensed type is not acceptable.

7.3 Chapter title, section or chapters heading and subheadings, may be in a different style and should stand out clearly from the text and should be consistent throughout the thesis.

7.4 Characters not available on type writers, word processing equipment or text fonts (such as superscripts and mathematical symbols) may be written by hand neatly in black ink or fine felt pen.

## **8.0 FORM AND STYLE**

8.1 Where it is not addressed in this document, reference should be made to the Publication Manual of the American Psychological Association (APA), 5<sup>th</sup> Edition and later, or as specified by the Unit/ programme.

## **9.0 FOOTNOTES AND ENDNOTES**

9.1 Footnotes and endnotes should be consistent with the practice in the profession. Each note should cite an authority for statements in the text.

9.2 Footnotes can be placed at the bottom of the page in which it appears in the text, at the end of the chapter, within the text or at the end of the thesis (endnotes) as long as placement and formatting are consistent throughout the thesis. Separate footnotes from the text with a line, and leave one single line of space between the line and the first footnote.

9.3 Do not footnote the title page.

## **10.0 BIBLIOGRAPHY**

10.1 The Reference List or Bibliography should cite all the literature or other sources referred to in the thesis. Individual entries should not be split over two pages. If an entire entry does not fit on one page, place the entire entry on the next page.

## **11.0 SPACING**

11.1 The space between rows of text should be one and half lines or two lines. However, long quotations may be single line spaced and indented.

- This sentence is an example of the use one and half line spacing. Some people prefer this spacing as compared to the double line spacing. However, this is a matter of choice and the sub-committee will have to decide if this or the double line spacing is

to be adopted. Perhaps both kinds of line spacing could be allowed and the final choice left up to the student with the stipulation that it be consistently followed.

- Now this sentence is an example of double line spacing. Many prefer this kind of spacing as the text reads better. The line spacing in the appendices though may be of single line as the appendices are not part of the main body of the thesis. The subcommittee will have to decide on which line spacing to choose as there are pros and cons with respect to either kind. Perhaps both kinds could be allowed.

11.2 The 'Table of Contents', 'List of Tables', 'List of Figures', 'List of Symbols', 'Bibliography' may be single line spaced provided there are two spaces between individual entries.

11.3 Each Footnote and Endnote entry should be separated by a single line of space.

11.4 Appendices should be single line spaced.

## **12.0 PHYSICAL LAYOUT OF THE PAGE**

12.1 For the purpose of binding a minimum of 1.5 inches, preferably 2 inches of left margin is required for all pages. Other margins should be one inch all round. This is applicable for all pages.

12.2 The page numbers should be printed at the bottom of the page and centred and should be approximately three quarters of an inch from the paper's edge.

## **13.0 PAGINATION**

13.1 All pages shall be numbered in sequence. There should be no blank or duplicated pages.

13.2 There is no page number written on the thesis title page but it is considered as page (i).

13.3 All sections before the main text, including the preface, are numbered in small roman numerals (i, ii, iii, iv, etc.).

13.4 The main text onwards including chapter pages, illustrations, figures, tables and bibliography should be numbered in consecutive order in Arabic numerals (e.g. 1, 2, 3, etc).

13.5 The appendices should also be numbered consecutively with Arabic numerals.

13.6 Page numbers in landscaped pages should be in portrait orientation.

## **14.0 DECLARATION**

- 14.1 The declaration should indicate if any material contained in the thesis has been used before and that the main text of the thesis is an original work. The declaration immediately follows the acknowledgment and must be signed by the candidate.

## **15.0 DISTRIBUTION OF THE THESIS**

- 15.1 One copy each should be submitted to the Chair of the Thesis Committee, main Library, Department, and Research Office.
- 15.2 Individual departments or units may advise the number of extra copies to be provided by the student.
- 15.3 It is customary to give each member of the thesis evaluation committee a copy of the final bound thesis. However, this requirement is programme specific.
- 15.4 The cost of meeting the specifications for binding for up to four copies will be incurred by the candidate. If additional copies are required, the requesting body should bear the cost.

## **16.0 SPECIFICATIONS FOR BINDING**

- 16.1 The thesis should be sewn and bound in boards covered in book cloth or buckram or other binding fabrics.
- 16.2 The cover must be stiff enough to support the thesis when stacked upright.
- 16.3 The binding should ensure that sheets cannot be removed or added without evidence of tampering.
- 16.4 Supplementary material such as computer discs, folded maps and other large folded sheets can be placed in a pocket inside the back cover of the bound thesis.
- 16.5 The candidate's surname and initial, a short title, the title of the degree and the year should be printed on the spine. Lettering on the spine should read from top to bottom. *(For format of Title Page refer Item # 3)*
- 16.6 Thesis Binding Colour Scheme:
- *Master's Thesis:* GREEN colour with embossed gold lettering
  - *PhD Thesis:* BLACK colour with embossed gold lettering
  - AKU logo with the Ayat to be printed on the thesis front hardbound cover

## **17.0 CHAPTER TITLE HEADING AND SUB-HEADINGS**

- 17.1 All Chapter title headings and subheadings (*up to three levels i.e. 1.0; 1.1; 1.1.1*) must appear in the Table of Contents. A consistent style should be followed for each of the different levels of headings.
- 17.2 Headings should be single line spaced.

17.3 Each chapter should begin on a new page.

17.4 The first line of each paragraph should be indented.

## **18.0 COLOUR**

18.1 The use of colours is restricted to figures. All text must be in black ink.

18.2 If colours are essential in interpreting graphic illustrations, then they must be reproduced accurately in these same colours for inclusion in the thesis.

## **19.0 VITA (for Doctoral candidates only)**

19.1 A vita of the author should be included at the end of the thesis should be preferably of one page. The information contained therein at a minimum should include: Candidate's name; Nationality; Academic qualifications; Special / Research interests; Publications (if any); Awards and Special Honours and; Any other information of pertinence.

## **20.0 MULTIPLE-VOLUME THESIS**

20.1 If the original thesis exceeds two inches in thickness, the thesis must be bound in more than one volume. The second volume should contain a title page which duplicates the title page of the first volume. Also, individual identification such as 'Volume One' and 'Volume Two' must be included on both title pages. All pages in additional volumes must continue the numbering from Volume 1 with the second title page not counted or numbered.

20.2 When published papers are submitted as evidence, they should normally be bound near the back of the thesis as an appendix. However, in case the published papers are of unusual size it may be desirable to bind them in a separate volume and they should be lettered in a way so as to simulate a bound volume of the thesis.

## **21.0 ELECTRONIC VERSION**

21.1 The University requires electronic submission of all theses which should be kept by the relevant department. The document should be in Adobe Portable Document Format (PDF) format. No compression or password protection should be employed.

21.2 It is the Author's responsibility to ensure that the PDF version of the thesis matches, for completeness and fidelity, with the print version of the thesis.

SAMPLE

**“ACKNOWLEDGEMENT”**

First of all, I am grateful to my supervisor \_\_\_\_\_, whose scholarly advice, help and constant encouragement have contributed significantly to the completion of this study.

I wish to thank my Thesis Committee members for their critical input for my study.

I also wish to thank the management, staff, faculty members, and my fellow students for their invaluable input and for being a great source of support to me during my study.

I am appreciative of the services of \_\_\_\_\_ who assisted in the proofreading and editing of my paper and to \_\_\_\_\_ and \_\_\_\_\_ who assisted with formatting and other technical aspects.

My gratitude to the library staff as well as \_\_\_\_\_ for their support.

[You may want to acknowledge any family members or special friends here]

Thank you all



## DECLARATION

*I declare this thesis does not incorporate without acknowledgement any material previously submitted for a degree or diploma in any university and that to the best of my knowledge it does not contain any material previously published or written by another person except where due reference have been made in the text.*

[If editorial assistance has been obtained, the following should be added]:

*The editorial assistance provided to me has in no way added to the substance of my thesis which is the product of my own research endeavours.*

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(Signature of candidate)

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Date

[Title Page]

**AGA KHAN UNIVERSITY**

*Type the name of Department, Faculty / Institute*

***Type the title of your thesis  
in capital letters (bold)***

By

***Type candidate's name in capital letters***  
(if desired state qualifications or distinction)

A thesis submitted in partial fulfillment of the  
requirements for the degree of  
***[fill in the title of the degree]***

City / Country

Date (Day, Month, Year)

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**Aga Khan University**

*Type the name of Department, Faculty / Institute*

Submitted In partial fulfillment of the requirements for the degree of  
*[fill in the title of the degree]*

Members of the Thesis Evaluation Committee appointed to examine the thesis of  
**[Type candidate's name in capital letters]**  
find it satisfactory and recommended that it be accepted

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Chair, Thesis Evaluation Committee

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Member, Thesis Committee

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Member, Thesis Committee

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External Examiner

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External Examiner

Date (day, month, year)