Thesis Guidelines Handbook

For

PhD Program

COMSATS Institute of Information Technology

<u>Guidelines for PhD Thesis</u>

These guidelines for PhD thesis should be read in conjunction with the GHB.

Please read the guidelines carefully to avoid wastage of time and other resources involved in revision of the thesis.

- The PhD thesis should be printed on a good quality (minimum 70 grams, white, imported, offset) paper of A4 size.
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- For soft bound copies, the title/ covering page of thesis shall be white in color; however, weight of paper shall be minimum of 100 grams.

- For hard bound copies, the outside covering front board shall be in purple color with the silver writing. The contents in covering front board shall be the same as presented in the covering page of thesis in temporary bound.

- The Top, Bottom and Right margins should be 1", while the Left (binding side) margin should be of 1.5 inches to allow binding.

- Times New Roman script should be used to write a thesis.

- The typeface/font size in the main body of the thesis should be 12-point. Footnotes should be 10-point.

- Items where different font size is required are mentioned separately in the samples, starting from the next page.

- Line spacing in main body of text should be 1.5. Anyhow, single line space should be used in footnotes. Long quotations should also be single spaced and indented.

- Introductory pages should be numbered in lower case Roman numerals (i, ii, iii …). The title page is counted as page "i" but the page number is not printed.

- For the body of the thesis including text, chapter title pages, section dividing pages, illustrations, appendices, and bibliography, use Arabic numerals (1, 2, 3 ...). The numbering begins with one (1) and runs consecutively to the final page or end of the manuscript. Do not use suffixes to the Arabic numerals, such as 12a.

- All page numbers of the thesis or dissertation are placed in the centre at the bottom of the page. Page numbers must be at least two single spaces below the nearest line of text. All page numbers must be in the same font and size as the text.

- Thesis shall be submitted for examination in a temporarily bound form, which is sufficiently secure to ensure that pages cannot be added or removed.

– At the time of submission for examination, a thesis must be in its final form from all aspects except the binding and incorporation of any amendment required by the examiner(s).

– The thesis must be presented in English.

– Abstract of the thesis shall also be submitted in soft form along with the temporary bound copies of thesis.

– The title of the thesis should be exactly the same, in all aspects, as approved and notified by the BASAR. The case of the alphabets (upper/lower), effects of the text fonts (subscript, superscript, italic, etc.), special characters including punctuation, word dividers and general typographical characters (., ", &, ?, /, :, ;, etc) should be reproduced in the same manner as in the notified title.

– The submitted copy shall be duly signed by all the concerned.

– Soft copies (CDs) shall be affixed with each hard bound copies.

Sample

Thesis Title (Font 21, Regular)

By (14, Italic)

Student Name

Registration Number <<e.g. CIIT/FA05-PBS-007/ISB>>

PhD Thesis

In

<<" Program Name>>

(17, Regular)

COMSATS Institute of Information Technology
Campus Name - Pakistan
(20, Regular)

Semester in which Thesis Submitted << e.g. Fall/ Spring>>, Year
YYYY <<2007 >>(18, Regular)

COMSATS Institute of Information Technology (16, Bold)

Thesis Title

(20, Regular)

A Thesis Presented to (14, Regular)

COMSATS Institute of Information Technology, Islamabad

(16, Regular)

In partial fulfillment

of the requirement for the degree of (14, Regular)

PhD (Program Name)

(21, Regular)

By (12, Regular)

Student Name (15, Regular)

Student Registration Number (15, Regular)

Semester & Year in which Thesis Submitted <<Fall/Spring , 2007>>

(18, Regular)

Thesis Title (20, Regular)

A Post Graduate Thesis submitted to the name of department<< e.g. Department of Bioscience>> as partial fulfillment of the requirement for the award of Degree of M.S/Ph.D (degree title). (13, Regular)

Name (16, Regular)	Registration Number
Student Name	Student Registration No.

Supervisor (16, Bold)

Supervisor Name

Professor Department of xxxx<<e.g. Biosciences>>

Campus << Islamabad Campus>>.

COMSATS Institute of Information Technology (CIIT)

Campus. (14, Regular)

Month of Submission with Year <<February, 2007>> (14, Regular)

Final Approval (18, Regular)

This thesis titled (14, Regular)

Thesis Title

(20, Regular)

By (13 Regular)

Student Name *(14, Italic)*

Registration No (14, Italic)

Has been approved (13, Regular)

For the COMSATS Institute of Information Technology, <<Campus>>
(13, Regular)

External Examiner: _____

Dr…………

………

Supervisor: _____

Name

Department/Campus (12, Regular)

Co-Supervisor **(where required):** _____

Name

Department/Campus (12, Regular)

HoD: _____

Name

HoD (Department/ Campus) (12, Regular)

Dean, Faculty of <Name of Faculty> _____

Name

iv

Declaration (16, Bold)

I <<Name and **registration** of the student>> hereby declare that I have produced the work presented in this thesis, during the scheduled period of study. I also declare that I have not taken any material from any source except referred to wherever due that amount of plagiarism is within acceptable range. If a violation of HEC rules on research has occurred in this thesis, I shall be liable to punishable action under the plagiarism rules of the HEC.

Date: _____   Signature of the student:
  <<Date of Thesis Submission>>

_____
                 <<Name of the Student>>
                 <<Registration No. of the Student>>

Sample

Certificate (16, Bold)

It is certified that <<Name & Registration of the student>> has carried out all the work related to this thesis under my supervision at the Department of <<deptt name>>, COMSATS Institute of Information Technology, <<campus name>> and the work fulfills the requirement for award of PhD degree.

Date: _____
<<Date of Thesis Submission>>

Supervisor:

_____
<<Supervisor name with title >>
<<Designation of the Supervisor>>

Head of Department:

_____
<<HoD Name with Designation>>
<<Department Name>>

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DEDICATION

(18, Regular)

ACKNOWLEDGEMENTS <u>(14, Bold)</u>

Sample

<<student name & Registration>> <u>(12, Bold)</u>

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ABSTRACT <u>(16, Bold)</u>

<<Title>> <u>(16, Regular)</u>

Sample

TABLE OF CONTENTS <u>(14, Bold)</u>

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LIST OF FIGURES

LIST OF TABLES (14, Bold)

Sample

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LIST OF ABBREVIATIONS (<u>14, Bold</u>)

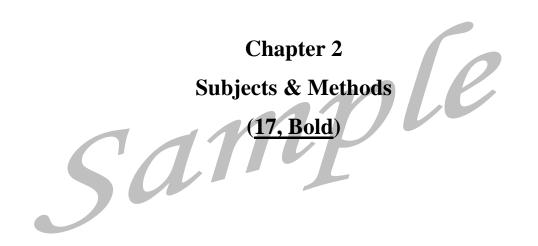|	
α	Alpha (12, regular)
β	Beta
μg	Microgram
μl	Microliter
μm	Micrometer

Sample

Chapter 1

Introduction (<u>17, Bold</u>)

1

1.1   Molecular Genetics (14, Bold)

Body text of each subsection is to be written in Times New Roman font size 12 Regular.

1.2   Genetic Variation (14, Bold)

1.3   Genetic Disorders (14, Bold)

1.3.1   Monogenic Diseases (13, Bold)

1.3.2   Complex/ Multifactorial Diseases (13, Bold)

1.4   Inherited Retinal Diseases (14, Bold)

1.5   Human retina structure and function (14, Bold)

1.6   Steps of the Visual Cascade (14, Bold)

1.7   Genes Causing Hereditary Retinal Diseases (14, Bold)

1.8.   Retinitis Pigmentosa a Multifactorial Disease (14, Bold)

1.8.1   Disease Etiology

1.8.2   Molecular Genetics of Retinitis Pigmentosa

1.9   Candidate Genes & associated Loci for Autosomal Recessive RP

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Chapter 2

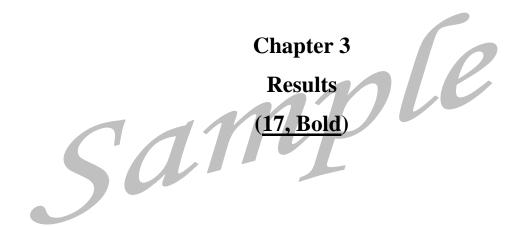**Subjects & Methods**

(17, Bold)

3

2.1. Subjects, RP families (<u>14 Bold</u>)

Body text of each subsection is to be written in Times New Roman font size 12 Regular.

2.1.1. RP03 family (<u>13 Bold</u>)

2.1.2. RP07 family (<u>13 Bold</u>)

2.2. Collection of Blood & Extraction of Genomic DNA (<u>14 Bold</u>)

2.2.1. Organic Method of DNA Extraction (<u>13 Bold</u>)

2.2.1.1. The protocol in brief (<u>12 Bold</u>)

2.2.1.2. Materials & Reagents (<u>12 Bold</u>)

2.2.2   The Extraction procedure

2.2.2.1. R.B.C & Nuclear Lysis (<u>12 Bold</u>)

2.2.2.2. DNA purification (<u>12 Bold</u>)

2.2.2.3. DNA precipitation (<u>12 Bold</u>)

2.2.2.4. DNA resuspension and final cleanup (<u>12 Bold</u>)

2.3.   DNA Dilution (<u>14 Bold</u>)

2.4.   Selection of Markers for Candidate Genes (<u>14 Bold</u>)

2.5.   Genotyping (<u>14 Bold</u>)

2.5.1. Polymerase Chain Reaction (<u>13 Bold</u>)

2.5.2. Agarose Gel Electrophoresis (<u>13 Bold</u>)

2.5.3. Polyacrylamide Gel Electrophoresis (<u>13 Bold</u>)

Chapter 3

Results

(17, Bold)

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Chapter 4
Discussion

6

Chapter 5

References

Qamar, R., Ayub, Q., Mohyuddin, A., Helgason, A., Mazhar, K., Mansoor, A., Zerjal, T., Tyler-Smith, C. & Mehdi, S.Q. (2002). Y-chromosomal DNA variation in Pakistan. *Am. J. Hum. Genet.* 70, 1107-1124.

1. Walls, E.V. & Crawford, D.H. (1987). In: *Lymphocytes, a practical approach.* (eds. G.G.B. Klaus), pp. 149-162. Oxford: IRL Press.

2. Mehdi S. Q, Qamar, R., Ayub, Q., Khaliq, S., Mansoor, A., Ismail, M., Hammer, M.F., Underhill, P.A. and Cavalli-Sforza, L. L. The Genetic Origins of Pakistani Populations: Evidence from Y Chromosome Markers. In "Genomic Diversity: Applications in Human Population Genetics". SS Papiha and R Deka, eds. Plenum Press. NY., pp. 83-90 (1999).

No 1 above is a journal reference, No 2 is a book reference format and No3 is a book chapter reference format.

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