

**Guidelines for Writing a Thesis**  
(Student's Research Information Manual)



**Virtual University of Pakistan**

**(HARD COVER SAMPLE)**

(Title of the thesis should also be written on spine of the thesis. Color of hard binding of MS/M.Phil will be **Royal Blue**) with **golden engraved text**.

**TITLE CAPITAL WORDS (FONT 16 IN TWO OR THREE LINES)**

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**(NAME OF THE STUDENT)  
STUDENT ID**



**A THESIS SUBMITTED IN PARTIAL FULFILLMENT OF  
REQUIREMENTS FOR THE DEGREE**

**OF**

**MASTER OF SCIENCE**

**IN**

**BUSINESS ADMINISTRATION (SPECIALIZATION)  
(FONT 15)**

**VIRTUAL UNIVERISTY OF PAKISTAN  
(FONT 16)**

**YEAR (FONT 14)**  
(YEAR OF SUBMISSION OF FINAL THESIS)

**TITLE PAGE**

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**DECLARATION**

I ..... having VU ID..... hereby confirm that the content of the thesis “**mention here name of approved topic as notified**” is my own study and has not been copied, printed, published and submitted as research work, thesis or publication in any form in any University, Research Institution or to any Publisher etc. in Pakistan or abroad. If I am found guilty of misstating, misleading or concealing the facts about my activities (either academic or non-academic but relevant to the research study) at any stage, the University is authorized to take disciplinary action against me as per policy. I hereby also confirm that I have carefully read and understood all the guidelines, rules and regulations provided by my supervisor or University.

Name.....

Signature.....

Date.....

To, The Controller of Examinations,  
Virtual University of Pakistan,

It is to certify that the contents and form of the thesis, submitted by -----  
-----, Student ID-----have been found satisfactory and recommend that it be  
processed for the evaluation by the External Examiner(s) for the award of the degree.

SUPERVISOR

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Co-Supervisor  
(If any)

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HOD

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**DEDICATION** (NEW PAGE)  
 (The page of dedication optional, spanning over maximum 1 page)

**ACKNOWLEDGEMENTS** (NEW PAGE)  
 (This should be brief and relevant, spanning over maximum 2 pages)

**CONTENTS** (NEW PAGE)

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2	<b>REVIEW OF LITERATURE</b>	

3	<p><b>METHODOLOGY</b></p> <p>3.1 Conceptualization and Operationalization of constructs</p> <p>3.2 Research Type</p> <p>3.3 Philosophy of research</p> <p>3.4 Nature of research study</p> <p>3.5 Population and Sample frame</p> <p>3.6 Sample size and Sampling technique</p> <p>3.7 Data Collection tool</p> <p>    3.7.1 Validity</p> <p>    3.7.2 Reliability</p> <p>    3.7.3 Questionnaire composition</p> <p>3.8 Data analysis techniques</p>	
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**LIST OF ABBREVIATIONS (NEW PAGE)**

Details of all abbreviations used in the thesis

**ABSTRACT (NEW PAGE)**

The abstract of the research work

**ANNEXURES (NEW PAGE)**

All annexures (if any) should be given at the end of the thesis



## THESIS WRITE UP STYLE

1. In the whole body of thesis the font must be Times New Roman, size 12pts., 1.5 line spacing and both right and left justified margins must be used.
2. Page layout should be with Normal Margins (1" Top, Bottom, Right and Left), size of page should be A4 (8.27" x 11.69") and single side print.
3. Use American Psychological Association (APA) style for citation and references/bibliography. Literature review should be in paragraph form (Chronological ordered by topics). Each paragraph of the literature review should classify and evaluate the themes of the texts that are relevant to your thesis.
4. Only authenticated websites should be quoted as a reference.
5. In-text reference: In the body of the document (Introduction, Review of Literature, Materials and Methods and Discussion), refer to authors as follows: (Smith & Jones, 1992). In case of more than one references the proper format is (Smith & Jones 1982; Jones, 1988a, b; Jones et al., 1993).
6. Where there are more than two authors of one article, the first author's name is followed by the abbreviation et al. (Smith et al., 1982). More than one article listed in the same sentence of text must be in chronological order first and alphabetical order for two publications in the same year.
7. In the chapter of literature cited, all references cited in the body of the document should be enlisted.
  - The references shall first be listed alphabetically by author(s)' last name(s), and then chronologically.
  - The year of publication follows the authors' names. As with text citations, two or more publications by the same author or set of authors in the same year shall be

differentiated by adding lowercase letters after the date. The dates for papers with the same first author that would be abbreviated in the text as et al., even though the second and subsequent authors differ, shall also be differentiated by letters.

- All authors' names must appear in the Literature Cited section.
  - Inclusive page numbers should be provided.
8. Maximum three heading levels will be used. Main Heading 1 and Main Heading 2 should be 14pts. in size and bold; whereas, Main Heading 3 should be 12pts. in size and bold.
9. Header should carry heading of the chapter at the right end except in 1st page and Footer should carry the page number in the right e.g.

Header	<i>Introduction</i>
Footer	34

10. Page numbering will be started from introduction onward. Initial pages which include list of tables/figures/abbreviations, and abstract etc. should be numbered in Roman.
11. Literature cited format and Heading of the chapter (INTRODUCTION, MATERIALS AND METHODS etc.) should be as per sample with font size 14 (Times New Roman) with Chapter no.\_\_(Font size 12 (Times New Roman)).
12. For tables:
- It will be numbered according to chapter number. For example, the first table in chapter 1 will be numbered as table 1.1, then 1.2 and so on. Similarly, the chapter 2 will contain table 2.1, 2.2 and so on.
  - Numbers and caption of table will be on top.
  - In case of using a table from some other source, give full reference of the source at the bottom of the table.

**13. For figures:**

- It will be numbered according to chapter number. For example, the first figure in chapter 1 will be numbered as figure 1.1, then 1.2 and so on. Similarly, the chapter 2 will contain figure 2.1, 2.2 and so on.
- Number and caption of the figure should be at the top.
- It is discouraged to use the figures from other sources. If it is inevitable, redraw and give proper reference underneath the figure. In case of copying get permission from the author and give proper reference underneath the figure.
- Discuss each figure in the text.

## Annexure I

### REFERENCES

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