

## THESIS AND ITS SUB-SECTIONS

A thesis generally covers full information on a narrow field of studies conducted by a scientist and presented in a logical sequence. It cannot be compared to a book or a monograph. In writing a thesis, certain conventions in presentation are observed. This special type of presentation is generally sub-divided into following parts and subsections:

### 1. The Preliminaries

- a. Title page.
- b. Dedication (Optional).
- c. Acknowledgements.
- d. Table of contents with page references.
- e. List of tables with titles and page references.
- f. List of figures with titles and page references.
- g. List of illustrations, if any, with page references.
- h. List of appendices, if any, with page references.

### 2. Main Body: This part is divided into following chapters:

- a. Introduction.
- b. Review of Literature.
- c. Materials and Methods.
- d. Results and Discussion.
- e. Summary and conclusions.

### 3. References

### 4. Appendices

A brief description about the sections and sub-sections is given below for the sake of general guidelines to students.

#### 1. The Preliminaries

- a. **Dedication:** This part is optional.

**b. Acknowledgement:** In acknowledgement, credit should be given to individuals who have contributed to the research or to the thesis preparation, funding agency of research and the institute that facilitated the research work.

**c. Table of contents:** The table of contents should list in order the titles of major divisions and subdivisions exactly as these appear in the body of thesis (Appendix 1), the list of figures, all with their page citations. Also include the list of references and appendices. No material preceding the table of contents should be enlisted in it. Examples of acceptable format of tables of contents are given in the appendices 1-4.

The heading, table of contents, is typed one line space in the centered capitals at top of page and without terminal punctuations. The body of the table of contents then follows one 1.5 line space below. Table of contents (continued) is put on succeeding page(s) flush with the left margin. Spacing depends on the table. Generally, use a 1.5 line space between major headings and between major and sub-headings; use a single line space between sub-headings of the same order. Major headings are in capitals or in title format. Major headings begin at the left margin; and second order sub-headings two more spaces. All the words in sub-headings are in title format except articles, prepositions, and conjunctions except in cases where any of the letters is the first in a title.

**d. List of tables and figures:** If tables and figures are used in the thesis, list of tables and list of figures must be included in the table of contents but on separate pages.

**i. List of tables:** The position of the heading, list of tables is the same as for the table of contents, with the column heading, page, in the same position. Arabic numerals are used for tables. These are typed at the left margin and aligned vertically by the period marks following each number (Appendix 2).

**ii. List of figures:** The list of figures (Appendix 3) appears on a separate page and in the same general form as the list of tables. No distinction is made among drawings, figures, or photographs. These should all be designated as figures and numbered consecutively with Arabic numerals.

**e. The handling of tables and figures:** All the tables (Appendix 2) and figures (Appendix 3) are faced in the same manner as the written text unless dimensional considerations require the presentation along the length of the page. In this case, these should read properly when the page is rotated 90 degrees clockwise.

Figures larger than the normal page size usually may be reduced photographically. If reduction is not feasible, the material may be folded. When folded, the sheet should be approximately, but no larger than 8.25 by 10.75 inches with a 1-inch left margin for binding remaining free of folds. Because of special requirements of the microfilm service, this arrangement is not recommended for the Ph.D. thesis. Samples of lists of figures are shown in appendix 3. All the figures and tables must be numbered and titled. The number and title of figure are placed one 1.5 or double line space below the figure.

## **2. Main Body**

The construction of main body of a thesis is the joint responsibility of the student and his Advisory Committee. It should be appropriate to the character of the work to be reported. Generally, following sections are included.

**a. Introduction:** This is more extended and elaborative version of the introduction as presented in the synopsis. It is re-emphasized that this chapter must contain statement(s) on the general subject, the orientation, setting, and foundation, on which the present investigations were made, but it is not and should not be made a general literature review. The objectives of studies must be described. The purpose of the introduction is to provide an overview of the problem. It should contain a statement of the problem investigated so that the readers could proceed with the nature and purpose of the thesis in mind. It should briefly outline the scope, aims and general character of research.

There is a tendency to use “Introduction” as second window for “Review of Literature” with the incorporation of several citations. This is a duplication of the scope and purpose of a subsequent section, the “Review of Literature”. It is, therefore, desirable that “Introduction” should be kept confined to a general account which has led one to embark on a particular project.