

**MOHI-UD-DIN ISLAMIC UNIVERSITY  
NERIAN SHARIF AJ&K**

**GENERAL INSTRUCTIONS FOR SYNOPSIS, THESIS  
AND DISSERTATION WRITING**



**Effective from January 2021**

**MOHI-UD-DIN ISLAMIC UNIVERSITY  
NERIAN SHARIF AJ&K**

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## General Instructions for Synopsis, Thesis and Dissertation Writing

1. **Title Length** 15-20 words spaces between words and punctuations
2. **Paper size** A4 size/8.5"x11" except for drawings and maps.
3. **Paper weight** 90 gsm. Photocopying paper
4. **Paragraph Alignment**
  - Align text to the left and leave right margin uneven.
  - Do not hyphenate to break words at the end of lines.
  - Indent the first line of every paragraph 0.5 in. Use tab key. Remaining lines of the paragraph be left aligned.
5. **Indentation**

For headings requiring more than one line, successive lines be indented two spaces from the starting point of the first line.
6. **Type size**
  - Text 12 points
  - Headings 14 points bold
  - In case of sections 12 pt TNR bold
  - Chapter number and its title 16 points
7. **Typeface** Times New Roman (TNR)
8. **Abstract**

M.Phil.	250 words
PhD	400 words

**Note:** Title case means 1<sup>st</sup> letter of each major word to be capitalized.

- The word "Abstract" in 16pt bold title case
  - Topic
  - Name
  - Supervisor
  - Program
  - Degree
  - Year
  - Pages Roman (preliminary) + Arabic (Text)
- Double spaced with no indentation of the first line and in a single paragraph.
- Abstract should include objectives, methodology including research design population, and its characteristics, sample size, materials used, instruments used, data gathering procedures, findings, conclusions and keywords.

**9. Binding**

- i. Rexine / Cloth: Rexine / Cloth edges uncut
- ii. Lettered boldly up back in gold.
- iii. Outer title: 18 points Times New Roman, Bold (As per specimen of title cover.)
- iv. Inner title: 18 point bold (As per specimen of inner title)
- v. Spine lettering be in appropriate size (points) including name, dissertation title, level of program and year (As per specimen)
- vi. Color: BS / Diploma Black  
MS / M.Phil. Maroon  
PhD Royal Blue

**10. Table of contents**

- i. Chapter number flush with margin in 12 pt. Times New Roman (TNR), Bold
- ii. Chapter title 12 point Times New Roman Bold with 1<sup>st</sup> letter of each word capital starting two spaces after the chapter number
- iii. Place dots after the title up to page number.
- iv. Section Number (if used)
  - a. 12 point Times New Roman, Normal, and indented by 2 spaces from the first letter of Chapter title

**Example: 2.1**

- b. Section Caption: 12 pt TNR, normal beginning 4 spaces from section number, only first letter of caption in capital

**Example: 2.1 Education and work**

**Example: Chapter 2 Review of Related Literature...23**

**11. List of Tables / Figures**

- i. Table No. in 12 pts TNR bold with 1<sup>st</sup> letter in capital.
- ii. Table caption in this list should have only 1<sup>st</sup> letter of caption in capital, TNR normal.
- iii. Table caption be single spaced within individual title
- iv. Double space between titles

- v. Use dots up to page number
- vi. Do not place full stop after table / figure number 2.1

## **12. Section Heading in the text**

- i. Type a section heading double spaces below the last line of previous section but only one double space between the heading and first line of text after the heading
- ii. Leave three spaces between chapter title and first line of text
- iii. Section heading be 12 pt TNR bold, flush with left margin and only 1<sup>st</sup> letter of the heading in capital.
- iv. In case of sub-section: the sub section number be flush with left margin and caption heading be in 12 pt TNR normal and only 1st letter of the heading in capital.

## **13. Acknowledgement**

Type initials of the author in capital letters with no spaces between. There will be two spaces below the last line of acknowledgement and 2.5cm from right hand margin.

## **14. Tables and Figures**

- i. Align all tables and figures with left margin
- ii. Add a double – spaced blank between the text and the table or figure.
- iii. Presentation in any form other than the table is called figure e.g. graph, photograph, map, chart, drawing, etc
- iv. Assign the number in the order each table appears first.
- v. Write the word “Table” or “Figure” and the number in bold and flush left in 12pt Times new Roman
- vi. Give every table a brief but clear and explanatory title (e.g., *Mean Performance Scores of Students*)
- vii. Write the table title in italic below the table number and double space between the table number and title.

**Example  
Table 1**

*Number of Children With or Without Disability*

Grade	Girls		Boys	
	With	without	with	without
<hr/>				
Total				

- viii. Limit the use of borders or lines in a table to those needed for clarity.
- ix. Do not use vertical borders to separate data and do not use borders around every cell in a table.
- x. Use strict alignment.
- xi. If a table is longer than one page, repeat headings of row and column on each subsequent page of the table or figure.
- xii. For purpose of interpretation only highlights of a table should be discussed. Discussion should follow the table.
- xiii. Table or figure number be flush with left margin on the same line in Times New Roman, 12 pt, bold.
- xiv. The table / figure caption be 2 spaces below the table / figure number in 12 pts, TNR normal in italics with first letter of each word in capital. Long caption be in inverted pyramid.
- xv. There shall be a single space between the title and content of the table / figure.
- xvi. No full stop at the end of table caption

**Example**

**Table 1**

*Mean Score of Correct Responses*

	Younger		Older
Level of difficulty	N M(SD)	CI	N M(SD)

Note: CI = Confidence level

Elements be in 12pt TNR normal

- xvii. Elements in a table be given between two horizontal lines
- xviii. Entries under these elements are without any horizontal or vertical lines.

- xix. There be a horizontal line at the end of a table
- xx. If contents of a table are taken from some source there can be a note (Author note, content footnote, copyright permission note or source etc.) at the bottom of the table.
- xxi. All tables are numbered consecutively throughout the dissertation/thesis including the ones that appear in an appendix except in case of section numbers.
- xxii. A table composed / typed in landscape format (length wise) may be so placed that the table title is on the spine / binding side.
- xxiii. In case tables are to be numbered with reference to a section the number will precede the table number e.g. 3.1. Here 3 is section and 1 is table number.
- xxiv. Refer to tables by their numbers e.g. as shown in table 5 or 3.1.
- xxv. Do not repeat the data in a table or figure by using another means like figure or vice versa as it is unnecessary duplication. Figures include line graphs, bar graphs, circles or pie graphs, scatter graphs, pictorial graphs, charts, maps, diagrams, drawings etc.

## 15. Figures

- i. Figure title should be brief but a descriptive phrase.
- ii. Number all figures with Arabic numerals (1, 2, 3,.....) and number them consecutively throughout the dissertation / thesis OR with reference to section number e.g. 5.3. Figures numbers in a section will be numbered consecutively
- iii. The word figure and figure number be in 12pt TNR bold be given at the top of the figure in upper case and lower case letters and flush with left margin.
- iv. The title will be in italic 12pt TNR bold with 1<sup>st</sup> letter of each word in capital and flush with left margin.

### **Figure 1**

#### ***Share of Income from Various Sources***

- v. Assign the number as they appear the first time in the text.
- vi. Each element in a figure must be large enough to be read.
- vii. Use a simple – Sans Serif font (e.g., Times New Roman) within figure portion. Simple Sans Serif font includes (Arial, Calibri, Lucida Sans Unicode, Times New Roman).

- viii. Legend or key, if present, be placed within the borders of the figure.
- ix. Discussion should follow the figure. A figure in landscape (Broadside) format be so placed that the caption is read from right side of the dissertation / thesis and is thus opposite to the binding side.

## 16. Appendixes

- i. Begin each appendix on a separate page after reference list.
- ii. Label each appendix with a capital letter (A, B, C...) in the order in which mentioned in the text.
- iii. Each appendix should be mentioned in the text by its label (e.g., “See Appendix A”).
- iv. 12 points TNR bold with first letter capital. Type appendix title in 12 points TNR, normal with only first letter of title in capital
- v. Label each appendix with a capital letter e.g. **APPENDIX A** in 12 point Times New Roman, Bold at four space below the top margin and flush with right hand margin.
- vi. Appendices be referred to in the text.

## 17. Numerals

- i. Write numbers 10 and above in numerical.
- ii. Cardinal numbers (e.g., 15<sup>th</sup> trial) and ordinal numbers (e.g., 10<sup>th</sup> grade, 105 participants) are in numerals.
- iii. Numbers in words
  - i. Zero through nine be written in words
  - ii. Any number that begins a sentence
  - iii. Common factors (e.g., One fifth)
- iv. Use a zero before the decimal point (e.g., 0.56).
- v. To form plurals of numbers, add “s” or “es” alone (e.g., sixes, 1960s)
- vi. Express numbers below 10 in words.
- vii. Use the symbol for percent only where preceded by a number.
- viii. Use figures to express all numbers above 10, and number preceding a unit of measurement, number representing time, date, age, sample subsample, population size, number of subjects, and all numbers in abstract.

## 18. Direct Quotation

- i. Best to paraphrase rather than quoting directly.
- ii. Direct quotation will require author, year and page number in in-text citation.
- iii. If quotation is of less than 40 words, it is called short quotation and enclosed within double quotation marks (“....”).
- iv. Block quotation (40 words or more)



- v. Italic may be used to emphasize a word or words in a quotation.
- vi. Do not use quotation marks for block quotation.
- vii. Start quotation on a new line
- viii. Indent the whole block quotation 0.5 in from left margin
- ix. In case of additional paragraphs within the quotation, indent the first line an additional 0.5 in.
- x. Double – space the block quotation.
- xi. Do not add extra space before or after it.
- xii. Use ellipses ( ) to indicate that some words have been omitted and type three periods with space around each ( . . . )

## **19. Pagination**

- i. Initial page of any major subdivision (e.g. first page of a chapter) of text have page number placed on the bottom in the center. Other pages be placed at upper right hand side corner on 5<sup>th</sup> single space from top upper and aligned with right margin.
- ii. Preliminary pages (before the start of chapter 1) be given in lower case Roman numerals on the bottom in the center.

## **20. Levels of Headings**

- i. Centered Heading. Centered within margins, set off the centre heading in 14 pt., Times New Roman, Bold, first letter of each major word in capital and single spaced with three spaces above and below. It shall not be numbered. Text begins as new paragraph.
- ii. Side Heading. Flush with left margin in 14 pt. Times New Roman, Bold, with first letter of words in upper case (capital). Leave three spaces above the side heading and three spaces below and there is no punctuation mark at the end. If the side heading takes more than 60mm, use two spaces under hung indentation and single space between the lines of the heading. Text begins as a new paragraph.
- iii. Paragraph Heading. Flush left Bold Italic, Title case heading in 12 pt. Times New Roman, Bold. Continue the text on the same line. Continue the text on the same line.
- iv. Indented Heading, Bold, Title case Heading, Ending with a period. Text begins on the same line and continues as regular paragraph can be introduced

by underlining the heading. The underlined heading will be secondary to the one without underlining.

- v. Indented, Bold Italic, Title case Heading, Ending with a period. Text begins on the same line and continues as a use lower case letter e.g. (a) regular paragraph.
- vi. If section and subsection numbers are used, they be typed in 12pt TNR bold.

## 21. Alignment of Numerals

The right hand column of Roman or Arabic numerals is aligned.

## 22. Enumeration

When the items are enumerated, they may be distinguished by using the following format and bringing the second and succeeding lines of each item back even with the number or letter of the item.

- I. According to .....
  - 1. According to .....
    - A. According to .....
      - (i) According to .....
      - (1) According to .....
      - (a) According to .....

## 23. Enumeration of Section and Sub-Section

- 1. Under the heading of .....
  - 1.1 Under ....
    - 1.1.1 Under ....
      - 1.1.1.1 Under ....
    - 1.1.2 Under ....
  - 1.2 Under ....

## 24. Reference citation in text

- i. Cite the work of those individuals whose ideas, thesis or research have influenced your work.
- ii. Use primary sources as far as possible and secondary sources be used sparingly.
- iii. To avoid plagiarism give credit to the sources whenever you
  - A. Paraphrase

- B. Directly quote the words of others
  - C. Refer to data or data set
  - D. Adapt a table or figure
  - E. Reprint a long passage from copyrighted material
  - F. Cite personal communication in the text by giving initials and surname of the communicator and exact date (e.g., M. Iqbal, personal communication, March 4, 2020).
  - G. Parenthetical citation appears within or ends of a sentence (e.g., (Iqbal, 2020).
  - H. Narrative citation appears in running text (e.g., Iqbal (2020) has balanced....)
  - I. When citing a specific part of a source, cite the page No. Example: (P.7)
  - J. Self plagiarism is unethical.
- iv. In narrative citation spell out the word “and” before the last author.
- v. In parenthetical citation an ampersand (&) between two authors or last two authors be used.
- vi. Use an ampersand (&) between names in tables and figures.
- vii. When citing works of the same author(s) and same date, add a lowercase letter after the year(e.g., (Iqbal & Saleem, 2020a): Iqbal & Saleem (2020 b)
- viii. Enter “comma” after et al. (e.g.,(Ravi et al., 2019).
- ix. If the paraphrase continues into a new paragraph, rewrite the citation.
- A. Cite the quoted source in parentheses before the punctuation mark.
  - B. One work by one author: Ali (2012), (Ali, 2012).
  - C. One work by two authors: cite both names every time.
  - D. One work by three, four, or five authors: Cite all authors first time; in subsequent citation include only surname of first author followed by et al. (not in italics) and year. See APA manual 7<sup>th</sup> edition for detail.
  - E. Work by six or more authors: Cite only the surname of first author followed by et al. and the year (In reference list However, provide the initials and surnames of the first six authors and shorten remaining authors to et al.).
  - F. Group of authors: Corporations, associations, govt. agencies, study groups spell out each time. First text citation (National Institute of Health (NIH) (2015)  
Subsequent text citation: (NIH, 2015)

**25. Entry in reference list**

- i. List the references alphabetically by author.
- ii. **Double – space the reference list both within and between entries.**
- iii. **The first line of reference is flush left and subsequent lines are indented by 0.5 in. from the left margin.**
- iv. A reference has four elements comprising Author, Date, Title, and Source.
- v. Use a comma before ampersand (&) with three or more authors.
- vi. Use one space between initials.
- vii. When names are hyphenated, retain a hyphen and insert a period after each initial but no space (e.g., Xu, A. –J,
- viii. If second element of a hyphenated name is in lowercase, treat it as a single name (e.g., Robo, L., for Lee-ann Robo)
- ix. Use commas to separate initials and suffixes such as Sr, (e.g., A. A. , Jr.).
- x. Do not include titles, positions, ranks or academic achievements with names.
- xi. Do not include an abbreviation for a group author in reference list.
- xii. If the author is unknown, move the title of the work to the author position followed by a period.
- xiii. Provide the retrieval date in the sources when citing an unstable online source
- xiv. For source with no date write “n. d.”.
- xv. Works with the same author and same date will be entered by adding lowercase letter “a” or “b” to the date (year) e.g. 2020a.
- xvi. If dates are identical alphabetize the reference by title.

**26. Order of References in the reference list**

- i. Alphabetize by author’s name.
- ii. Alphabetize letter by letter.
- iii. Several works by the same author
  - A. Arrange by year of publication. Earlier year first

**27. Work with an anonymous author**

- i. Use title and the year. Use double quotation marks around the title of an article, or a web page and italics the title of a periodical, a book or a brochures, or a report: e.g. on free care (“study finds,” 2007)
- ii. When an author is designated as “Anonymous,” cite as follows: (Anonymous, 2012)

**For examples of References please see section 10 of APA Manual 7<sup>th</sup> edition.**

**28. General**

- i. Only one side of paper is to be used.
- ii. Double space all lines.
- iii. Leave three spaces above and below the centered heading and three spaces above the free standing side heading and double space below it.
- iv. Indent 0.5. in for paragraphs and block quotations.
- v. Leave two spaces after a full stop (.), a colon (:), and a sign of interrogation (?) in the body of the text.
- vi. Preliminary pages to be numbered in lower case Roman numerals e.g., i., ii, iii, etc., 25 mm from the bottom edge of the paper.
- vii. Page Numbers of the actual text of thesis / dissertation from page one of chapter 1 to the end including Appendixes etc. be given in Arabic numerals (1, 2, 3, ....) in the upper right hand corner 30 mm (1.25 inch) from top and right edge of paper without intruding into the margins.
- viii. Each chapter should be started on a new page.
- ix. Chapter number should be like this: **CHAPTER 2** (16 pt. New Times Roman Bold) and placed at four space below the top margin and centered between margins.
- x. Chapter title and centre headings, if too long for one line, be divided into two or more lines in inverted pyramid
- xi. Chapter title be three single spaces below the Chapter number and be all in capital (uppercase on 16 point, Times New Roman, Bold) and single spaced. First line of a chapter shall begin three single spaced below the title.
- xii. **TABLE OF CONTENTS; LIST OF TABLES and LIST OF FIGURES; CHAPTER NUMBER, REFERENCES** are to begin on a separate page and are to be typed in 16 points Times New Roman in uppercase (capital) normal and be placed at fourth line from the top margin and centered between margins.
- xiii. Findings be in past tense
- xiv. Conclusions be in present tense

- xv. Limitations are in present tense and after delimitation in Chapter 1.
- xvi. Avoid gender bias
- xvii. Be sensitive to label people
- xviii. The thesis / dissertation must be error free. No correction in ink will be accepted.

Note: Gender refers to the attitude, feelings and behaving that a culture associates with a biological sex while sex refers to biological sex assignment.

## 29. Abbreviations

- i. Do not define abbreviations listed as terms in dictionary (e.g. AIDS, IQ)
- ii. When the full version of a term appears for the first time define the abbreviations and place abbreviations in parentheses.
- iii. Do not begin a sentence with lower case (small) abbreviation (e.g., lb)
- iv. Where a chemical compound begins a sentence, capitalize the first letter of the word to which the symbol is connected (e.g., L-Methionine)
- v. Write out full names of units of measurement not accompanied by numeric values (e.g., kilogram)
- vi. Use abbreviations or symbols for units of measurement that are accompanied by numeric values (e.g., 4 cm)
- vii. Use abbreviations or symbols in columns and rows of a table
- viii. Do not spell out or define common / standard units of measurement abbreviation, even the first time
- ix. Use abbreviation sparingly to maximize clarity and parentheses may be used to introduce an abbreviation for the first time.

## 30. Secondary Sources

- i. Use secondary sources sparingly.
- ii. In text, name the original and give a citation for the secondary source e.g. all part (1/5), diary (as cited in Johnson, 2001)

## 31. Italics

- i. Use italics for the following:
  - A. Key terms or phrases accompanied by definitions
  - B. Title of books, report, webpage
  - C. Title of periodicals
  - D. Genera, species, and varieties (in sciences)

- E. Letters used as statistical symbol
- F. Periodical volume number in reference list

- 32.** Thesis / dissertation in mathematics may use “Scientific workplace / later” for typing. However, the title pages (word format) references and numbers will be according to the general instruction.
- 33.** Following manuals are to be used for dissertation / theses in English / Urdu.
- i. Publication Manual of American Psychological Association. (Latest edition)  
(For all disciplines except Islamic Studies)
  - ii. Chicago Manual (latest edition) for Islamic Studies only
  - iii. The instruction relating to dissertation / thesis in Islamic Studies and specimen pages are given at APPENDIX.

Appropriate adjustments may be made for Urdu and other languages. However, any other manual approved by the Board of Advanced Studies and Research may also be limited to the matters not covered in these instructions.

(Spine)

Jamal Khan Khattak  
THE EFFECT OF EVALUATION PROCEDURES  
AND SELF CONCEPT UPON PSYCHOMOTOR  
PERFORMANCE IN DRAFTING

(Title Cover Specimen)  
(Hard Bound, Maroon Colour)

2.5 cm from top edge (18 pt. Times New Roman, Bold)

# THE EFFECT OF EVALUATION PROCEDURES AND SELF CONCEPT UPON PSYCHOMOTOR PERFORMANCE IN DRAFTING



Logo Size 2 inch X 2 inch

14.5 cm from top edge (14 pt Times New Roman Bold)

**Jamal Khan**  
**Roll No. F 7212432**  
**Registration No. \_\_\_\_\_**

Ph.D.  
Education  
2001  
5 cm from  
bottom

(14 Point) DEPARTMENT OF .....

(16 Point) FACULTY OF .....

2.5 cm from bottom edge (18 pt. Times New Roman Bold)

**MOHI UD DIN ISLAMIC UNIVERSITY**  
**NERIAN SHARIF AJ&K**



(Specimen of Inner Title)

(Start at 4th line from top margin of the sheet in 18 pt. Times New Roman, Bold)

**THE EFFECT OF EVALUATION PROCEDURES  
AND SELF CONCEPT UPON PSYCHOMOTOR  
PERFORMANCE IN DRAFTING**

(Start at 27th line from top edge of the sheet in 14 pt. Times New Roman, Bold in upper case and lower case)

**Jamal Khan**

**Roll No. F 7212432**

**Registration No. \_\_\_\_\_**

**Supervisor (Name) .....**

**14 pt Times New Roman Bold**

(Start at 16th line from the bottom edge of the sheet and go upto 10th line in 12 pt. Times New Roman, Normal)

Submitted in partial fulfilment of the requirements for the  
Master of Philosophy degree in (Discipline) \_\_\_\_\_  
with Specialisation in \_\_\_\_\_ (where applicable)  
at the Faculty of \_\_\_\_\_,

(14 Point) DEPARTMENT OF .....

(16 Point) FACULTY OF .....

**MOHI UD DIN ISLAMIC UNIVERSITY**  
**NERIAN SHARIF AJ&K**  
18pt Time New Roman Bold

**Sequence of various pages for Thesis / Dissertation****Effective from January 2021**

1. Outer Cover (Specimen attached)
2. Inner Cover (Specimen attached)
3. Spine (Specimen attached)
4. In the name of Allah
5. Table of contents
6. List of Tables
7. List of Figures
8. List of abbreviations
9. Abstract
10. Approval Certificate (Specimen attached)
11. Dedication
12. Acknowledgement
13. Declaration (Specimen attached)
14. Plagiarism Undertaking (Specimen attached)
15. Chapter 1
16. Chapter 2
17. Chapter 3
18. Chapter 4
19. Chapter 5 Number of chapters may vary
20. References (APA Style / Chicago Manual)
21. Appendices (A, B, C...)



1-<sup>1</sup>/<sub>4</sub>"  
GUIDE SHEET/KEY PAGE

35  
Page  
1-<sup>1</sup>/<sub>4</sub>"

Top margin line (Do not write any thing over it)

margin

1-<sup>1</sup>/<sub>2</sub>"

11-<sup>1</sup>/<sub>2</sub>"

Left margin line (Start typing here)

6"

3"

Centre guide line

right margin line (Do not write anything beyond this line)

Bottom margin line (Do not write any thing below it)

8-<sup>1</sup>/<sub>2</sub>"

### **Elements of a Research Proposal (Synopsis)**

1. Title cover (Specimen attached)
2. Table of contents (with page number)
3. Introduction (To the problem / Brief review of literature)
4. Statement of the problem
5. Objectives
6. Research questions
7. Hypotheses (if desired)
8. Delimitations
9. Limitations (if to be indicated)
10. Research methodology (some parts may not apply to science subjects)
  - Design of the study
  - Population
  - Sample
  - Development of instruments, validity, reliability
  - Data collection
  - Data analysis
11. References (APA style / Chicago Manual for Islamic Studies)



M.Phil. / PhD Research Proposal

(14 pt Time New Roman)

Topic 18 pt. Times New Roman, Bold, Capital (15-18 Words)

Logo "2×"2

(14 pt TNR)

Student name

Roll No.

Registration No.

Student Signature

(12 pt TNR)

Supervisor Name & Signature

(12 pt TNR)

(14 pt Capital) DEPARTMENT \_\_\_\_\_

(16 pt Capital) FACULTY \_\_\_\_\_

MOHI-UD-DIN ISLAMIC UNIVERSITY

NERIAN SHARIF AJ&K

(18 pt Time New Roman, capital)

عمومی ہدایات برائے مقالہ / خاکہ

(بی ایس / ایم فل / پی ایچ ڈی علوم اسلامیہ)



شعبہ علوم اسلامیہ

محی الدین اسلامی یونیورسٹی نیریاں شریف  
آزاد جموں و کشمیر

## عمومی ہدایات برائے مقالہ / خاکہ علوم اسلامیہ (بی ایس / ایم فل / پی ایچ ڈی)

طلباء و طالبات اپنے مقالہ (Dissertation) / خاکہ (Synopsis) کو آخری شکل دیتے وقت اس بات کو یقینی بنائیں کہ ان کا مقالہ محی الدین اسلامی یونیورسٹی کے قواعد و ضوابط کے مطابق ہو۔ مقالہ بنیادی مصادر و مراجع پر مشتمل ہونا چاہیے اور اسلوب تحقیق جس کو طلباء / طالبات نے کورس ورک کے دوران پڑھا / مطالعہ کیا، اس کی تحقیق میں تطبیق کی جائے۔ مقالہ میں آراء کا تحقیقی اور تنقیدی تجزیہ پیش کیا جائے اور اس کے بعد ترجیحی انداز میں ان میں سے مناسب اور موزوں رائے کی نشان دہی بھی کریں۔

### ○ کمپوزنگ: (Composing)

کمپوزنگ کے سلسلے میں خوبصورت و روایتی فونٹ سٹائلز اور فونٹ سائز اختیار کرتے ہوئے درج ذیل امور کا خیال رکھا جائے:

■ کمپوزنگ مائیکروسافٹ ورڈ میں کی جائے، ان پیج میں کمپوز شدہ مقالہ / خاکہ قابل قبول نہیں

ہوگا۔

مقالہ کی کمپوزنگ میں درج ذیل باتوں کو مد نظر رکھا جائے:

مقالہ / خاکہ کے اندر عام حروف کا فونٹ سائز:

فونٹ سٹائل: جمیل نوری نستعلیق (Jameel Noori Nastaleeq)

فونٹ سائز: عنوان مقالہ کے لیے فونٹ سائز: اٹھائیس بولڈ (28)

ابواب کے عنوانات کے لیے فونٹ سائز: چوبیس بولڈ (24)

فصول کے عنوانات کے لیے فونٹ سائز: بیس بولڈ (20)

مباحث فصول کے عنوانات کے لیے فونٹ سائز: اٹھارہ بولڈ (18)

متن مقالہ کے لیے فونٹ سائز: سولہ (16)

عربی عبارت (متن) کے لیے فونٹ: ٹائمز نیورومن / ٹریڈیشنل (16)

عربی عبارت (حاشیہ) کے لیے فونٹ: ٹائمز نیورومن / ٹریڈیشنل (14)

انگریزی فونٹ نوٹ (حاشیہ) ٹائمز نیورومن (12)

یونیورسٹی مونو گرام: 2\*2

انگلش کے لیے فونٹ سائز: ٹائمز نیورومن: بارہ (12)

صفحے کا استعمال: صفحے کی دائیں طرف 1.5 انچ جبکہ بائیں اور نیچے ایک ایک انچ کا مار جن

خالی چھوڑیں۔ اوپر کا مار جن 1.25 انچ رکھیں۔ اس کے درمیان صفحے کی جو خالی جگہ پختی ہے اس پر کمپوزنگ کریں۔

کاغذ کا سائز: 90، A4، گرام

ہر پیرا گراف انچ سپیس کے بعد شروع کریں۔

لکھائی کی سطروں کے درمیان سنگل سپیس ہونا چاہیے

صفحہ نمبر صفحے کے اوپر بائیں مار جن کے بالکل دائیں سائڈ پر 3، 2، 1 کی طرح لکھیں۔

## ○ مقالہ کے لوازم:

مقالہ کو قلمبند کرنے میں درج ذیل امور کا خیال رکھیں:

### عنوان: (Main Title)

مقالہ کا ٹائٹل (Title) مقالہ کی زبان میں ہونا چاہیے۔ ٹائٹل میں عنوان مقالہ، مقالہ

نگار، شعبہ اور کلیہ کا نام تحریر کریں اور درمیان میں یونیورسٹی کا مونو گرام لگائیں۔ اپنے مقالہ کا عنوان

احتیاط سے تحریر کریں تاکہ کوئی غلطی نہ ہو۔ عنوان میں اٹھارہ الفاظ سے زائد نہ ہوں۔



### سرٹیفکیٹس (Certificates)

مقدمہ سے پہلے درج ذیل سرٹیفکیٹس ترتیب سے لگائیں:

1- صفحہ عنوان بیرونی (Outer Cover) (حسب نمونہ)

2- صفحہ عنوان داخلی (Inner Cover) (حسب نمونہ)

3- پشت مقالہ (Spine)

4- بسم اللہ الرحمن الرحیم کا صفحہ

5- فہرست عنوانات (Table of Contents)

6- انتساب (Dedication)

7- اظہار تشکر (Acknowledgment)

8- منظوری کا فارم (Approval Certificate)

9- ملخص مقالہ (Abstract)

10- حلف نامہ (Declaration)

کہ تحقیقی کام مقالہ نگار کا اپنا یعنی (Original) ہے۔ اور یہ کام کسی بھی یونیورسٹی یا ادارے میں کسی بھی ڈگری کے حصول کے لیے اس سے پہلے پیش نہیں کیا گیا۔

11- پلجیازم کا فارم: (Plagiarism Undertaking)

### مقدمہ: تعارفی مباحث

تعارفی مباحث میں درج ذیل عناوین ذیلی ترتیب سے ہونے چاہئیں:

1- تعارف (Introduction):

2- سابقہ تحقیقی کام کا جائزہ: (Literature Review) اپنے موضوع سے متعلق ہر ایک تحقیقی

کام کا خلاصہ اور اس کا حوالہ دینا لازمی ہے)

3- تحقیق کا بیانیہ (مسئلہ تحقیق) (Statement of the Problem)

- 4- مقاصد تحقیق (Objectives of Research): (ان مقاصد کو مصدر کے ساتھ لکھیں جیسے کرنا، جائزہ لینا، جمع کرنا، تقابل کرنا، تنقید کرنا، واضح کرنا، معلوم کرنا۔ نیز ان مقاصد کا براہ راست تحقیق سے گہرا ربط ہو اور تحقیق کی تکمیل سے یہ مقاصد حاصل ہوں)
- 5- تحقیقی سوالات (Research Questions): (یہ بھی تحقیقی موضوع سے ہی مربوط ہوں اور جب تحقیق مکمل ہو تو ان سارے سوالات کے جوابات تسلی بخش انداز میں حاصل ہونے چاہئے۔ یہ سوالات کیوں؟ کیسے؟ کب؟ کس طرح؟ اور کیا؟ (What) جیسے الفاظ کا لفظ استعمال کریں)
- 6- افادیت (Significance of Research)
- 7- تحدید موضوع (Delimitation of the Topic): (اپنے موضوع کے حدود و اربعہ کا تعین کریں۔ مثلاً کس صدی سے کس صدی تک؟ کونسا علاقہ؟ صوبہ؟ یا ملک؟ کس فقہ سے مربوط؟ کس عصر کے علماء، کونسی خاص کتب، ابواب، تفاسیر وغیرہ)
- 8- منہج تحقیق (Research Methodology): (دستاویزی طریقہ، سروے، انٹرویو، مصادر اصلیہ، تراجم وغیرہ کا ذکر و حوالہ)
- 9- ابواب بندی (Chapterization)
- 10- حوالہ جات (References): (جن کا ذکر خاکہ میں کیا گیا ہو، البتہ مقالہ میں فہرست مصادر و مراجع آخر میں دی جائے گی)
- ابواب بندی: (Cauterization)**
- ابواب بندی میں درج ذیل امور کا خیال رکھا جائے:
- 1- تحقیقی مقالہ لخص، فہرست عناوین، ابواب و فصول اور نتائج و سفارشات پر مشتمل ہونا چاہیے۔
  - 2- ابواب فصول و مباحث پر مشتمل ہوں۔
  - 3- ابواب کی فصول وغیرہ میں توازن ہونا چاہیے، تاہم تمام ابواب کی فصول میں مکمل عددی یکسانیت ہونا ضروری نہیں۔

4- ابواب کے مشمولات میں ربط اور صفحات کے حجم میں توازن کو برقرار رکھنے کی کوشش کی جائے۔

### حوالہ جات: (Foot Notes)

حوالہ دیتے وقت درج ذیل امور کا خیال رکھا جائے:

1. حوالہ جات / فٹ نوٹس (Footnotes) میں مکمل معلومات دی جائیں۔ حوالہ دیتے وقت مصنف کا نام، کتاب کا نام، (جو کتاب پر درج ہے)، پھر جلد اور ایڈیشن نمبر درج کریں (اگر جلد نمبر اور ایڈیشن ہے)، اس کے بعد ناشر اور مقام اشاعت، سن اشاعت وغیرہ کے بارے میں مکمل معلومات فراہم کریں، جس صفحہ سے معلومات لی گئی ہیں اسے آخر میں ذکر کریں۔ پہلی دفعہ حوالہ دیتے وقت مکمل حوالہ دیں۔

مثال: عبد اللہ بن عمر البیضاوی، تفسیر البیضاوی، ط، 1، دار الکتب العلمیہ: بیروت لبنان، 1408ھ، ج، ص، 24

2. ایک ہی حوالہ متعدد مقامات پر ہو، تو اختصار کا اسلوب تحقیق کے قواعد کے مطابق ہو۔  
3. مقالہ میں موجود تمام قرآنی آیات عربی رسم الخط میں تحریر ہونی چاہیے، آیات معرب ہوں اور ان کا حوالہ درج ذیل طریقے سے ہو۔

مثال: (سورة النساء، 14)

4. تمام احادیث کی تخریج کی گئی ہو۔

مثال: محمد بن اسماعیل، البخاری، الجامع الصحیح، کتاب العلم، باب إفتاء السلام من الإسلام، حدیث نمبر: 29، دار السلام، ریاض، 1412ھ، جلد 1، صفحہ 24/

5. مقالہ میں مذکور اہم شخصیات کا مختصر تعارف حاشیہ (Foot note) میں کریں اور اس ضمن میں علم الرجال اور الطبقات یادگیر مستند کتب سے حوالہ جات دیں۔

### نتائج بحث (Conclusions)

مقالہ کے اختتام پر ابواب کے بعد فہارس سے پہلے تحقیق کی روشنی میں ثابت ہونے والے نتائج کو نمبر وار لکھیں ان نتائج کی روشنی میں مسئلہ تحقیق کو جواب بھی دیں اور درست فرضیہ (Hypothesis) کی نشان دہی بھی کریں۔ اور یہ خیال رکھا جائے کہ نتائج موضوع سے متعلق ہوں اور ان میں منطقی تسلسل ہو اور وہ نتائج مقالہ کے مشمولات سے اخذ کیے جاسکتے ہوں۔

### سفارشات (Reommendations)

نتائج کے بعد اپنی تحقیق کی روشنی میں سفارشات بھی مرتب کریں، تاکہ اس بات کا اعتراف ہو کہ زیر بحث عنوان پر حتی الوسع معلومات فراہم کر دی گئی ہیں۔ لیکن یاد رہے کہ علم کی کوئی انتہا نہیں ہو سکتی، خوب سے خوب تر کی گنجائش ہمیشہ رہتی ہے۔ اس لئے سفارشات کی روشنی میں اس پر مزید کام کیا جاسکتا ہے۔ اور اس طرح اسی موضوع پر مزید تحقیق کے دروازے کھلے رہتے ہیں۔

### فہارس (Indexes)

مقالہ میں درج ذیل فہارس شامل ہونی چاہیے:

- (i) فہرست عنوانات (یہ فہرست مقالہ کے شروع میں لگائی جانی چاہیے۔)
- (ii) فہرست آیات
- (iii) فہرست احادیث
- (iv) فہرست شخصیات
- (v) فہرست اماکن
- (vi) فہرست مصادر و مراجع



صفحہ عنوان بیرونی (Outer Cover) (حسب نمونہ)

خاکہ / مقالہ ایم فل / پی ایچ ڈی علوم اسلامیہ (18 بولڈ)

سکھ مت کے بنیادی مصادر اور اس کا اسلام سے تقابل:

تنقیدی، تجزیاتی اور تحقیقی جائزہ (28 بولڈ)



(نام طالب علم) ————— (16 بولڈ)

رول نمبر: ————— رجسٹریشن نمبر: (18 بولڈ)

شعبہ علوم اسلامیہ (20 بولڈ)

کلیہ معاشرتی علوم (22 بولڈ)

محی الدین اسلامی یونیورسٹی نیریاں شریف

آزاد جموں و کشمیر (28 بولڈ)

Spine

پی ایچ ڈی  
تقابل یہود کی سائنس امداد اور ان کی سرگرمیاں  
محمد صہب

2018

خاکہ / مقالہ ایم فل / پی ایچ ڈی علوم اسلامیہ (18 بولڈ)  
 سکھ مت کے بنیادی مصادر اور اس کا اسلام سے تقابل:  
 تنقیدی، تجزیاتی اور تحقیقی جائزہ (28 بولڈ)



نام طالب علم: (16 بولڈ)

رجسٹریشن: (18 بولڈ)

رول نمبر: \_\_\_\_\_

نگران مقالہ: \_\_\_\_\_

یہ مقالہ ایم فل / پی ایچ ڈی علوم اسلامیہ کی ڈگری کی جزوی تکمیل کے لیے کلیہ معاشرتی علوم،  
 محی الدین اسلامی یونیورسٹی کو پیش کیا گیا۔ (16 بولڈ)

شعبہ علوم اسلامیہ (20 بولڈ)

کلیہ معاشرتی علوم (22 بولڈ)

محی الدین اسلامی یونیورسٹی نیریاں شریف

آزاد جموں و کشمیر (28 بولڈ)

ماہ و سال: (18)

## DECLARATION

I, \_\_\_\_\_ S/o/D/o \_\_\_\_\_ Registration No. \_\_\_\_\_ Roll No. \_\_\_\_\_, a student of \_\_\_\_\_ at Mohi-ud-Din Islamic University, Nerian Sharif, AJ&K do hereby solemnly declare that the dissertation, titled “\_\_\_\_\_” submitted by me in partial fulfillment of the requirements for the degree of \_\_\_\_\_ is my original work and has not been submitted or published earlier and shall not, in future, be submitted by me for obtaining any degree from Mohi-ud-Din Islamic University, Nerian Sharif, AJ&K or any other University or institution. In case this research work, at any stage, is found to be plagiarized (already printed, conducted, presented or published by someone else) the University shall have the authority to withdraw/ revoke my \_\_\_\_\_ degree.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Name \_\_\_\_\_

## PLAGIARISM UNDERTAKING

I, \_\_\_\_\_ S/o/D/o \_\_\_\_\_ Registration No. \_\_\_\_\_ Roll No. \_\_\_\_\_, a student of \_\_\_\_\_, solemnly declare that research work presented in the dissertation titled “\_\_\_\_\_” is solely my research work with no significant contribution from any other person. Minor contribution wherever taken has been duly acknowledged and that complete dissertation has been written by me.

I understand the zero tolerance, policy of the HEC and Mohi-ud-Din Islamic University, Nerian Sharif, AJ&K towards plagiarism. Therefore, I, as the Author of the above titled dissertation, declare that no portion of my dissertation has been plagiarized and any material used as reference is properly referred/cited.

I undertake that if I am found guilty of any formal plagiarism in the above titled dissertation even after the award of \_\_\_\_\_ degree, the University reserves the right to withdraw/revoke my \_\_\_\_\_ degree and that HEC and the University have the right to publish my name on the HEC/University Website on which names of students are placed who submitted plagiarized theses/dissertations.

Student's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Name \_\_\_\_\_



## Certificate of Approval

This is to certify that the research work presented in this dissertation, titled “\_\_\_\_\_” was conducted by \_\_\_\_\_ under the supervision of \_\_\_\_\_ As per declaration by the student, this dissertation has not been submitted anywhere else for any other degree. This dissertation has been submitted to the Department of \_\_\_\_\_ in partial fulfillment of the requirements for the degree of \_\_\_\_\_ in the field of \_\_\_\_\_ at Mohi-ud-Din Islamic University Nerian Sharif AJ&K and is accepted by the Examination Committee for the award of the degree.

Examination Committee:

Supervisor:  
(Name, Designation)

Signature: \_\_\_\_\_

Co-Supervisor: (if any)  
(Name, Designation & Address)

Signature: \_\_\_\_\_

External Evaluator:  
(Name, Designation & Address)

Signature: \_\_\_\_\_

Chairman/HoD of the Department  
(Name, Designation)

Signature: \_\_\_\_\_

Dean  
(Name, Designation)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **SOPS FOR PROCESSING OF DISSERTATION FOR INTERNAL AND EXTERNAL EVALUATION OF PhD AND MPhil**

### **A. PhD Dissertation**

1. On completion of the 1<sup>st</sup> draft the supervisor will forward at least 2 copies of the dissertation to Chairman / HoD.
2. The Chairman / HoD will appoint two faculty members of the department to evaluate the dissertation within 15 days at the maximum
3. The student will incorporate the suggestions and address the observations within 15 days.
4. The student will submit a soft bound copy of the dissertation to the Chairman / HoD of the department for language editing done possibly within 10 days. The payment per page is Rs. 50/- but can be negotiated.
5. The student will be responsible to carry out the corrections as per editing.
6. The student will submit a soft copy for plagiarism check.
7. The student will pay all the outstanding dues, if any including evaluation fee for foreign evaluators equal to US\$ 600 and Rs. 20,000/- for national evaluation and get clearance certificate.
8. If it is found to be within range prescribed by HEC i.e. 19% he / she will submit two soft bound copies and a soft copy to the Chairman / HoD for final evaluation along with
  - (1) Clearance certificate
  - (2) Plagiarism report signed by QEC
  - (3) A copy of the letter of approval of synopsis by BASAR, and
  - (4) Language editing certificate.
9. The period spent in the last seven steps will be counted in the period for completion of the research and getting clearance.
10. The department will send the dissertation copies and the documents to the Dean along with panels of four foreign evaluators and four national evaluators.
11. The Dean will seek approval from Vice Chancellor which will be forwarded to Controller of Examinations for processing. The process of national and international evaluation will be started simultaneously.
12. Evaluators are usually requested to complete the job in 4 to 6 weeks.
13. The evaluation reports will be forwarded to the department and the department will forward to the student for incorporation of suggestions.
14. The student will submit a hard copy along with 'Compliance Report' to the Chairman / HoD who will ensure through a committee that the comments by all the evaluators have been addressed.
15. The Controller of Examinations / the department will contact national evaluators. The date for open defense will be notified by the Controller of Examinations where interested faculty members, students and the public will be invited to attend.

16. If the student defends his dissertation successfully, he will be given 10 days at the maximum to incorporate suggestions given during defense to be conveyed by the department to the student.
17. The result will be declared after submission six hard bound copies and two soft copies conforming to the general instructions for writing thesis, dissertation and synopsis to the department.

## **B. MPhil Dissertation**

1. On completion of the 1<sup>st</sup> draft the supervisor will forward at least 2 copies of the dissertation to Chairman / HoD.
2. The department will check the dissertation for format and style.
3. The student will incorporate the suggestions and address the observations within 15 days.
4. The student shall submit a soft copy for plagiarism check and will be responsible to bring the similarity index within prescribed limit i.e. 19%.
5. The student shall pay all the dues including evaluation fee of Rs. 10,000/- and get clearance certificate.
6. When the similarity index is within prescribed limit, the student will submit one soft bound copy for external evaluation and a copy for the department along with the following:
  - i. Clearance Certificate
  - ii. Plagiarism certificate signed by Director QEC
  - iii. Letter of approval of topic by BASAR
7. Time spent in the last 6 steps will be counted toward completion of research.
8. The department will send a copy of dissertation along with above listed document to the Dean and a panel of 3 experts approved by BASAR.
9. The Dean will seek approval from VC which will be forwarded to the Controller of Examinations for getting it evaluated.
10. External evaluators are usually requested to evaluate within 4 to 6 weeks.
11. The evaluation report received by the Controller of Examinations will be forwarded to the department to be shared with the student.
12. The student will carry out corrections or changes as suggested by the external evaluator and submit compliance report and a hard copy of dissertation to the department which will arrange checking to its satisfaction.
13. Viva will be arranged by the Controller of Examinations.
14. Any observation during viva will be addressed by the student within 15 days.
15. Result will be declared when the student submits the following:
  - i. Requisite number of hard bound copies to the department.
  - ii. A soft copy of the final version of the dissertation.