

**MS/M.Phil. Thesis Template
And
Thesis Writing Guidelines**



Directorate of Research
University of Central Punjab

Title Page (Mandatory)

1. The main title of the thesis should be in Upper and Lowercase letters (not Bold) and the font size should be size 16. Not more than seven words per line

Organization Identification and Organization Change: A Case Study of Summit Bank of Pakistan



2. UCP logo with length and width measurements of 4cm each

3. Note: On the Spine of the Thesis, include "Name of Degree" (e.g. MS/M.Phil. Thesis), "Student's Name", and "Year of Submission" (e.g. 2018).

4. Purpose of submitting the Thesis. Times New Roman (TNR), font size 14. All Caps. Single-spaced.

MASTER OF SCIENCE (OR PHILOSOPHY)
IN
SUBJECT (e.g. BUSINESS ADMINISTRATION)

Submitted By
Student Name
Registration Number

5. Student's name should be written in Upper and Lowercase letters in font size 14 (TNR), not Bold, and followed by the Registration Number

NAME OF DEPARTMENT/DIVISION/SCHOOL
NAME OF FACULTY
UNIVERSITY OF CENTRAL PUNJAB

6. Related Department, Faculty, and University name. TNR font Size 14. All Caps

January 2018

7. Month and Year information at the bottom of the page. TNR font Size 12. Not Bold

Inner Title Page (Mandatory)

1. The main title of the thesis should be in Upper and Lowercase letters (not Bold) and the font size should be size 16. Not more than seven words per line

Organization Identification and Organization Change: A Case Study of Summit Bank of Pakistan



2. UCP logo with length and width measurements of 4cm each

3. Purpose of submitting the Thesis. Times New Roman (TNR) font size 12

A Thesis submitted in partial fulfillment of the requirements for the degree of

4. Purpose of submitting the Thesis. Times New Roman (TNR), font size 14. All Caps. Single-spaced.

MASTER OF SCIENCE (OR PHILOSOPHY)
IN
SUBJECT (e.g. BUSINESS ADMINISTRATION)

5. Student's name should be written in Upper and Lowercase letters in font size 14 (TNR), not Bold, and followed by the Registration Number

Submitted By
Student Name
Registration Number

6. Supervisor's name should be written in font size 14 (TNR), not Bold

Supervised By
Name of Supervisor

NAME OF DEPARTMENT/DIVISION/SCHOOL
NAME OF FACULTY
UNIVERSITY OF CENTRAL PUNJAB

7. Related Department, Faculty, and University name. TNR font Size 14. All Caps

January 2018

8. Month and Year information, at the bottom of the page. TNR font Size 12. Not Bold

ABSTRACT

(Centered. Bold. Size 16. All caps. Mandatory)

Abstract must include the objective(s) of the study, methodology, major findings and conclusions.

1. Times New Roman
2. 12 font
3. Justified
4. Non indented
5. Double Spaced
6. Length: 250 to 300 words
7. Without headings (unstructured)

Start Page Numbers from here in Roman Numerals. This can be done by inserting a Section Break

DEDICATION

(Centered. Bold. Size 16. All caps. Optional)

Dedication should begin with the word “To”.

(e.g. To my mother...)

1. Times New Roman
2. Centered
3. In the Middle of the page
4. 12 font
5. Double Spaced

ACKNOWLEDGEMENTS

(Centered. Bold. Size 16. All caps. Optional)

1. Times New Roman
2. 12 font
3. Justified
4. Non indented
5. Double Spaced
6. Acknowledge collaborations/collaborators and/or organizations (if applicable)
7. Contribution of people who helped in conducting the study and/or in preparation of the manuscript should be acknowledged in order of their contributions
8. Acknowledge HEC if research has been carried out under HEC Scholarship

DECLARATION

(Centered. Bold. Size 16. All caps. Mandatory)

I, _____, S/O / D/O _____, a student of “Degree Name” (e.g. MS/M.Phil. Business Administration), at “Faculty Name” (e.g. Faculty of Management Studies), University of Central Punjab, hereby declare that this thesis titled, “Title of Thesis” is my own research work and has not been submitted, published, or printed elsewhere in Pakistan or abroad. Additionally, I will not use this thesis for obtaining any degree other than the one stated above.

I fully understand that if my statement is found to be incorrect at any stage, including after the award of the degree, the University has the right to revoke my MS/M.Phil. degree.

Signature of Student: _____

Name of Student: _____

Registration Number: _____

Date: _____

PLAGIARISM UNDERTAKING

(Centered. Bold. Size 16. All caps. Mandatory)

I solemnly declare that the research work presented in this thesis titled, “Title of Thesis” is solely my research work, and that the entire thesis has been completed by me, with no significant contribution from any other person or institution. Any small contribution, wherever taken, has been duly acknowledged.

I understand the zero tolerance policy of the HEC and University of Central Punjab towards plagiarism. Therefore, I as an author of the above titled thesis declare that no portion of my thesis has been plagiarized and that every material used from other sources has been properly acknowledged, cited, and referenced.

I undertake that if I am found guilty of any formal plagiarism in the above titled thesis, even after the award of MS/MPhil. degree, the University reserves the right to revoke my degree, and that HEC and the University have the right to publish my name on the HEC/University website for submitting a plagiarized thesis.

Signature of Student: _____

Name of Student: _____

CERTIFICATE OF RESEARCH COMPLETION

(Centered. Bold. Size 16. All caps. Mandatory)

It is certified that this thesis titled, "Title of Thesis", submitted by _____, Registration No. _____, for MS/M.Phil. degree at "Faculty Name", University of Central Punjab, is an original research work and contains satisfactory material to be eligible for evaluation by the Examiner(s) for the award of the above stated degree.

Supervisor's Name

Designation

Faculty

University of Central Punjab

Signature

Co-Supervisor's Name (If applicable)

Designation

Faculty

University Name

Signature

Date: _____

CERTIFICATE OF EXAMINERS

(Centered. Bold. Size 16. All caps. Mandatory. To be attached after evaluation by examiners)

It is certified that the research work contained in this thesis titled “Title of Thesis” is up to the mark for the award of “Degree Name” (e.g. Master of Science or Philosophy in Business Administration).

Internal Examiner

Signature: _____

Name: _____

Date: _____

External Examiner

Signature: _____

Name: _____

Date: _____

Dean

Faculty Name

University of Central Punjab

Signature: _____

Name: _____

Date: _____

TABLE OF CONTENTS

(Centered. Bold. Size 16. All caps. Mandatory)

| | |
|---|-----|
| ABSTRACT..... | I |
| ACKNOWLEDGEMENTS..... | III |
| LIST OF FIGURES..... | IX |
| LIST OF TABLES..... | X |
| LIST OF GRAPHS..... | XI |
| LIST OF ABBREVIATIONS AND ACRONYMS..... | XII |
| CHAPTER ONE: INTRODUCTION..... | 1 |
| 1.0 Heading..... | 1 |
| 1.1 <i>Subheading</i> | 1 |
| CHAPTER TWO: LITERATURE REVIEW..... | 1 |
| 2.0 Heading..... | 1 |
| 2.1 <i>Subheading</i> | 1 |
| CHAPTER THREE: RESEARCH DESIGN (Or MATERIALS AND METHODS, if applicable)..... | 1 |
| 3.0 Heading..... | 2 |
| 3.1 <i>Subheading</i> | 2 |
| CHAPTER FOUR: FINDINGS (Or RESULTS)..... | 2 |
| 4.0 Heading..... | 2 |
| 4.1 <i>Subheading</i> | 2 |
| CHAPTER FIVE: DISCUSSION..... | 2 |
| 5.0 Heading..... | 3 |
| 5.1 <i>Subheading</i> | 3 |
| CHAPTER SIX: CONCLUSION AND FUTURE DIRECTION..... | 3 |
| 6.0 Heading..... | 3 |
| 6.1 <i>Subheading</i> | 3 |
| REFERENCES..... | 3 |
| ANNEXURE..... | 3 |

LIST OF FIGURES

(Centered. Bold. Size 16. All caps. Mandatory if figures are used)

| | |
|--------------------------------------|----|
| Fig 2.1: Block diagram of XYZ..... | 12 |
| Fig 2.2: Basic Function Diagram..... | 15 |
| Fig 2.3: Block diagram of Codec..... | 21 |

LIST OF TABLES

(Centered. Bold. Size 16. All caps. Mandatory if tables are used)

Similar to List of Figures

LIST OF GRAPHS

(Centered. Bold. Size 16. All caps. Mandatory if graphs are used)

Similar to List of Figures

LIST OF ABBREVIATIONS AND ACRONYMS

(Centered. Bold. Size 16. All caps. Mandatory if abbreviations and/or acronyms are used)

(Write in alphabetical order)

| | |
|------------|----------------------------|
| AR | Accounts Receivable |
| KPI | Key Performance Indicators |
| PPC | Pay per Click |
| SKU | Stock Keeping Unit |

CHAPTER ONE: INTRODUCTION

This section must mention different but relevant aspects of the topic under investigation, the problem statement in light of previous research, and reasons for undertaking the study. In other words, why is this study needed? The aims and objectives of the study must be highlighted under this section along with a brief discussion of research question(s). This section must provide a road map for your thesis.

1.0 Heading

(First level headings are centered but not italicized)

1.1 Subheading

(Second level headings are centered and italicized)

1.1.1 Sub-Subheading

(Third level headings are left-aligned and italicized)

CHAPTER TWO: LITERATURE REVIEW

This section must include a review of recent literature relevant to the research under investigation. It is important to note that the literature review should not simply mention other studies one by one, and instead should include an integrative discussion of the common themes, linkages, and any questions/gaps that may arise from the discussion. It should not just contain a summary of different studies rather you must develop your argument in this section in the light of relevant literature.

2.0 Heading

2.1 Subheading

2.1.1 Sub-Subheading

CHAPTER THREE: RESEARCH DESIGN (or MATERIALS AND METHODS, if applicable)

Describe this section in detail, including the research design, methodology, and methods. Justify the rationale for the selected research design to ensure the validity and reliability of your research. In the case of qualitative research design, it must be explained which methods

were selected and how they were applied to your research. You need to explain the sequence of the methods in which they have been applied.

3.0 Heading

3.1 Subheading

3.1.1 Sub-Subheading

CHAPTER FOUR: FINDINGS (Or RESULTS)

Describe results succinctly and clearly. In case of a qualitative study, you need to share your research findings and need to substantiate your argument with data in the form of quotes.

Findings that are presented in the form of Tables and Figures may be described in words as and when needed. Otherwise, avoid verbosity and try to be concise and to the point as much as possible

Give data either in Figure or Table form and explain it. Do not just repeat it in the form of paragraph.

Do not give “raw data”. Analyze the data statistically and include only the essential details. In the case of qualitative research, please organize your data using different qualitative data analysis methods such as thematic analysis, content analysis and discourse analysis etc.

4.0 Heading

4.1 Subheading

4.1.1 Sub-Subheading

CHAPTER FIVE: DISCUSSION

This section should include a discussion of the data generated by you in the light of relevant literature. The data of other laboratories/researches (if applicable) may be given only to support your own data. In case the results are different from the previously published literature, a student can give possible reasons or explanations for that. The discussion must end with a clearly defined conclusion and future prospects of the subject under investigation.

5.0 Heading

5.1 Subheading

5.1.1 Sub-Subheading

CHAPTER SIX: CONCLUSION AND FUTURE DIRECTION

This section should provide a conclusion for the entire thesis along with theoretical and practical contributions of your study, and include limitations in the study and any suggested ideas for future research.

6.0 Heading

6.1 Subheading

6.1.1 Sub-Subheading

REFERENCES

1. Citations and References should be written in APA style (unless another department/subject specific format is applicable, e.g. IEEE for Computer Science or MLA for English Literature).
2. For detailed instructions regarding citations and referencing, please consult “Publication Manual of the American Psychological Association, 6th Edition”
3. For IEEE referencing guidelines, visit:
<http://www.bath.ac.uk/library/infoskills/referencing-plagiarism/ieee-style.html>
4. For MLA referencing guidelines, visit:
<https://owl.english.purdue.edu/owl/resource/747/24/>

ANNEXURE

Annexure (if any) should be placed at the end of the thesis.

General Guidelines for Thesis Writing

All theses submitted for MS/M.Phil. should comply with the following instructions. These instructions concern the layout, structure, and formatting of the thesis.

1. Plagiarism

Remember that you must acknowledge your source every time you refer to someone else's work. Failure to do so amounts to plagiarism, which is against the University rules and is a serious offence. Under the rules, Original Plagiarism report along with the Certificate from Supervisor and Declaration by the student must be submitted while submitting the thesis to the Dean's office. Plagiarism report should be submitted at the time of thesis submission for further processing for external evaluation.

2. Chapter Guidelines

- Start each chapter from a new page
- Chapter headings should be centrally aligned
- The first paragraph of each chapter must give an overview about the whole chapter, including what the chapter is about, what it contains, and its structure

3. Abbreviations and Acronyms

Acceptable abbreviations and acronyms may be used in footnotes, tables, and references. To save space and time, it is sometimes convenient to use abbreviations for lengthy scientific words or phrases used frequently throughout the thesis. When used for the first time, such abbreviations must be presented in parentheses immediately after the words or phrase for which they stand. An example is "Phosphate Buffered Saline (PBS) was used in all dialysis operations." In succeeding sentences throughout the thesis, the initials PBS can then be used in place of the words phosphate buffered saline.

4. Grammar

The past tense is preferred for scientific writing. Use active voice rather than passive voice.

5. Typing and Page Directions

- Good quality (minimum 80g) white paper of **A4** size must be used.
- **1-inch** margin must be on each side, except the left side margin, which should be **1.25 inches**.
- No header or footer should be used while typing and no-extra margin should be left within the marked margin.
- “**Times New Roman**” font style is recommended throughout the thesis, with **Double Line Spacing**.
- The main headings font size should be **16**, while the sub-heading and main text should be **14** and **12** respectively.
- Throughout the document, text should be **Justified** with **Non-Indented** paragraphs.
- All figures should be centrally aligned with captions at the bottom of figure. Figure title and caption should be in the same line, with figure title and number in italics and the caption without italics (e.g. *Figure 1*. Visual illustration of theoretical model.)
- All tables should be centrally aligned with captions at the top of the table. Write table number (e.g. Table 1) in the first line and the caption of the table (e.g. *Comparison between Assessment Methods*) in italics in the next line
- All equations should be centrally aligned with proper numbering

6. Pagination

All pages must be numbered. Pages of Abstract and Acknowledgements should bear Roman numbers (I, II, III, IV, V, VI etc.), whereas pages from Introduction onward should be given Arabic numbers (1, 2, 3, 4, 5 etc.) in the center/right side at the bottom of the page.

7. Printing and Binding Instructions

- Three hard bound copies of the thesis are required to be submitted for final thesis examination
- Color of binding should be **Maroon** and the text on the title page should be in **Silver** color
- The spine of the bound thesis should have **Name of Degree** (MS/M.Phil. Thesis), **Student’s Name**, and **Year of Submission**

Distribution of Work (Order of Contents in the Thesis)

The Thesis should be organized in the following order:

1. Title Page
2. Inner Title
3. Abstract
4. Declaration
5. Plagiarism Undertaking
6. Certificate of Research Completion
7. Certificate of Examiners
8. Dedication (optional)
9. Acknowledgements
10. Table of Contents
11. List of Figures
12. List of Tables
13. List of Graphs
14. List of Abbreviations and Acronyms (Alphabetically arranged)
15. Introduction
16. Literature Review
17. Research Design / Materials and Methods
18. Findings (or Results)
19. Discussion
20. Conclusion and Future Direction (including theoretical and practical contributions and limitations)
21. References
22. Annexure (if any)