

# **FORMAT AND STYLE OF THESIS WRITING FOR M.S. / Ph.D. DEGREE**



**Sher-e-Bangla Agricultural University  
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Bangladesh**

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## **FORMAT AND STYLE OF THESIS WRITING FOR M.S. / Ph.D. DEGREE**

The following set of instructions may be followed as standard format for the thesis of M.S. and Ph.D. degree.

### **1. Sizes and Thickness of Paper:**

Thesis is to be printed on A4 size quality offset paper and minimum weight of paper should be 80 g.

### **2. Typing or Print:**

The typeface should be consistent and the copy must be clean for both text and illustration. Dot matrix printers should not be used unless giving near letter quality. The general text of the thesis should be spaced at one and a half with single spacing for footnotes or lengthy quotations. Triple or larger spacing may be used where necessary to set off headings, subheadings or illustrations. The thesis must be in "letter quality" print and laser printing is recommended and standard font type (Times New Roman or Arial font preferable) may be used during typing but it must be consistent throughout. The print size should be at least 12 points.

### **3. Margins, Layout of Text and Text Writing:**

There must be a margin of 4 cm (1.5 inch) to allow for binding on the left hand side of the paper. Minimum margins of 2.5 cm (1 inch) are required at the top, bottom and right edge. This also applies to tables, figures and plates. A sub-heading at the bottom of the page must have at least two full lines of type below it. Otherwise, the sub-heading should begin on the next page. The last word on any page should not be hyphenated. The line should be short off the margin and the whole word should be typed on the following page.

The text of the thesis should be clear and precise. The presentation should be neat and methodical as much as possible avoiding unnecessary details. Spelling should be according to either Webster's Dictionary or Oxford Dictionary but not both. Standard abbreviations should be used in the text. Please refer Annexure-IV for example. Citation of reference in the text should be in the author(s) and year system within parentheses without a comma between the name of the authors and the year. When two or more references within the same parenthesis, they should be listed in descending order of the year of publication and be separated by a semicolon. When more than two authors in the text, only the first author should be named, followed by *et al.*

(Example: For single author in beginning: Islam (2006), for two authors in beginning: Islam and Miah (2006), for more than two authors in beginning: Islam *et al.* (2006);

For single author in end: (Islam, 2006), for two authors in end: (Islam and Miah, 2006), for more than two authors in end: (Islam *et al.*, 2006).

Headings and sub-headings of the text must be consistent and correspond to the headings given in the Table of Contents. Each major chapter should begin on a new page. Heading of each chapter should be centered leaving 4 spaces from the top of individual page.

#### **4. Page Numbering:**

The text is to be numbered at the bottom (center) of the page. The number does not appear on the first page of the text although is understood to be a numeral „1“. The page number of the text will be started from Introduction and continued up to the Appendix (if any). The contents before Introduction are to be numbered in roman numbers.

#### **5. Line Spacing:**

General text should be set to ensure maximum double spacing between lines. Single space may be used incase of long tables, long quotations, multilane captions, preliminaries, acknowledgement, abstract, etc.

#### **6. Tables, Figures and Plates:**

The word “Figure” designates all other non-verbal material used in the body of the thesis and in the appendices, such as charts, graphs, maps, drawing, diagrams, etc. The word “Table” designates tabulated numerical data used in the body of the thesis and in the appendices. The word “Plate” designates photograph used in the body of the thesis.

Tables, figures, plates and other illustrations must always be cited in the text. When making reference to a Table, Figure or Plate in the body of the text, the capitalized full word and number should be used. e.g. Table 26. Figure 1. Plate 20. Incase of plates, high quality photo paper may be used during printing. Any other procedure must be approved by the Post Graduate Dean, in advance of submission.

Tables, Figures or Plates of one-half pages or less in length may appear on the same page with text, separated from the text above and below by triple spacing. If larger than half-page, they must be placed on a separate sheet. Two or more small Tables, Figures or Photographs may be placed together on a single page. Original photographs or photo-offset must be provided in all required copies of the thesis. They should be properly pasted on paper with permanent non-wrinkle glue. Colour or black & white photographs printed on photo-paper or photo-offset paper are

preferred rather than being pasted on. High quality graphics and photocopies (colour or black and white) are acceptable. Use of photo mounting corners, staples or transparent tape is prohibited. Do not use Table and Figure or drawing to present the same information.

The use of folded pages in a thesis is discouraged. Maps, Drawing and Tables, however, may be folded if they can't be presented on regular size pages. Approval for this must be received from the Supervisor. Tables, Figures or Plates are inserted as near as possible following the text they illustrate. The number of Table and its caption are placed two spaces above the top line of the Table. The number of the Figure and Plate are placed two spaces below the bottom edge of the Figure and Plate. The placement of Table, Figure and Plate, vertical or horizontal, does not alter the position of the page number.

Tables, Figures and Plates are numbered in separate series. Each Table, Figure, Plate including any in the appendix, has a number in its own series. Each series is numerically numbered consecutively as follows:

Figure 1, Figure 2 etc.

Table 1, Table 2 etc.

Plate 1, Plate 2 etc.

Appendix I. etc.

(Note: Other systems of numbering may be acceptable if used consistently by the consent of Supervisor). If any Table continues to the following or subsequent pages, the top line should be written as Table having cont'd within parenthesis; the caption should not be repeated. e.g.

Table 16 (cont'd).

Captions are the descriptive titles of Tables, Figures or Plates and should be kept to one line of type, the shorter the better, as these are the same titles, which make up the List of Tables, List of Figures or List of Plates. On broad side pages, Table headings are typed above tabular material and Figure legends are typed below the illustration, parallel to the way the copy is read. Captions of Tables, Figures or Plates should be self-explanatory and include enough information so that each Table or Figures or Plates is intelligible without reference to the text or other Tables and

Figures. The title and caption should summarize the information presented in the Table and Figures without repeating the sub-heading. Abbreviations are acceptable but nonstandard ones should be explained in footnotes below the Table or the captions. Footnotes are designated with superscript lowercase letters.

## **7. Order of Items:**

### **7.1 Cover and Title pages:**

The student should follow the following instruction for cover and title pages:

**7.1.1.** The title of the thesis should appear in 14-18 point boldface upper case but scientific name lower case letters in italic form.

**7.1.2.** The name of the student should be in upper case letters and should be identical to the one in the copyright page. The name used must be the student's legal name as it appears on the University records.

**7.1.3.** The monogram of the University should be identical of the original monogram. It may be multi colour or black and white.

**7.1.4. The** Department's name should be written in full e.g. DEPARTMENT OF GENETICS AND PLANT BREEDING.

**7.1.5.** Type in SHER-E-BANGLA AGRICULTURAL UNIVERSITY, DHAKA-1207 in uppercase letters.

**7.1.6.** The date of the cover and title pages should indicate the last month of the semester along with year of the degree awarded. Cover and title page should be as per the format of Annexure-I. (N.B: Cover page and title pages will be identical with each other).

### **7.2. Approval page of thesis:**

The approval page should be as per the format of Annexure-II.

### **7.3. Declaration page by the Supervisor:**

The declaration given by the Supervisor should be included. The page should be as per the format of Annexure-III

### **7.4. Dedication (optional):**

### **7.5. List of Abbreviations of Technical Symbols and Terms (optional):**

Page of the list of Abbreviations of Technical Symbols and Terms should be incorporated following the page of list of Tables and figures. In this respect the student is advised to consult information source such as Abbreviations published by the American Standards Association and other information sources available in the Central Library. These abbreviations are also frequently found listed at the back of standard text on technical writing.

#### **7.6. Acknowledgments:**

These should be given on a page following the List of Abbreviations of Technical Symbols and Terms. The student should acknowledge to their Supervisor, Co-supervisor, member(s) of the advisory committee, Chairman of the department, Post Graduate Dean, Vice Chancellor, Friends, Parents, library and information support service, source of financial support etc.

#### **7.7. List of contents:**

The list of contents is advised for monitoring the serial no. of chapter, chapter name with their starting page no. Chapter headline should be in uppercase but subheading should be in lower case.

#### **7.8. List of Tables, Figures and Plates:**

A list of Tables, Figures and Plates should appear on separate page with after page numbers of text. However, if the lists are very short they may be combined on the page under the title „List of Tables and Figures“. It is advised that the serial number be used separately for tables, figures and plates. The list of Tables, Figures and Plates uses exactly the same captions that appear in the text.

#### **7.9 List of Appendices:**

The list of Appendices uses the captions exactly as they appear.

#### **7.10. Abstract:**

The student is required to incorporate an abstract following the declaration page. The abstract must be confined in a single page and to be written in single space. The abstract contains the gist of the study. The major purpose of the abstract is to give information which will enable the reader to decide whether reading the complete work or not. The following information is generally included:

- A brief statement of the problem
- A brief description of the materials and methods
- The major findings of the study

The abstract of a M.S. thesis must not exceed 150 words and Ph.D. thesis 350 words. The abstract must not include any Figures or Tables. The title of the thesis



should be in capital letters in the center at the top of the page of the abstract. The words "ABSTRACT" should be typed in capital letters in the center two spaces below the title.

**7.11. Main body of text:** The following sequence should be followed during writing main body of text:

- i). Introduction
- ii). Review of Literature
- iii). Materials and Methods
- iv). Results and Discussion
- v). Summary and Conclusion
- vi). References and
- vii). Appendices (if any)

**7.11.1. Introduction:** The introduction should contain a brief statement of the problem under investigation and brief review of the most pertinent literature. It should outline general character, the scope and objectives of the research.

**7.11.2. Review of Literature:** Review of literature should be related to studies. It should be written comprehensively in the form of a review article publishable in a standard journal.

**7.11.3. Materials and Methods:** It should be described briefly but clearly. General techniques and methods are described in this chapter. If the methods of other investigation are used without any change, should be cited.

**7.11.4. Results and Discussion:** Results of the studies are presented in this chapter and the findings are discussed clearly.

**7.11.5. Summary and conclusion:** Brief summary of thesis is presented in this chapter. Any conclusion drawn or future suggestions made on the basis of findings of the students are also stated briefly in this chapter and treated as last major of the text.

**7.11.6. References:**

References should be typed in single space. Reference must be complete, clear and exact and must give sufficient information to enable any person reading the thesis to find the reference quickly and easily. A reference to an article in a journal must include author's name and year of publication, the title of article, the title of the journal, volume if applicable, issue number if applicable and inclusive pages. A

reference to a book must include the name of the author with year of publication, title of article in the book, title of the book, volume if applicable, editor if applicable, place of publication if applicable, publishers if applicable, and specific page number. The titles of journals should be abbreviated; they must follow a standard form as used in a reputed research journal. All references listed in the reference section must be cited in the text and must be listed in the reference section. Reference to conference proceedings must include the date and location of conference. Only the published reference should be listed in references. If work cited is in preparation, submitted but not yet accepted for publication or not readily available in libraries, cite the work parenthetically only in the text, e.g. (Jones, unpublished) or (Jones, personal communication). Obtain the written permission from the person(s) cited as the source of the unpublished information. References must be consistent in format. Alphabetical listing of references by author should be given. In case of more than one references of same author, should be cited chronologically (year wise).

**Examples:**

**Reference from journal:**

Chauhan, J.S., Chauhan, V.V., Lodh, S.B. and Dash, A.B. (1992). Environmental influence on genetic parameters of quality components in rain fed upland rice (*Oryza sativa* L.). *Indian J. Agric. Sci.* **62**(2): 773-775.

**Reference from book:**

Kumar, I., Maruyama, K. and Moon, H.P. (1994). Grain quality consideration in hybrid rice. **In:** Hybrid Rice Technology: new development and future prospects. S.S. Virmani,(ed.). IRRI, Manila, Philippines. pp. 123-130 / p.123.

**Reference from thesis:**

Hossain, M.S. (2004). Development and evaluation of three-line rice hybrids using inter sub-specific (*indica/japonica*) derivatives. Ph.D. thesis, IARI, New Delhi, India.

**Reference from conference proceedings:**

Pradhan, S.B. and Ratho, S.N. (1990). Breeding for cytoplasmic genetic male sterile lines in rice. Extended summery, Proc. Int. symp. on rice research: New frontier, Nov. 15-18, DRR, Hyderabad, India, pp.54-56.

**Web reference:** e.g. <http://www.sau.edu.bd>

#### **7.11.7. Appendices:**

Appendices are included to provide detailed information that would otherwise detract the readability of the main body of the text. Computer programmes, lengthy tables and detailed laboratory procedures etc. are a few examples of material to include in the Appendix. Appendices must be paginated in accordance with the text. All tables and figures in the Appendices must be appropriately labeled and listed in the lists of Appendices.

#### **9. Final binding and Colour:**

The thesis should be sewed and bound in strong waterproof clothe or leather and the colour of the binding page should be **Deep blue** for M.S. and **Maroon** for Ph.D. thesis.

#### **10. Lettering on cover page**

The Lettering on cover page should be in golden ink.

**11. Lateral side:** Left corner: M.S. THESIS or Ph. D. THESIS (Upper case)  
Middle : Name of student (Upper case)  
Right corner: Month and Year of degree awarded

**11. Number of copy to be submitted:** Three copies rough binding of thesis should be submitted for evaluation. At least five copies binding thesis (hard copy) should be submitted before degree awarding among which, one copy for supervisor, one for Co-supervisor, one for Departmental library, one for central library and one for student.

**Annexure-I (Cover page and Title page)**

**TITLE**

**STUDENT'S NAME**



**NAME OF THE DEPARTMENT  
SHER-E-BANGLA AGRICULTURAL UNIVERSITY  
DHAKA-1207**

**MONTH, YEAR**

**Annexure-II (Approval page)**

**TITLE**

**BY  
NAME OF THE STUDENT**

**REGISTRATION NO. ....**

A Thesis  
Submitted to the Faculty of ....., Sher-  
e-Bangla Agricultural University, Dhaka, in  
partial fulfillment of the requirements  
for the degree of

**MASTER OF SCIENCE / DOCTOR OF PHILOSOPHY**

**IN**

**NAME OF THE DEPARTMENT**

**SEMESTER: ....., Year**

**Approved by:**

\_\_\_\_\_

**(Name)  
Designation  
Supervisor**

**(Name)  
Designation  
Co-supervisor**

\_\_\_\_\_

**(Name)  
Chairman  
Examination Committee**

**Annexure-III (Declaration page by the supervisor)  
(Official pad of Supervisor is preferable)**

*CERTIFICATE*

*This is to certify that thesis entitled, “-----*

*-----”*

*submitted to the Faculty of ....., Sher-e-Bangla Agricultural University, Dhaka, in partial fulfillment of the requirements for the degree of MASTER OF SCIENCE/DOCTOR OF PHILOSOPHY in NAME OF THE DEPARTMENT, embodies the result of a piece of bona fide research work carried out by ----- Registration No.----- under my supervision and guidance. No part of the thesis has been submitted for any other degree or diploma.*

*I further certify that such help or source of information, as has been availed of during the course of this investigation has duly been acknowledged.*

.....

**Dated:**

**Place: Dhaka, Bangladesh**

**(Name of Supervisor)  
Designation  
Supervisor**

## Annexure IV. Some commonly used abbreviations

Full Word	Abbreviation	Full word	Abbreviation
Acre	A	Median Lethal Dose	LD
Active ingredient and others (at elli)	ai <i>et al.</i>	Meter	m
Centimeter	cm	Microgram	ug/ $\mu$ g
Cubic Centimeter (Solid materials)	cm <sup>3</sup>	Micron	um/ $\mu$
Cubic centimeter (liquid materials)	cc	milliequivalent	meq
Foot, feet	ft	Milligram	mg
Cubic Foot	ft <sup>3</sup>	Milliliter	ml
Degree Celsius (Centigrade)	<sup>0</sup> C	Millimicron	mu/ $m\mu$
Degree Fahrenheit	<sup>0</sup> F	Minimum lethal dose	MLD
Degree of freedom	df	Minute	min
Diameter	diam	Molar	M
Emulsifiable Concentrate	EC	Month	mo
Gallon	gal	Normal	N
Fluid ounce	oz	Ounce	oz
Gallon Imperial	Imp gal	Pint	pt
Gram	g	Pound	lb
Hectare	ha	Relative humidity	RH
Hour	hr	Square centimeter	cm <sup>2</sup>
Hydrogen ion conc.	pH	Square meter	m <sup>2</sup>
Inch	inch	Squire inch	inch <sup>2</sup>
Kilogram	kg	Standard deviation	SD
Kilometer	km	Standard error	SE
Least significant difference	LSD	Ton (English, 2,000 lb)	T
Liter	l	Ton (Metric 1,000 kg)	MT
Median Effective Dose	ED	Week	wk
Median Lethal Conc.	LC	Yard	Yd
		Year	yr