

General Guidelines for Project/Thesis Students

Thesis/Project/Dissertation of the research students must comply with format established.

The thesis writing style is the *Publication Manual of the American Psychological Association* (6th edition), referred as **APA**. KASBIT ORIC follows most of the guidelines of APA, however there were some exceptions noted in this file. These guidelines/instructions are the necessary format of Project/thesis/Dissertation writing at BBA, MBA, MS, MS & Phil and PhD levels.

Chapters

A new chapter must start from the new page and after the heading, first line should be indented. Moreover, after the sub-headings, it is also mandatory to indent the first line. It is preferred by ORIC to use both, upper & lower case the headings at the chapter beginning.

Margins

Set 1 inch margins for top, bottom and right side and 1½ inches at the left border.

Spacing

It is recommended to use Double –spacing everything including subsections. It is mandatory to indent the first line of paragraph after heading and quote the rest of text on left only with above mentioned double-spacing.

Tables, Figures, and Appendixes may be used in single spaced by using double spacing if required for making it easy to understand.

Acceptable Fonts for Printing Thesis

Times New Roman is only suggested font to print a Project/Thesis/Dissertation. The size of the text must be 12 point; main headings font size should be 16-points and sub-heading 12-points. Typefaces should not be used.

Headings

Following are the levels of headings of APA style:

Table 1.1

Level of Headings

Format for Five Level of heading in APA	
Level of Heading	Format
1	Centered, Boldface, Uppercase and Lowercase Heading^a
2	Flush Left, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase paragraph heading ending with a period.^b
4	<i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i>
5	<i>Indented, italicized, lowercase paragraph heading ending with a period.</i>
<p>^a This type of capitalization is also referred to as title case.</p> <p>^b In a lowercase paragraph heading, the first letter of the first word is uppercase and the remaining words are lowercase.</p>	



Thesis Full Title

By

Student Full Name & ID

Supervisor: Name of Supervisor

A thesis
submitted in partial fulfillment of the requirements
for the degree of Master of Business Administration/Master of Science
to Office of Research, Innovation & Commercialization
at the KASB Institute of Technology,
SMCHS, Karachi

Karachi, Pakistan
Month, Year i.e. (May, 2023)

Certificate

Certificate by the researcher that contains supervisor's approval on the topic and changes suggested by ASRB, Presentation Panel and Reviewer.

Acknowledgements

Acknowledgements are optional to mention in the thesis document.

Here all those who have supported you in this research work are acknowledged.

Dedication

Here are all those whom you want to dedicate the research work.

Abstract

An abstract is the summary of your research work. An abstract may cover the areas like, statement of problem, justification of research, methodology, conclusion and implications. The range of the abstract should be from 250-500 words, in a single paragraph in *Italics* and with Single Spacing. It is highly recommended to write this part of research when all the chapters are completed.

Keywords: 5 to 6 Relevant Keywords (lowercase)

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Chapter 1: Introduction

This chapter may comprise of 6% of the total research work.

The Chapter 1: Introduction of the research should focus on introducing the title of research chosen. This chapter may contain statement of problem, background of the research, the objectives of the study and the importance of the research.

Chapter 1: The components of this chapter must include:

1.1 Overview and Background

1.2 Problem Statement

1.3 Objectives and Significance of the Study

1.4 Outline of the Study

1.5 Definitions

Chapter 2: Literature Review

Literature review chapter involves the core of review of literature from various sources.

The citations in the text are compulsory and the complete reference (in references) details should be extracted to avoid plagiarism. **Hypothesis(es) should be formulated and developed after extensive review of literature in this chapter. The hypothesis(es) statements must be phrased under hypothesis(es) heading with appropriate numbering.**

It is imperative to maintain minimum 25 different references in a thesis and the chapter may be of at least 34% of total research work.

As per APA format the citation in the text should be:

At start or in flow of the text: Surname (year)

At the end of the text: (Surname, year)

If a work has two authors, both names should be cited each time the reference occurs in the research and when the work has three or more authors then cite all authors at the first time when the reference occurs but later it should be the surname of the first author and followed by *et al.* (no italics) and with the year after *al* if reference is within the paragraph.

- Khan, Hussainy, Farooq, and Farooq (2015) found [first citation in the text.]
- Khan et al. (2007) found [Following citation in the same paragraph.]
- Khan et al. found [exclude YEAR from subsequent citations after first nonpar-enthetical citation within a paragraph. Include the year in subsequent citations if first citation within a paragraph is parenthetical.]

Join the names in a multiple-author citation in running text by the word *and*. In

parenthetical material, in tables and captions, and in the reference list, join the names by an ampersand (&).

Furthermore, Table 2.1 provides more clarity on the in-text citations.

Table 2.1

Basic Citation Styles

Basic Citation Styles				
Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by three authors	Bradely,Ramirez, and Soo(1999)	Bradley et al. (1999)	(Bradely,Ramirez, & Soo, 1999)	(Bradely et al., 1999)
One work by four authors	Bradely,Ramirez,Soo, and Walsh(2006)	Bradley et al. (2006)	(Bradely,Ramirez,Soo, & Walsh, 2006)	(Bradely et al., 2006)
One work by five authors	Walker, Allen,Bradely, Ramirez, and Soo(2008)	Walker et al. (2008)	(Walker, Allen,Bradely, Ramirez, & Soo, 2008)	(Walker et al., 2008)
One work by six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al.,2005)	(Wasserstein et al.,2005)
Groups (readily identified through abbreviation)	National Institute of Mental Health (NIMH,2003)	NIMH (2003)	(National Institute of Mental Health [NIMH],2003)	(NIMH, 2003)
Groups (no abbreviation) as authors	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh,2005)	(University of Pittsburgh, 2005)

Chapter 3: Research Methods

This chapter may be limited to 18% of the total research work.

Chapter 3: The main components of Research Methods are:

3.1 Method of Data Collection

3.2 Sampling Technique

3.3 Sample size

3.4 Instrument of Data Collection (if it is applicable)

3.4.1 Validity and reliability tests.

3.5 Research Model/Theoretical Framework

3.6 Statistical Technique

Chapter 4: Results

Results along with their interpretations are identified to the hypothesis (es) tested.

Hypotheses Assessment Summary should be included in the chapter if applicable in Table form.

This chapter may be limited to 22% of the total research.

Chapter 4: Components of this chapter are:

4.1 Interpretation of the findings (only inferential statistics to be provided)

4.2 Hypotheses Assessment Summary

This includes hypothesis (es) and empirical conclusion.

Chapter 5: Discussions, Conclusion, Policy Implications and Future Research

Discussions in this chapter should be based on findings of the study in context with prior research finding. Recommendations of the study and policy implications should also be mentioned with future possibilities of research in the researched area.

This chapter may be limited to 20% of the total research.

Chapter 5: Components of this chapter are:

5.1 Discussions

5.2 Conclusion

5.3 Policy Implications

5.4 Future Research

References

A minimum of **35 references** are to be listed in this chapter in context to the citations used in introduction and literature review. No bullets and numbering should be used in references. References must be in alphabetical order as per APA format.

A Reference should be single-spaced, use double space between entries and must be indented from second line of reference and onwards.

Book

Example:

Newell, A. (1972). *Human problem solving*. Englewood Cliffs, NJ: Prentice-Hall. (**for one author**)

Example:

Newell, A., & Simon, H. A. (1972). *Human problem solving*. Englewood Cliffs, NJ: Prentice-Hall. (**for two authors**)

Journal article

Example:

Khan, K. (2006). Independent Media, Youth Agency, and the Promise of Media Education. *Canadian Journal of Education*, 29(1),154-175.

Magazine article

Example:

Khan, M. T. (1998, January 17). Seeing the elderly mind deteriorate. *Omni*, 68, 62-74.

Newspaper article

Example:

Cancer therapy brings new hope. (1996, August 17). *The Salt Lake Tribune*, p. A6.

Article or chapter in an edited book

Example:

Khan, E., & Farooq, K. (1989). Existential psychotherapy. In R. J. Corsini & D. Wedding (Eds.), *Current psychotherapies* (8th ed., pp. 295-927). Belmont, CA: Brooks Cole.

Web Site/Page - Informally Published or Self-archived Work

If there is a point to discuss a web site (as opposed to a specific page), entry doesn't appear in the reference list, but should be cited in text as following:

The International human right council web site gives many links to offices Council of Museums web site provides many links to its offices and codes (<https://www.abcxyz.org>)

Khan, B. (1996). Carlisle Indiana Cultural School history. Retrieved November 20, 2010, from <http://xyz123.net/get1/2>

Appendix

This area must include the additional support for the study carried out as follows:

- Both, Data and Variable View of SPSS data sheet
- One filled and one Unfilled Questionnaires
- SPSS/AMOS Results other than used in findings
- Evidence and data source for Secondary Data