**Check List for Thesis/Dissertation Writing**

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| **Heading** | **Question** | **Note** |
| **Title Page** | The first page of the dissertation should be a standard page with standard text indicating the title of the dissertation and standard statement indicating that this dissertation is for partial fulfillment of Master in HPE programme at KMU and Date of completion etc.Do not insert any designs or anything else on this page. |  |
| **2nd page****(Declaration)** | This should be a standard declaration page indicating the name of student and supervisor and formal approval of dissertation with signatures.This page should have the statement from the student that this work is done by him and is within the limits of plagiarism. |  |
| **3rd Page (Optional)** | If you wish, you can add a page indicating Bismillah/Quranic verses. |  |
| **4th Page****(Abstract)** | After the declaration page (and Bismillah page, if inserted) the next page should be the abstract of the dissertation. Structured abstract should be written on single space, font size 12, with titles including introduction, methods, results, discussion and conclusion. Write 4 to 5 key words at the end. You may write an abstract with different titles in case of a qualitative study. |  |
| **Length of the dissertation** | Minimum = 10,000 words. Maximum = 15,000.Word count starts from the first page of Abstract and end at the last page of references. It does not include pages before abstract and appendices etc.To count your words, make a block of all pages starting from abstract to references. Click on review icon and click on word count. |  |
| **Title** | Does the title convey complete message? |  |
| **Font Name** | Has the student used Calibri or Arial for text? |  |
| **Font Size** | Has the student used consistent font size for heading, sub-heading and text? |  |
| **Format of Dissertation** | Has the student used the following format to compile his dissertation?Title Page, declaration of original work, Abstract page, Dedication Page, Acknowledgements page, List of Contents, List of Tables, List of Figures, Abbreviations.Chapter 1: Introduction; Chapter 2: Literature Review; Chapter 3: Materials & Methods; Chapter 4: Results and Analysis; Chapter 5: Discussion, Chapter 6: Conclusion References, Annexure. |  |
| **List of Contents** | Use double space, using regular upper, lower case text. |  |
| **Reference Style** | Use Vancouver style of referencing  |  |
| **Space in the text** | Use double space for regular textUse double-double space between each paragraphUse double-double space between the text and table or figureUse double-double space at any other place |  |
| **Page Set up** | Use double indent for the whole textUse Custom margins, Top & Bottom = 2.54 cmLeft & Right = 3.17 cm |  |
| **Page Number** | Use English Page number (1,2,3…) starting from Chapter 1, as Page Number 1, and ending at the last page of references. Page number should be written in the bottom center of each page.Use Roman Page numbers (I,ii,iii…) for the pages starting from the first page of the dissertation to Chapter 1, and for all appendices. |  |
| **Headings** | Use Upper-Lower case in all headings, that is, chapter number, title of the chapter, major heading and sub heading.Example (like this): Chapter One, Literature Search(Not like this): CHAPTER ONE, OR LITERATURE SEARCHMajor headings: Number all major headings as follows:for Chapter 1: as 1.1, 1.2, 1.3….for Chapter 2: as 2.1, 2.2, 2.3….Sub Headings: Number all sub headings as follows:For Chapter 1: any headings under heading 1.1, as 1.1.2, any heading under 1.2, as 1.2.1 etc.All Chapter Headings should be font size 18All Major headings should be font size 16All Sub headings should be font size 14All regular text should be font size 12All chapter headings, major and sub headings should be Upper Lower Case and Bold onlyDo not make headings bold and underline. |  |
| **Rules for Tables** | All Tables have headings on the topUse Upper Lower Case, font size 14 and bold only for table heading.All Tables should be numbered as for chapter 1: 1.1, 1.2; for chapter 2: 2.1, 2.2, 2.3 etc.When you make something bold, do not underline it. All tables have columns and rows. Use font 12, bold for headings of rows and columnsAll other text in the cells of tables should be regular text font 12.Make sure that the units of measure (if applicable) are mentioned correctly. |  |
| **Rules for Graphs** | All graphs have headings on the bottomUse Upper Lower Case, font size 14 and bold only for graphs headings.All graphs should be numbered as for chapter 1: 1.1, 1.2; for chapter 2: 2.1, 2.2, 2.3 etc.When you make something bold, do not underline it. Make sure that the units of measure (if applicable) are mentioned correctly.If you have presented some information in the form of a table, do not present it in the form of a graph as well. Information should be presented as a table OR as a graph, not both. |  |
| **Chapter 1:****Introduction** **(Maximum 10 pages).** | This chapter establishes background of the study, rationale of the study, justification/significance (why the study is needed), definitions of key terms, research question, Hypothesis, objectives.You may give references in this chapter if needed. |  |
| **Research Question** | Stated clearly and is researchable |  |
| **Hypothesis** | May or may not be there, stated clearly when there. |  |
| **Objectives** | Start with clear action verbs, coherent with each other. |  |
| **Summary** | This is chapter summaryGive summary of the chapter in 2 to 3 sentences. Write another 2 to 3 lines what should I expect in the next chapter. This chapter summary creates a link between current chapter and the next chapter. |  |
| **Chapter 2:****Literature Review****(20-30 Pages)** | Provide introduction to literature review.Give objectives of the chapter on the first or second page. Please note, these are objectives of literature review and not of the whole research work.Perform a comprehensive literature review of the current situation of the topic under study. Your literature review should not be haphazard collection of literature. It should be in the form of a well planned story introducing what has been done so far globally and at the national level and should eventually justify how your study will contribute to the knowledge or help in resolving a particular issue. Literature review should show a critical appraisal of the literature, and forming a critical review of the associated key issues and themes. You are expected to demonstrate the originality of insight and understanding of the issues, concepts and demonstrate some creativity into the analysis of the literature and the methods used by other authors. You may organize your literature review as you like and feel appropriate, but the message from the story board of literature review should be clear.Typically you would write 20 to 30 pages in this chapter.Give a minimum of 30 references in the whole dissertation. Majority of these references shall be in the literature review chapter. |  |
| **Summary** | Chapter summary should consist of a maximum of one page. It should state what you achieved from literature review. The last few lines should be about the next chapter stating what should the reader expect in the next chapter. |  |
| **Chapter 3:****Methods****(10-15 pages)** | The main purpose of this chapter is to establish the internal validity of your research. This chapter tells how did you do research and how did you maintain its quality.Contents of this chapter depend on your study type. Following issues are expected in this chapter: ASRB and ethics approval (approval letters go in appendix);Study population, target population, accessible population and how sample was taken (Give table/graph/flow chart/figure if needed); See chapters 5 and 6 in research book provided to you.**Instrumentation issues:** how the variables were measured, which instrument/s was used? (See chapter 7 in the research book);Establishing internal validity of your study. You are expected to identify the issues that can threaten internal validity of your study, use the terms and mention how you controlled these variables (see chapter 8 and 9 of research book). This is the weakest point in Pakistani research articles and dissertation. Your dissertation will be considered incomplete if you have not addressed these issues. |  |
| **Summary** | Chapter summary should consist of a maximum of one page. It should state what you achieved from literature review. The last few lines should be about the next chapter stating what should the reader expect in the next chapter. |  |
| **Chapter 4:****Results****(15-20 pages)** | This chapter provides a critical and detailed account and analysis of the results obtained, using both qualitative and quantitative techniques.Present the results of your study here. What are the results of your study?Make a plan first how you are going to present results.Think which tables and graphs you are going to present. Think of presenting some basic tables and graphs first and then some tables and graphs related to your objectives.If required you can do some advance analysis in this chapter as well. For example, applying tests of significance.Try to present the results only in this chapter. Avoid discussing why the results are so and how they could be compared with other studies.Carefully read the above text for rules for making tables and graphs. |  |
| **Summary** | Chapter summary should consist of a maximum of one page. It should state what you achieved from literature review. The last few lines should be about the next chapter stating what should the reader expect in the next chapter. |  |
| **Chapter 5:****Discussion****(10-15 pages)** | This chapter mainly emphasizes on why the results are so. You can make comparisons with other global and national studies. Give references to other studies and interpret results in your own language.Your discussion should be detailed and scholarly. In this chapter, you have opportunity to analyze various perspectives and situations and create an intelligent argument on how the issues/research problems under discussion in your dissertation can be resolved. Based on the findings of your study, you will try to make some model or programme for bringing improvements in your system (or whatever applicable). Think in terms of generalizability and transferability of what has been learned from the research. The discussion should deal with complex issues in a creative and thoughtful way, such that the scholars in the same area would be enlightened and taken to a new level of understanding. |  |
| **Summary** | Chapter summary should consist of a maximum of one page. It should state what you achieved from literature review. The last few lines should be about the next chapter stating what should the reader expect in the next chapter. |  |
| **Conclusion****(1 Page)** | Summarize what is your overall impression of the study. It should not be more than one page.  |  |
| **Recommendations****(Optional, 1-2 pages)** | Provide a list of recommendations if needed.  |  |
| **References** | Use Vancouver style to give referencesYou must use Endnote to manage your references.Don’t underestimate the value of your references. Your dissertation may be rejected if there are errors in references.Make sure there are no errors in references. |  |
| **Appendices** | Provide appendices to relevant issues in your dissertation.Appendices should include questionnaires, Approval certificates such as ASRB, ethics etc. and any other material. |  |