



# UNIVERSITY OF HEALTH SCIENCES

## DIRECTORATE OF UNDERGRADUATE STUDIES

Khayaban-e-Jamia Punjab, Lahore - 54600, Pakistan

Website: [www.uhs.edu.pk](http://www.uhs.edu.pk) Ph: 042-99231538 Fax: 042-9231539 UAN: 111 33 33 66

## **RESEARCH REPORT FORMAT GUIDELINES**

1. **COPIES:** The candidate shall submit two (2) ring bind copies for the initial assessment of the thesis by the Examination Department. Once successful exam/ viva voce of Research Report is held, the student shall submit two (2) hard bind copies in Black color (Final submission) in accordance with the University Regulations.
2. **PAPER:** Must use **A4 size paper** for all copies. The recommended paper quality is 80-90 gsm. Use only one side of the page for printing.
3. **PRINTING:** A laser quality printer should be used for the final copy. The candidate should maintain the quality of the scholarship/research, the soundness of the logic, the originality of ideas, and the lucidity of the prose in the write-up.

Use of headings/chapter titles in a font size larger than **14** is discouraged and the use of excessive **ITALICS** or **BOLD** print is not advisable. Acceptable font generated by MS Word program includes **Times New Roman**.

An example of the font and size is:

- i) **CHAPTER TITLE** (UPPER CASE - Times New Roman - **14 - Bold**)
- ii) **Headings** (Title case - Times New Roman - **14- Bold**)
- iii) **Sub-headings** (Title case - Times New Roman - **12- Bold**)
- iv) **Body text** (Title case - Times New Roman - **12 - Normal**)

4. **SPACING:** The text should be printed in double space. Only footnotes, long quotations, table captions, figures, legend and similar special material may be single spaced. Reference entries should also be single spaced (double space between entries).
5. **MARGINS:** On the left 1-1/2 inches; on the top, bottom, and right 1 inch. These are necessary to allow for binding and trimming. The margin should not be punched in holes, since holes would make binding impossible (It is important that the margins on the thesis meet these requirements so the binding can be made correctly). Page numbers do not need to meet the 1-inch margin requirement.

- 6. TITLE PAGE:** The title page should be in accordance with format attached. The degree for which thesis is submitted must be indicated. The month and year shown on the title page should be those in which the final copy is submitted to the University.
- 7. ABSTRACT:** A structured abstract should be included in each copy of the thesis. The abstract should not exceed 400 words for a doctoral and 250 words for other degrees. The abstract should be a miniature version of the thesis. It should include a summary of the results, conclusions or main arguments presented in the thesis.
- 8. ASSEMBLING THE THESIS:** The thesis should be assembled in the following order:

- I. Title page (sample attached)
- II. Certificate by the Supervisor (sample attached)
- III. Certificate by the Co-Supervisor (sample attached)
- IV. Acknowledgment
- V. Table of Contents
- VI. List of abbreviations
- VII. List of Appendices
- VIII. List of Figures
- IX. List of Tables, etc.
- X. Abstract
- XI. Text with following Chapters:
  - a) Introduction
  - b) Literature Review
  - c) Rationale / Objectives
  - d) Materials / Subjects and Methods
  - e) Statistical Analysis
  - f) Results
  - g) Tables and Figures
  - h) Discussion
  - i) Conclusion
  - j) Limitations of the research
  - k) Future Recommendations
  - l) References
  - m) Appendices, including similarity index Report

**9. PAGE NUMBERING:** Preliminary pages of the thesis i.e., those preceding the 'Text' (Title Page, Certificate, Acknowledgement, Abstract, List of Abbreviations, Table of Contents, List of Appendices and List of Tables) are to be numbered in lower case Roman numerals i.e. (i), (ii), (iii) etc. and placed in the middle at the bottom of each page.

Pages of the text itself and of all items following the text i.e., Introduction, Materials and Methods, Results, Discussion, Conclusions, Appendices, Tables and References should be numbered consecutively throughout in numeric (Arabic) numbers i.e. 1, 2, 3 etc. beginning with number 1 on the first page of the first chapter or introduction and shown in the middle at the bottom of each page. Page number should not be shown on the Title Page.

**10. PHOTOMICROGRAPHS / PHOTOGRAPHS / DRAWINGS / GRAPHS:**

All photomicrographs/photographs and figures should be properly labeled and captioned below the image. These should appear within the text at the point where reference to them is first made. All photographs/images must be of minimum 300dpi resolution.

**11. TABLES**

All tables should have a clear, concise and properly labelled 'Heading' placed above the table and a foot note with clarification for items / values, where required.

**12. TURNITIN / SIMILARITY INDEX REPORT**

Colored print of Turnitin similarity report duly signed by Librarian

**13. THESIS BINDING:**

The color prescribed for Research project is hard banded in Dark green with golden emboss.

**14. THESIS/ RESEARCH REPORT DEFENSE AND VIVA:**

The research project shall be evaluated by an External Examiner and each student shall appear for the Viva Voce examination before the External Examiner and shall present his/her findings based on Research Project.

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# **Title of Research Report**

(Title case – Times New Roman 14 – Bold)

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A THESIS SUBMITTED TO  
UNIVERSITY OF HEALTH SCIENCES  
IN PARTIAL FULFILLMENT OF THE  
REQUIREMENT FOR THE DEGREE

All upper case  
Font: Times new Roman  
Size: 12 – Normal

OF

**Bachelor of Sciences/ Doctor of Physical Therapy/ Doctor of Pharmacy**

IN

**DISCIPLINE**

(Upper case – Times New Roman 14 – Bold)

By

**Name of Presenter**

(Title case – Times New Roman 12 – Bold)



**Name of Supervisor**

**Name of Co-Supervisor**

(Title case – Times New Roman 12 – Bold)

**MONTH & YEAR**

(Upper case – Times New Roman 12 – Bold)

**UNIVERSITY OF HEALTH SCIENCES  
LAHORE, PAKISTAN**

All upper case  
Font: Times new Roman  
Size: 14 – Bold



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### CERTIFICATE

It is hereby certified that thesis is based on the results of experiments carried out by  
..... (*name of candidate*) ..... and that it has not been previously presented for  
... (*BS/ DPT/ Pharm D*) ..... Degree. Mr./Mrs./MS..... (*Name of candidate*)  
..... has done this research work under my supervision. I certify that He / She  
has fulfilled all the requirements and is qualified to submit the accompanying thesis  
for the degree of  
..... (*Name of degree*) .....

**NAME OF SUPERVISOR**

Designation



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... (*BS/ DPT/ Pharm D*) ..... Degree. Mr./Mrs./MS..... (*Name of candidate*)

..... has done this research work under my co-supervision. I certify that He /

She has fulfilled all the requirements and is qualified to submit the accompanying

thesis for the degree of

..... (*Name of degree*) .....

### NAME OF CO-SUPERVISOR

Designation

Institution



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### Certificate of Recommendation (Research Report) Student

#### Information:

1	Name of Student	
2	Registration #	
3	Session	
4	Program Enrolled	
5	Semester	
6	Proposed Supervisor Co-Supervisor Designation Institution	
7	Head of Department	

#### Research Report:

Sr.No	Guidelines	Yes/No
1	Compliance to UHS SOPs for submitting Research Report.	
2	Format according to UHS Guidelines <ul style="list-style-type: none"><li>• Summary</li><li>• Introduction</li><li>• Literature review</li><li>• Rationale</li><li>• Research Hypothesis</li><li>• Aims and Objectives</li><li>• Methodology</li><li>• Statistical Analysis</li><li>• Results</li><li>• Discussion</li><li>• Conclusion</li><li>• Outcome and Utilization</li><li>• Limitations of the study</li><li>• References</li></ul>	

	<ul style="list-style-type: none"> <li>• Appendices</li> </ul>	
<b>3</b>	Appropriate in terms of Technical and Scientific Content	
<b>4</b>	Adherence to and Complied with Research and Ethical Guidelines provided by UHS	
<b>5</b>	Research Collaboration, if Required, attached as per UHs policy	
<b>6</b>	Requisite attachments including but not limited to: <ul style="list-style-type: none"> <li>➤ Candidate Resume on 2 pages</li> <li>➤ All DMCs</li> <li>➤ Copy of Fee Challan (Viva voce Examination / Thesis Evaluation)</li> <li>➤ Plagiarism Report</li> <li>➤ CNIC Copy</li> <li>➤ 4 Passport size pictures</li> </ul>	
<b>7</b>	Attach Evidence of Approved Interim/ Progress Report	
<b>8</b>	Certified by Supervisor/Co-supervisor/ HOD	

**1. Supervisor**

**2. In-charge / Coordinator**

**3. Head of Department**

**4. Director Undergraduate Studies**

**5. Pro-VC:**

**6. VC:**