

# THESIS STANDARD



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## Research & Development Department

Thesis at Institute of Management Sciences Peshawar  
follows the standards of Publication Manual (6th Edition)  
by American Psychological Association.

*Special Thanks to Mr. Amir Mufti and Ms. Mariya Razzaghian for the Compilation of this Thesis Standard.*

Note: No logo, No boldface. This is Hard Binding Cover. The Color of Hard Binding must be BLACK, with Golden Font. The font size must be 12pt. and use Times New Roman style only.

Note: Do not write “Thesis” or “Research Report on”. Just write the Topic of your Thesis.

[THESIS TITLE, IN ALL CAPITAL LETTERS, double-spaced]

by

Note: Do not use “Submitted By:” or “Name of Student: XYZ”. Only write your name here.

[Your legal name]

A Thesis Submitted to the Faculty of the Institute of Management Sciences, Peshawar in  
Partial Fulfillment of the Requirements for the Degree of

[Your Degree and Program Here]

Note: Do not use Watermark in the thesis.

Institute of Management Sciences, Peshawar

Note: Only write session here. Do not write date of submission of research report.

[Session]

HIRING AND RECRUITMENT POLICY IN XYZ

by

Khan Ali

A Thesis Submitted to the Faculty of the Institute of Management Sciences, Peshawar, in

Partial Fulfillment of the Requirements for the Degree of

MBA (HRM) 3 Semester

Institute of Management Sciences, Peshawar

2009-10

## Certificate of Approval

I certify that I have read [YOUR TITLE, exactly as it appears on the title page] by [your name], and that in my opinion this work meets the criteria for approving a thesis submitted in partial fulfillment of the requirements for the [your degree and your program] at the Institute of Management Sciences, Peshawar.

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Name: \_\_\_\_\_

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Coordinator Research & Development Department

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### Certificate of Approval

I certify that I have read HIRING AND RECRUITMENT POLICY IN XYZ by KHAN ALI, and that in my opinion this work meets the criteria for approving a thesis submitted in partial fulfillment of the requirements for the MBA (HRM) 3 Semester at the Institute of Management Sciences, Peshawar.

Supervisor

Name: Fatima Ali Junaid

Designation: Assistant Professor

Signature: \_\_\_\_\_

Coordinator Research & Development Department

Name: Dr. Zohra Jabeen

Signature: \_\_\_\_\_

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## Declaration

I, hereby declare that the research submitted to R&DD by me is my own original work. I am aware of the fact that in case my work is found to be plagiarized or not genuine, R&DD has the full authority to cancel my research work and I am liable to penal action.

Note: Type your Name and Date.

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Page numbering starts from "Declaration". Insert Page number in "Footer" aligned "Centered"

Note: This is an Optional Page.

Do not dedicate your work to yourself

**Dedication**

Dedicated to my dear parents

Or

Dedicated to my family

Or

Dedicated to ..... & .....

whose help (or patience or support) made this work possible

Or

Dedicated to a cause (give the cause)

### **Dedication**

This research is dedicated to My Parents for their patience & encouragement.

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## **Abstract**

The text of your abstract starts three lines below the heading. Each paragraph should be indented, and the text should be double-spaced. It should be no more than 350 words; within that limit, it can extend onto a second page.

Good abstract starts with a succinct statement of the problem, issue, or question you studied. Follow with a brief description of your methodology and an explanation of how you collected your data. (If your work involves collecting information from a group of people, include a short description of how you defined and selected the respondents.) Finish with a summary of your findings, but leave out discussions of the importance or relevance of your results. Do not include any graphic image, chart, table, or bullet points list in this narrative.

Sample of Acknowledgement

Note: This is an Optional Page.

### Acknowledgement

All glory is to Allah Almighty, The Superior and The Sovereign, who enabled me  
to undertake .....

My foremost thanks from the depth of my heart .....  
.....

Note: Do not put a signature. Just  
type your name here.

↓  
Name of the Student

## Sample of List of Acronyms and Abbreviations

Note: If any acronyms and abbreviations are used in the thesis, list them here.

### List of Acronyms and Abbreviations

KPK	Khyber Pakhtunkhwa
UBL	United Bank Limited
NBP	National Bank Limited
PIA	Pakistan International Airlines

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## Sample of Table of Contents

Note: Do not list / include the page number of Table of Contents here.

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## Notes for Students

### Note 1:

Your thesis has six main sections.

- a. Introduction
- b. Literature Review
- c. Methodology
- d. Analysis
- e. Conclusion
- f. References

### Note 2:

The research is written in third person, e.g. This research analyzes..... or this study undertakes.... Do not use 1<sup>st</sup> person and second person (like I have done ....., or we have analyzed ....)

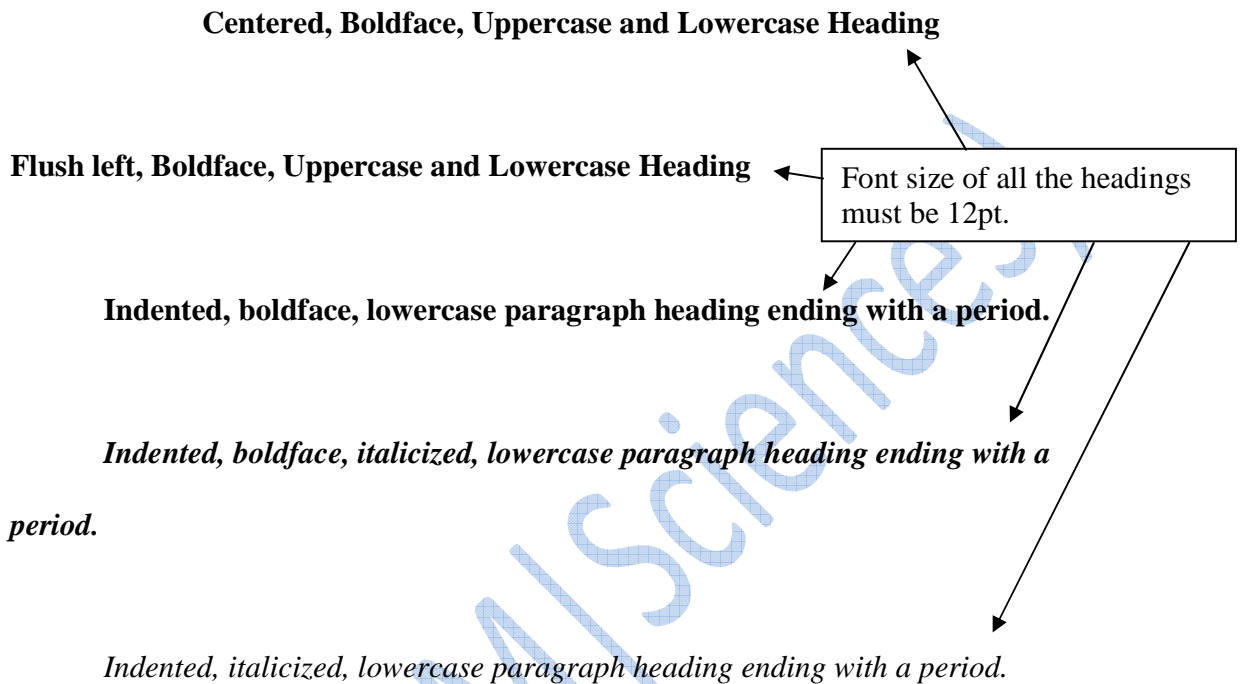
### Note 3:

- Page Numbers should be Bottom Centered.
- Page numbering in SMALL ROMAN should start from Declaration till the last page before Chapter 1, i.e. i, ii, iii.....
- No page numbering on Table of content page/s, although the pages are counted.
- From Chapter 1 till Annexure (end of the report) page numbers should be numerical i.e. 1, 2, 3.....



**Note 4:**

Following are the Heading styles, starting from Main Heading, then Sub Heading, then Sub Sections. It has five levels.



**Note 5:**

**Required pages:**

Each IM|Sciences Thesis should include the following, in this order:

- Title page
- Certificate of Approval
- Abstract
- Table of Contents, followed by a List of Figures or Tables, if graphic images are used.
- Thesis text

- References

Other sections are optional, depending on your work. The correct order of these sections and their page numbers are indicated on the Sample Pages below.

**Note 6:**

**Line spacing:**

Double-space between all text lines of the manuscript. Double-space after every line in the title, headings, footnotes, quotations, references, and figure captions. Although you may apply triple- or quadruple-spacing in special circumstances, such as immediately before and after a displayed equation, never use single-spacing or one-and-a-half spacing except in tables or figures.

**Margins:**

- Top and Bottom Margin must be 1 pt.
- From Left the Margin should be 1.5 pt. for binding and from Right it should be 1 pt.

**Justifications:**

- Do not justify the text at all.
- All the text in the thesis must be Aligned Left.

**Font:**

- Font Style must be “Times New Roman”
- Font should be 12 pt. throughout the thesis including title pages and all the headings.

**Footnotes:**

Use these very sparingly, if at all; if a footnote contains more than a few sentences consider either incorporating it into the body of the text or as an appendix.

The entire text of the footnote must fit on the same page as the reference appears, so adjust the bottom margin of this page accordingly. All footnotes must be numbered accordingly. Any citations in a footnote must also be included in the Reference list.

**Note 7:**

- Any thesis not meeting the required standard is not acceptable.
- R&DD has the right to modify the thesis style as per requirement.

## **Chapter 1: Introduction**

### **1.1 Background and Introduction of the Topic of Study**

It gives the background of the study and explains the main theme. It describes what you have done, why you have undertaken it and how (in what manner or method) you have done it and why. It mostly comprises / encompasses your research proposal but written in the past tense as the research has already taken place.

## **Chapter 2: Literature Review**

Review of secondary material related to the topic of research, and writing it in your own words, giving proper references, in the text as well as in the references section in the end.

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## **Chapter 3: Methodology**

### **3.1 Objective/s**

### **3.2 Study Questions or Hypothesis(es)**

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## Chapter 4: Analysis

### Discussion of Results

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## **Chapter 5: Conclusion**

### **5.1 Conclusion**

### **5.2 Future Implications / Future Research Directions**

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Note: Only APA referencing style is acceptable. To make referencing easier use “End Note” software.

## References

Anderson, A. K. (2005). Affective influences on the attentional dynamics supporting awareness. *Journal of Experimental Psychology: General*, 134, 258–281.  
doi:10.1037/0096-3445.134.2.258

Riley, E. P., Lochry, E. A., & Shapiro, N. R. (1979). Lack of response inhibition in rats prenatally exposed to alcohol. *Psychopharmacology*, 62, 47-52.

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