



TIMES INSTITUTE
— M U L T A N , P A K I S T A N —

ACADEMIC
REGULATIONS OF
POSTGRADUATE
PROGRAMS

Version 1.2

Approved in 2nd Meeting
of Board of Governors



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The TIMES Institute Multan shall offer courses leading to the Postgraduate degree, held under semester system being offered and introduced from time to time. Wherever applicable the regulations prescribed from time to time by the professional councils / bodies such as Pakistan Bar Council, Pakistan Medical Council (PMC), Pharmacy Council of Pakistan (PCP), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC), Pakistan Nursing Council etc. shall be applicable.

1. DEFINITIONS

In these regulations, unless there is anything repugnant in the subject of context:

- a. **"Institute / DAI"** means TIMES Institute Multan.
- b. **"Academic Council"** means the Academic Council of "TIMES Institute Multan."
- c. **"Academic Year"** of TIMES Institute Multan shall comprise of two regular semesters (Fall and Spring), each of which minimum of sixteen (16) weeks and not exceeding eighteen (18) weeks duration including the mid-term & final-term examination. During the summer break, there may be a Summer Session of not exceeding eight (8) weeks including the mid-term & final-term examination. The contact hours during the Summer Session will be doubled to ensure that a course is completely taught with half of the duration compared with a regular (fall or spring) Semester.
- d. **"Board of Governors"** means Board of Governor of TIMES Institute, Multan.
- e. **"Commencement of Semester"** means the day of start of classes for the semester as prescribed in the Academic Calendar of TIMES Institute Multan.
- f. **"Contact Hour"** means the total number of lectures, tutorials and laboratory hours per week.
- g. **"Controller of Examinations"** means the Controller of Examinations (COE) of TIMES Institute Multan.
- h. **"Coordinator"** means the Coordinator of TIMES Institute Multan.
- i. **"Credit Course"** means a course of study, successful completion of which shall be the requirement for the award of degree. The grade obtained in a credit course shall appear on the transcript.
- j. **"Credit Hour"** means teaching a theory course for 50-60 minutes of classroom per week throughout the semester. One Credit Hour in laboratory / library research / Museum / Clinical Wards would require contact of two- three (2-3) hours of laboratory work / library research / Museum / Clinical Wards per week throughout the semester.

NOTE: The credit hours are denoted by two digits within brackets with a hyphen in between. The first (left side) digit represents the theory part while the second (right side) digit represents the laboratory / research work / Museum / Clinical Wards. Thus 3(3-0) means three credit hours of theory while 4(3-1) means a total of four credit hours, of which, three credit hours are of theory while one credit hour is for laboratory / research / Museum / Clinical Wards. The weekly contact hours of a 3(3-0) course will be three, while the contact hours of 4(3-1) course will be five to six while the contact hours of 3(1-2) will be five to seven.
- k. **"Cumulative Grade Point Average (CGPA)"** means the weighted average of the Grade Points earned for all the credit courses in all the semester attended.
- l. **"Dean"** means the Dean of a Faculty of TIMES Institute Multan.
- m. **"Department"** means a teaching department of an Institute or a school or a centre of TIMES Institute Multan.
- n. **"Faculty"** means the Faculty of TIMES Institute Multan.
- o. **"Grade Point"** means the points (numerical value) associated with each letter grade.
- p. **"Grade"** means the letter grade earned by a student in a course depending on his performance in that course.
- q. **"Head of Department / HoD"** means the Head of Department / HoD of TIMES Institute Multan.



- r. **“Non-Credit Course”** means a course registered by the student or prescribed by the concerned Department, which is not to be counted towards the minimum degree requirements. The grade of a non-credit course shall appear on the transcript with a special mark and it shall not be used in calculation of the SGPA / CGPA. Internship to be shown in the transcript as a non-credit course if not required by HEC in the program.
- s. **“Program”** means the undergraduate program leading to a degree, diploma, or certificate.
- t. **“Quality Enhancement Cell (QEC)”** means QEC of the TIMES Institute, Multan.
- u. **“Rector”** means the Rector of TIMES Institute Multan.
- v. **“Registrar”** means the Registrar of TIMES Institute Multan.
- w. **“Semester Grade Point Average (SGPA)”** shall mean the weighted average of the Grade Points earned for all the credit courses in a single semester.
- x. **“Student”** means an enrolled student of TIMES Institute Multan.
- y. **Institute Registration:** It is a unique number allotted to a student by registrar office irrespective of program.
- z. **Program Enrollment:** Program enrollment means that a student enrolled in a particular program offered by the TIMES Institute Multan.
- aa. **Semester Enrollment:** Semester enrollment means that a student enrolled in a specific semester as per Academic Calendar.
- bb. **Enrollment Confirmation:** The student enrollment will be confirmed after submission of fee.

ADMISSIONS

2. ADMISSION CRITERIA

- a. To be eligible for admission to the MS / MPhil program, a candidate
 - (i) Shall possess a bachelor's or master's degree of minimum of 16 years of schooling or an equivalent qualification in the relevant discipline from a recognized University / Degree Awarding Institute (DAI) or UNESCO Listed Institutions.
 - (ii) Shall have obtained a minimum cumulative grade point average (CGPA) of 2.5 on the 4.00 scale in the semester system or a minimum of 45% marks in the annual system in the last qualifying degree.
 - (iii) Must have passed the Institute / Departmental admission test or equivalent test conducted by an authorized / recognized body of the HEC for admission in the program.
 - In case of GRE / GAT or equivalent, a minimum of 50% marks is required.
 - In case of admission test held by Institute itself as per requirement of the HEC, the qualifying score for the same will be 50%.
 - (iv) The intradisciplinary admission may only be allowed, if:
 - The candidate has a strong interest in pursuing an MS/MPhil/equivalent degree in a different discipline.
 - The applicant has passed GRE-Subject/equivalent test² with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 6.
- b. Anyone who has been rusticated or expelled by any college for misconduct or for use of unfair means in the examinations or any offence involving moral turpitude, or punished by law shall not be eligible for admission.
- c. The admission shall be made on the basis of cumulative merit or eligibility criteria as prescribed by Institute from time to time.

3. ADMISSION PROCEDURE

Admission in Postgraduate programs shall be advertised. After the advertisement, Institute will invite



the application from applicants through following procedure:

- a. The candidate shall submit an application for admission in the program to the Institute on a prescribed admission form (along with the documents specified in the Prospectus) and dues as prescribed in Financial Rules in response to an admission advertisement by the Institute.
- b. All applications received shall be periodically considered by the Institute.
- c. The selected candidate shall be issued an admission offer letter by the Institute.
- d. After receiving the admission confirmation letter, the candidate shall be required to pay the remaining fees as prescribed in Financial Rules within the stipulated time period for confirmation his / her admission in the program, failing which his / her candidature shall be cancelled.

4. DURATION OF PROGRAM

The duration of a program shall be minimum of Two (2) years and not more than Four (4) years after the enrolment of the student.

5. CREDIT HOURS

For award of M.Phil / MS / equivalent degree, candidates shall:

- Either need to complete 30 credit hours of course work **or**
- Complete 24 credit hours of coursework along with a minimum of six (6) credit hours for research work / thesis.

6. CURRICULUM OF PROGRAM

- a. Each department shall develop the curriculum for each of its programs and submit it to Academic Council for approval. Such curriculum shall be effective from the date of its approval by the Academic Council or as may be prescribed. The curriculum of a program shall normally consist of the objectives and scope of the program, structure / requirements of the program, scheme of studies and syllabus of the courses.
- b. The requirements of the program shall be completed within time period as prescribed for the program in its curriculum.
- c. Each student shall follow the curriculum of the program as may be prescribed by the Academic Council from time to time.
- d. English shall be the medium of instructions in thesis writing and examinations for all the subjects except oriental languages, in which case it may be either the language itself or English.

REGISTRATION

7. REGISTRATION AND ENROLLMENT

a. Registration

- (i) A student seeking admission in a program shall register himself / herself through his / her department with the Registrar Office (Registration Branch within the dates notified for registration, failing which his / her admission may be declared as cancelled.
- (ii) The Registrar Office shall issue a registration number to each student after scrutiny of his/her documents as per eligibility criteria.

b. Semester Enrollment

- (i) The Institute shall complete the course registration and semester enrollment of students within two weeks before the commencement of a semester / session.
- (ii) A minimum of 09 credit hour and a maximum of 12 credit hour shall be register as per the permission of the Regulatory Body in a regular semester shall be register and up to maximum 9 credit hour in a summer semester. In a summer semester only the course improve, non-credit courses, advance courses and / or the repeatable courses with grade "F" may be allowed to register and shall deposit the dues as prescribed in Financial Rules.



- (iii) The student shall deposit his / her semester dues according to fee plan before the commencement of semester.
- (iv) If a student needs a maximum of 15 credit hour to complete his / her degree requirements, the Rector on the recommendation of the respective Dean may allow the student to register for all the remaining courses.
- c. **Add Courses**
 - (i) A student who is repeating any course(s) or is on academic deficiency (with a low SGPA and / or CGPA than the minimum requirement) shall submit required form for approval of Competent Authority on recommendation of the respective Dean through the HOD / Coordinator.
 - (ii) Once registered for summer semester, no add / drop of courses is allowed.
 - (iii) The student shall deposit the dues as prescribed in Financial Rules.
- d. **Freezing of Semester / Re-Admission**
 - (i) A student dropping all the registered courses or choosing not to enroll in any course for a semester shall be required to submit his / her application for the approval of Rector through respective Dean for freezing of the same semester before mid-term examination only by giving the justifiable reason.
 - (ii) The frozen semester(s) shall be counted towards the maximum period allowed for completing the program.
 - (iii) As student can freeze his / her semester for the duration of maximum 1 year.
 - (iv) No freezing shall be allowed in the first semester. In case of the following special hardship / circumstances freezing can be considered by the approval of Rector.
 - Iddat
 - Accident
 - Any other subject to acceptance on justified rationale
 - (v) A student, who neither registers any courses for a semester nor requests for freezing of the semester, shall deem to have abandoned his / her program. However, he / she may be allowed to reinstate his / her program in a subsequent semester/ session on his / her request with the approval of Rector along with required documents, provided he / she has sufficient time to complete the requirements of the program within the maximum time period allowed from the date of his / her initial admission in the program. He / she shall be required to pay the prescribed re-admission fee along with other dues of the semester / session.
 - (vi) Provided also that if a student does not get reinstated after abandoning the program within the maximum time period allowed for completion of the program from the date of his / her initial admission, he / she may be readmitted on his / her request in the same program by the approval of Rector through concerned Dean upon recommendations of the HOD / Program coordinator.
- e. **Transfer of Credit / Exemption of Courses**
 - (i) A candidate may be allowed to transfer his / her credit hours earned from any other recognized / accredited University / Degree Awarding Institute (DAI) on his / her request along with the admission application to the Institute.
 - (ii) The transfer of credit application shall be evaluated by Admission Committee. The Admission Committee shall make its recommendations to the Rector for approval through concerned Dean. The Rector shall endorse the acceptance of transferred credit hours on behalf of the Academic Council.
 - (iii) No credit of a course shall be transferred if the letter grade is less than B earned in the examination under semester system or with a minimum 60% marks obtained in the annual system.



- (iv) A maximum of 50% of the total credit hours of the coursework may be allowed to transfer. Student shall need to complete minimum 50% of the total credit hours of the course work at TIMES Institute.
- (v) The transfer shall normally be sought out on course-by-course basis. The transferable courses corresponding to the core courses of the program shall have at least 80% similarity of the course contents / syllabus on the current scheme of study of the program. However, in case of courses corresponding to the elective courses, the Committee shall evaluate and recommend the transfer of such courses which shall lead to fulfill the overall objectives of the programs.
- (vi) A candidate who has already earned a degree or other equivalent qualification from recognized University / DAI and intends to take admission in a program, may be given exemption of studied courses on his / her request. The case of exemption shall be dealt by a Admission Committee and refer to Rector through Dean for Approval.
- (vii) The transferred / exempted courses and their credit hours shall appear on the transcript with a description stating the work as transferred / exempted and the name of the University / DAI from where these were originally qualified and earned.
- (viii) The grade and the grade point of the transferred courses shall not be used in calculating the GPA and CGPA.
- (ix) The candidate shall be responsible for providing the duly signed result cards displaying the letter grades and the grade points of all the courses that he / she has qualified / earned at the previous University / DAI and shall meet all the admission requirements of the program.
- (x) The transfer of research work is permissible, provided that the host university accepts the research conducted at the parent university prior to the credit transfer.

EXAMINATIONS

8. EXAMINATIONS OF COURSEWORK

A student shall be evaluated in each course on the basis of Mid Term Examination, Project, Assignments, Presentations, Attendance, Practicals and Final Term Examination covering the whole course at the end of the semester / session.

Nature of Examination	Course with Lab	Course without Lab
Mid Semester Examinations	30	30
Assignments / Presentations / Attendance	10	10
Final Semester Examination	60	60
Practical (if applicable)	25	–
Total	125	100

- a. Appearance in mid-term and final term examination is compulsory. If a student fails to appear in any of exam, he / she shall be treated as absent and failed.
- b. The minimum pass marks for each course shall be 50% in theory and lab (if any) individually. If a student fails to secure 50% marks in theory and lab (if any), he / she shall be deemed to have failed in that course.
- c. Final examinations will cover 60% of the course covered after the mid-term examination and 40% of the course covered before the mid-term examination.
- d. If a student absents him / her in any assessment (e.g. class quiz, test, etc.) for any reason, no separate assessment will be arranged for him / her and he/she shall be awarded zero marks for that assessment.



- e. If student become unable to appear in mid exams due to special circumstances i.e.
- (i) Illness
 - (ii) Accident
 - (iii) Any other subject to acceptance on justified rationale
- Examination Office can re-conduct the mid exams after 15 days with the Approval of Rector. Student is liable to submit his / her application along with prescribed fee as per Financial Rules to DAK window after recommendation of Head of Department.
- f. There shall be no re-conduct exam for Final Term Examinations.
- g. There shall be written examination for each course at the end of each semester / session on the dates fixed by the Controller of Examinations.
- h. A student shall be allowed to appear in the examination provided that he/she:
- (i) has been on the rolls of the Institute during that semester/session.
 - (ii) has registered himself/herself for the courses of study and has attended at least 75% of the lectures / laboratory work and completed the course work to the satisfaction of the department concerned.
 - (iii) The student falling short of the required percentage of attendance of lectures / seminars / practical / laboratory demonstrations etc., shall not be allowed to appear in the final term examination of the concerned course and shall be treated as failed in that course.
 - (iv) has paid all prescribed fees and dues payable before the commencement of the final term examinations.

9. EVALUATION, GRADES, ACADEMIC STANDING

a. Grades, Grade Points and Calculation of Grade Point Average

- (i) The academic work shall normally be evaluated on the basis of percentage marks obtained and the grade points according to the following grading system:

TABLE FOR AWARD OF GRADES

Percentage Marks	Grade	Grade Points
85 % - 100 %	A+	4.00
80 % - 84 %	A	3.75
75 % - 79 %	B+	3.50
70 % - 74 %	B	3.00
65 % - 69 %	C+	2.50
60 % - 64 %	C	2.00
55 % - 59 %	D+	1.50
50 % - 54 %	D	1.00
Below 50 %	F	0

- (ii) Marks will be rounded off for each course only once after adding in- semester and final examination marks. Marks would be rounded up / down from first decimal as under:
- a. If first decimal is equal to or greater than 5, the value is to be rounded up to next higher whole number e.g. 67.5 will be treated as 68 and 69.5 will be treated as 70.
 - b. If first decimal is less than 5, the value is to be rounded down to the current whole number e.g. 67.4 will be treated as 67 and 69.4 will be treated as 69.
- (iii) The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:



Semester Grade Point Average (SGPA)

$$\text{SGPA} = \frac{\text{Sum over all courses in a semester (Course Credit Hours x Grade Points Earned)}}{\text{Total Semester Credit Hours}}$$

Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = \frac{\text{Sum over all taken courses in all semesters (Course Credit Hours x Grade Points Earned)}}{\text{Total Semester Credit Hours}}$$

- (iv) SGPA and CGPA shall be rounded off up to two decimal places when shown on the transcript and in record(s) of result.
- (v) The result of student in each course, whether passed or failed, shall be indicated on the transcript by letter grade.

b. Grade 'F'

- (i) If a student fails to appear in the midterm and final-term examination of a course, he/she be treated as absent and failed.
- (ii) The minimum pass marks for each course shall be 50% in both theory and lab individually. A student obtaining less than 50% in theory and lab individually shall be deemed to have failed in that course.
- (iii) The grade point for the Grade "F" shall be 0 and it will be used in the SGPA and CGPA calculations.
- (iv) Whenever a student fails in a course, he / she shall repeat the course as soon as the course is offered to improve his / her grade. He / she is required to attend all the classes, presentations, assignments, projects, practicals, mid-term during the semester and final term examination at the end of the semester.
- (v) Appearance in mid-term and final term examination is compulsory.
- (vi) He/she shall pay the dues for repeating the failed course(s) as prescribed in Financial Rules.
- (vii) The course repeated in a subsequent semester(s) / session(s) shall be shown in the transcript corresponding to the respective semester(s) / session(s) for as many TIMES as it is registered for. The old grade of the course shall be replaced with the new letter grade and the "Repeated" word in remarks. The new grade through its corresponding semester / session shall be used for computation of SGCPA / CGPA. In case, the new grade is lower than the previous grade then the previous grade shall be retained as such.

c. Improvement Policy:

- (i) A student may be allowed to improve his / her CGPA after completion of the program by repeating course(s), with the approval of the Rector on recommendations of the HOD / Coordinator through the respective Dean, provided the maximum allowable time of the program is not over and that he / she has not been issued the transcript. A maximum of nine (09) credit hours of coursework may be allowed to a student to repeat for improvement.
- (ii) Students may be allowed to repeat a course in which he / she has obtained grade C and below. In such a case new grade obtained will be recorded on the transcript and shall be used in the calculation of CGPA.

d. Probation:

- (i) At the end of first semester, a student must obtain a minimum grade point average (GPA) of 2.00 to be promoted to the second semester.
- (ii) In case a student obtains GPA of 1.50 or more, but less than 2.00 he / she shall be promoted to the second semester on probation.



e. Promotion:

At the end of 2nd semester and onward, a student must obtain a minimum cumulative grade point average (CGPA) of 2.0 to be promoted to next semester. In case a student does not obtain the minimum criteria, he / she must appear in summer semesters to meet the minimum criteria. If this condition is not complied with by a student, he / she shall be / dropped from the roll of the Institute.

f. Detention:

- (i) However, if a student fails to comply with above condition in 3rd and subsequent semesters, he / she will be detained in that semester and he / she shall repeat the semester. He / she shall be promoted to the next semester on attaining a CGPA 2.0. The student shall have to complete their courses within the stipulated time for completion of degree.
- (ii) At the end of the last semester of the program a student must obtain not less than 2.5 or otherwise he / she shall not be awarded transcript. A student who has not been required to repeat any course(s), obtains less than 2.5 CGPA at the end of the last semester, shall be allowed to improve course(s) in a single chance of the previous semesters in which he / she had obtained the lowest grade, in order to improve the CGPA so as to obtain minimum criteria, failing which he / she shall be removed from the rolls of Institute.
- (iii) A student shall be deemed to have lost his / her "good standing", if his / her conduct and behavior is found objectionable from disciplinary point of view.

g. Summer Semester

- (i) A course in the summer semester will be offered only if a minimum of 10 students are willing to take the course.
- (ii) Summer semester shall be offered as an optional semester of 08-09 weeks duration.
- (iii) Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 08 credit hours during summer.
- (iv) The students are allowed to take maximum of two courses in the summer semester of up to 08 credit Hour.
- (v) Students opting internship are not allowed to take course (s) in summer program.
- (vi) The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall / Spring) semester.

h. Writer / Amanuensis:

A permanent handicapped / disabled (blind) student will be provided writer / amanuensis on the recommendations of the respective HoD / Coordinator. The writer / amanuensis shall be of a lower grade in education than the student. He / she would be allowed additional 25% time for solving the question paper over and above the time stipulated for a question paper..

i. Re-Checking of Answer Books

- (i) There shall be no re-evaluation and re-assessment of the answer books.
- (ii) A student may, on the payment of fee as prescribed in Financial Rules, get the answer book re-checked for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher and the Controller of Examinations or his / her nominee.
- (iii) Student can apply for re-checking of answer book in prescribed format after submission of prescribed fee as per Financial Rules to DAK office within 07 days from date of declaration of the result.
- (iv) Errors or omissions, if any, shall be rectified.

j. Silver Medal

A student obtaining overall second position in the batch shall be awarded a Certificate of Merit



and a silver medal provided that

- (i) He / she has not repeated / failed in any course.
- (ii) He / she has not been punished on Academic Dishonesty grounds.
- (iii) He / she has completed the entire requirements of the program at the same department of the Institute as a regular (non-transferred / non- migrated) student within the minimum prescribed and stipulated period.

k. Gold Medal

A student obtaining overall first position in the batch shall be awarded a Certificate of Merit and a Gold Medal provided that

- (i) He / she has not repeated / failed any course.
- (ii) He / she has not been punished on disciplinary grounds.
- (iii) He / she has completed the entire requirements of the program at the same department of the Institute as a regular (non-transferred/non- migrated) student within the minimum prescribed and stipulated time period.

Note: Gold Medal or Silver Medal shall be awarded to a batch having minimum 15 regular enrolled students.

10. FEES AND OTHER DUES

Each student shall be required to pay tuition fee and such other charges as may be determined by Institute from time to time.

11. REQUIREMENTS FOR AWARD OF TRANSCRIPT & DEGREE

1	Course Work Requirements	Shall complete his / her coursework (Minimum 24 Credit Hours) through regular classes without any fail subject.
2	Minimum CGPA	Shall obtain minimum 2.5 CGPA
3	Documents Verification	Shall submit copy of Matriculation and Intermediate Degrees attested from Inter Board Committee of Chairmen (IBCC) Islamabad and Bachelors from Higher Education Commission (HEC), Islamabad.
4	Thesis	Shall successfully qualify / clear the thesis defense.
5	Dues	Shall clear his / her dues.

12. ISSUANCE OF DEGREE

a. Normal Degree

A successful candidate shall be awarded degree after holding the convocation for the respective pass out students.

b. Urgent Degree

A successful student can apply for issuance of Urgent Degree on payment of prescribed fee 6 months after the issuance of transcript.

13. THESIS GUIDELINES

Detail guideline and timeline regarding Thesis is placed at Annex A.

ANNEX A



TIMES INSTITUTE
— M U L T A N , P A K I S T A N —

Thesis Guidelines



1. DEFINITION AND OBJECTIVES OF THESIS

A thesis means something put forth and defined as a dissertation involving personal research written by a candidate for an academic degree. It is a professional qualification presenting the author's research and findings. It is an inclusive and complete report or dissertation written and documented in such style and manner as may be specified in the MS/MPhil guideline. The purpose of the thesis is to produce quality research work grounded on innovation and creativity. Thesis guidelines provide the students of MS/MPhil with a procedural framework for the preparation of a thesis.

2. ELIGIBILITY CRITERIA

The eligibility criteria for MS/MPhil thesis should be:

- Fee clearance upto current month.
- Submission of Thesis Fee as prescribed by the Institute.
- Minimum 2.5 CGPA or above in course work.
- Completion of coursework without any fail subject.

3. STRUCTURE OF THESIS

The structure of MS / MPhil thesis will be:

- | | |
|---------------------------------------|---|
| 1) Title Page | 10) List of Figures (If any) |
| 2) Inner Page | 11) List of Abbreviation and Acronyms (If any) |
| 3) Declaration | 12) Organization of Thesis (Chapter One, Chapter Two etc.) |
| 4) Signature Page | 13) References |
| 5) Dedication (Optional) | 14) Annexures (If any) |
| 6) Acknowledgments (Optional) | 15) Publication (If any) after the appendix and before the list of references |
| 7) Plagiarism Undertaking (Mandatory) | 16) Plagiarism Report (duly verified by TIMES Institute officials) |
| 8) Table of Contents | |
| 9) List of Tables (If any) | |

NOTE:

1. Thesis shall consist of minimum 60 pages excluding the references, appendix, questionnaire and title pages etc.
2. For MS / M.Phil. program black cover with golden writing color shall be used.
3. Title of the Thesis & Synopsis should be in Upper Case.
4. No Abbreviation or Short Form shall be used in the Title of the Thesis & Synopsis.
5. No Symbols and Signs shall be used in the Title of the Thesis & Synopsis.
6. Student shall submit the three copies of Final Synopsis in the Office of Quality Enhancement (QEC) after getting signatures from relevant officers.



4. LAYOUT OF SYNOPSIS & THESIS

Detail layout of the thesis is placed at Annex B & C.

5. REFERENCE STYLE OF THESIS

Reference in thesis must be cited in APA 6th Edition format.

The APA referencing style is placed at Annexure D.

6. THE PATHWAY AND TIMELINES FOR THESIS

01
Months

- **Topic Submission & Allocation of Supervisor**
- October (For Fall Semester)
- April (For Spring Semester)

1. Notification (**Format Placed at E**) shall be issued in October / April to students for submission of proposed Area of Interest & Topic through their TIMES' student portal.
2. HoD shall submit the list of Supervisors along with their specialization to QEC before the closing date of submission of proposed Area of Interest & Topic.
3. Before submission of Area of Interest & Topic, a student shall be required to fulfill the following conditions:
 - i. **Fee clearance upto current month.**
 - ii. **Submission of Thesis Fee as prescribed by the Institute.**
 - iii. **Minimum 2.5 CGPA or above in course work.**
 - iv. **Completion of coursework without any fail subject.**
4. Students shall submit his / her Area of Interest & Topic online through TIMES' student portal on and before the last date mentioned in the notification. There shall be two types of students:

Area of Interest & Topic Submitted

- Proceeds to next step i.e Topic Approval and Allocation of Supervisor.

Area of Interest & Topic Not Submitted

- Student shall submit topic in next semester.
- Rector can allow the late submission as a special case.

5. Student shall seek guidance from their relevant Head of Department before submitting the Topic & Area of Interest in their TIMES Students Portal.
6. QEC shall submit the list of students along with their Proposed Area of Interest, Topic and Supervisor / Co-Supervisor to Rector through proper channel for approval within 05 days after the closing date. Late submission shall not be accepted in any case.



Proper Channel



7. After approval from Rector, list of students along with their Proposed Area of Interest, Topic and Supervisor / Co-Supervisor shall be notified (Format Attached at Annex F) and updated on all relevant TIMES's portals by the QEC.

02 - 03
Months

- **Proposal Defense and Enrollment for Thesis**
- November - December (For Fall Semester)
- May - June (For Spring Semester)

8. A student with mutual understanding with his / her Supervisor will work on the write up of Synopsis.
9. Notification shall be issued to students along with schedule regarding Proposal Defense in the month of December / June to be held in January / July (**Format Attached at Annex G**).
10. MS / M.Phil. Supervisory Committee shall conduct the Proposal Defense.
11. After Proposal Defense, there shall be two types of students. One who appeared in the defense and second those who did not appear in the defense.

Note: Fee clearance is compulsory to appear in the Proposal Defense.

i. **Appearance: Yes**

Accepted	Rejected
<ul style="list-style-type: none"> • Proceed with research work & thesis. 	<ul style="list-style-type: none"> • One more chance to appear again after 2 weeks

12. In case of rejection, student shall appear for Proposal Defense again in front MS / M.Phil. Supervisory Committee after 2 weeks. Notification shall be issued along with schedule again for Proposal Defense. After availing the second chance, if any student gets rejected for second time, then he/she shall be deferred to next semester and adopt the process again.



i. **Appearance: No**

shall be deferred to next semester and adopt the process again

13. Minutes of Proposal Defense shall be drafted by Director Academics & Research and submit the same along with the attendance record for approval of Rector through proper channel.

14. Supervisor shall intimate / inform the students about the changes (if any).

- i. In case of minor revisions, student under guidance of his / her Supervisor shall incorporate the changes as pointed out in the Proposal Defense. And submit Comments Compliance Matrix (CCM) (**Format Attached H**) to Supervisor within one week.
- ii. In case of major revisions, students shall revise the prescribed changes and submit the synopsis again to Supervisor along with Comments Compliance Matrix (CCM) within one week.

15. Student shall submit his / her Final Synopsis to QEC after signatures of Supervisor and concerned Head of Department. The same shall be forwarded to the BASAR for approval.

04 - 10
Months

- **Data Collection, Thesis Write-up & Evaluation**
- January - July (For Fall Semester)
- July - January (For Spring Semester)

16. Data Collection and thesis write up shall be completed.

17. HoD shall also submit the list of External Examiners (03 Examiners allocated against 10 students) along with their specialization to QEC.

18. Student shall submit the Hard Copy (normal binding) as well as Soft Copy of the thesis to QEC for checking of Plagiarism and Similarity Test.

19. Plagiarism report and Similarity Test as per HEC guidelines is to be attached with the thesis. Plagiarism report is to be provided by the Research Office. Plagiarism upto 17% is acceptable. If in case plagiarism exceeds the acceptable range, then student after rectification, shall re-submit the hard and soft copy to the Head of Department to be submitted to QEC within one week.

20. QEC shall not accept any thesis in any case after 30 June / December of every year from any Student or HoD. HoD shall be responsible to submit all thesis to QEC on and before the 30th June / December of every year.



21. Thesis of considered / accepted students shall be forwarded to External Examiner after approval from Rector.

22. After positive evaluation of thesis from External Examiner, QEC shall submit the list of students to be appeared in the Final Defense to Rector for approval.

11
Months

- **Final Defense**
- August (For Fall Semester)
- February (For Spring Semester)

23. In case of fulfillment of all requirements, QEC shall issue a notification **(Format Attached at Annex I)** for Final Defense by ensuring the availability of External Examiners.

24. QEC shall invite the External Examiners after the approval from Rector. QEC shall be responsible for the invitation, coordination and successful conduct of Final Defense.

25. MS / M.Phil. Supervisory Committee along with External Examiner shall conduct the Final Defense.

26. Internal and External Examiners both are responsible for grading. They shall submit the final decision duly signed by them to QEC.

27. Following shall be the category of final decisions:

- i. Pass
- ii. Pass with Minor Amendments
- iii. Deferred for Resubmission and Re-Defense
- iv. Fail

28. Minutes of Final Defense shall be drafted by Director Academics & Research and submit the same along with attendance record for approval of Rector through proper channel.

29. QEC shall intimate / inform the relevant Supervisor for changes.

- i. In case of minor revisions, student under guidance of his / her Supervisor shall incorporate the changes as pointed out in the Defense and submit CCM report after verification from Head of Department to QEC within one week.
- ii. In case of major revisions, students shall revise the prescribed changes and send the thesis again with CCM after verification from Head of Department to QEC within one week.



30. QEC shall confirm the minor changes from Supervisor and Head of Departments whereas in case of major changes, revised thesis along with CCM report shall be sent to External Examiner for confirmation.
31. QEC shall submit the final decision along with Grades awarded by both External and Internal Examiners to Controller of Examinations office for tabulation in CMS.
32. Successful / Qualified students shall be notified (**Format Attached at Annex J**) to submit the 04 hard binding and soft copy to QEC.
 - a. 1 Hard Copy → Student Copy
 - b. 1 Hard Copy → QEC Copy
 - c. 1 Hard Copy → Library Copy
 - d. 1 Hard Copy → Supervisor Copy
33. Head of Departments shall verify / check the documentation and signatures (where required) of the thesis properly.
34. QEC will give the receipt of the Hard and Soft Copy of the thesis on the student copy and return it to the student.
35. QEC shall maintain the proper record of the hard copy and soft copy (program wise). Student shall also be responsible to upload the PDF file of the thesis on his / her TIMES' student portal.
36. QEC shall be responsible to verify the same before the notification of final result.
37. Notified result shall be issued on website after approval from Rector through proper channel.
38. Qualified students shall be eligible for award of transcript and degree accordingly subject to the fulfillment of all academic, legal and codal formalities.
39. If any student fails to follow the timeline/guideline issued by the Institute or complete his/her given task in allocated timeline then his/her work shall be deferred to next semester. In case of deferment, semester extension fee shall be applicable on him/her.

SUMMARY OF TIMELINE

Task	Fall Semester	Spring Semester
Topic Submission & Allocation of Supervisor	October	April
Proposal Defense	November-December	May-June
Data Collection, Theses Writeup & Evaluation	January-July	July-January
Final Defense	August	February



7. RESEARCH FACILITIES FOR STUDENTS

At TIMES Institute, Multan, the students have the following research facilities:

1. Library

The TIMES Institute, Multan, has a teeming library for reading and reference material. The library is well-stocked with books, and national and international journals serve as useful tools for your research.

2. HEC Digital Library

The TIMES Institute, Multan, has a digital library for reading and reference material for research students.

2. Internet

The Institute has provided quality internet connections at the library and computer laboratory.

8. RESEARCH WORK PROGRESS REPORT

Research work progress report must be submitted by the students to the principal Supervisor on quarterly basis on prescribed format. The progress report must be submitted in case of semester extension. The complete record of the student's progress report shall be maintained by the Supervisor and shall submit to the QEC of Faculty through HOD. In case of unsatisfactory progress report, the student shall be interview by the Director Research. Reasons for unsatisfactory progress report shall be find out and also suggest remedial measures. The students shall devise the duration of these quarters and the timeline for submission of progress report for each quarter. The timeline for the submission of research progress report on quarterly basis shall be submitted by the students to the supervisor after starting the thesis.

9. CODE OF CONDUCT FOR UNDERTAKING RESEARCH

The students must follow the following code of conduct for undertaking research.

- The research topic will not be against the ideology of Pakistan
- The topic of the thesis will not go against the interests of the state of Pakistan.
- The research should not be against the established norms and values of the religion of Islam.
- The three basic principles of ethics; respect for persons autonomy and rights, justice and beneficence/non-maleficence has to be followed in all the research work.

10. WHAT IS PLAGIARISM?

Plagiarism is the deliberate or reckless representation of another's words, thoughts, or ideas as one's own without attribution in connection with the submission of academic work, whether graded or otherwise.

Plagiarism is defined as to represent someone else's ideas and opinions in a dissertation without taking their consent and acknowledging it.



Research materials published, unpublished, in printed, manuscript, or electronic forms are covered under the above definition of plagiarism.

The University of Greenwich has defined plagiarism very precisely in the following ways:

- Using published works in the thesis without giving a reference
- Copying and pasting coursework essays in the thesis
- To take another person's computer files
- Using unacknowledged materials published on the web
- To buy model assignments from whatever sources
- Copying and pasting another student results in a thesis
- To fabricate results in the thesis
- To paraphrase much of a source rather than copying the actual words used

Plagiarism report is to be attached with the thesis. Plagiarism report is to be provided by the Examination Branch. Plagiarism upto 17% is acceptable. If in case plagiarism exceeds the acceptable range, then student shall submit the hard and soft again to the QEC to be submitted to Examination Branch within 07 days.

11. HOW TO AVOID PLAGIARISM IN THESIS?

The following guidelines will help out students to avoid plagiarism in their thesis.

1. **Using Quotations**

To avoid plagiarism the exact words in the source should appear in quotation marks. The source must be cited (taken from the book, article, and any other source) with the page number on which it appears.

2. **To Make Notes**

Making notes is another way to avoid plagiarism. To avoid plagiarism, first read the notes and try to understand what the author has said, and then make notes out of it in your own words.

3. **To Paraphrase**

Paraphrasing means taking another person's ideas and putting those ideas in your own words. It does NOT mean changing a word or two in someone else's sentence, changing the sentence structure while maintaining the original words or changing a few words to synonyms. If you try to rearrange a sentence in any of these ways, you are writing too close to the original. That's plagiarizing, not paraphrasing.

Paraphrasing is a way to use another person's ideas to support your argument as long as you attribute the material to the author and cite the source in the text at the end of the sentence. To make it sure that you are paraphrasing in the first place, take notes from your reading with the book closed. Doing so will make it easier to put the ideas in your own words and will also be plagiarism free.



4. To Cite Sources

Plagiarism is when the source used in the thesis not cited. Therefore, to avoid plagiarism the sources use in the thesis should be cited.

12. REASONS FOR THE REJECTION OF THE FINAL DRAFT OF THE THESIS

Some common errors in the thesis are causing the rejection of the final draft of the thesis. The students of MS/MPhil correct those errors on their own. The most common errors causing the rejection of the final draft are:

1. Spelling and Grammars

The final draft of the MS/MPhil thesis will be rejected if there are spelling and grammar errors, use of inappropriate language, and incorrect use of sentences.

2. Errors either in Footnotes or Bibliography

Errors in the footnotes and bibliography also cause the rejection of the final draft of the thesis. The students are advised to put proper footnotes and bibliography free of errors.

3. Incorrect Number of Pages

The incorrect number of thesis pages will also cause the rejection of the final draft of the thesis. The correct number of pages should be given in the thesis as mentioned in the guidelines for the thesis of MS/MPhil programs.

4. Organization and Structure of Thesis

The final draft of the MS/MPhil thesis will be rejected if it does not comply with the organization and structure of the thesis as provided in the guidelines.

ANNEX B



TIMES INSTITUTE
— M U L T A N , P A K I S T A N —

Layout of Synopsis Proposal

TITLE OF THE SYNOPSIS (BLOCK LETTERS, FONT SIZE 16 (Bold), FONT TYPE ARIAL AND ALIGN CENTER)



STUDENT NAME (BLOCK LETTERS, 14 font size, Align center)
Registration Number (14 font size, Align center)

Master of Science/ Master of Philosophy
in
Subject (14 font size, Align center)

NAME OF DEPARTMENT (Block Letters, font size 16, ARIAL Bold and Align Center)

NAME OF FACULTY (Block Letters, font size 16, ARIAL Bold and Align Center)

TIMES INSTITUTE, MULTAN (Block Letters, font size 16, ARIAL Bold and Align Center)

PAKISTAN (Block Letters, font size 16, ARIAL Bold and Align Center)
2023 (Font size 16, ARIAL Bold and Align Center)

TITLE OF THE SYNOPSIS (BLOCK LETTERS, FONT SIZE 16 (Bold), FONT TYPE ARIAL AND ALIGN CENTER)



STUDENT NAME (BLOCK LETTERS, 14 font size, Align center)
Registration Number (14 font size, Align center)

(Abstract in First letter capital, Font size 14, Arial bold and centralized)

Abstract (clearly states and includes)

- i. the objective of the study,
- ii. ii. brief Materials and Methods/methodology/procedure/techniques
- iii. iii. statistical approach/techniques
- iv. iv. Abstract of the synopsis should be between 150 to 250 words

I. TITLE OF THE SYNOPSIS (IN BLOCK CAPITAL LETTERS, FONT SIZE 14 (Bold), FONT TYPE ARIAL SINGLE LINE SPACING AND JUSTIFIED)

(Space between title and II before 12pt)

(Arial 12 Normal with 1.5-line spacing)

II. PERSONNEL (ARIAL 14 Bold)

- a. Student Name:
- b. Registration Number:

(Full name of the student: First letter capital, Font size 12, Arial)

III. SUPERVISORY COMMITTEE (ARIAL 14 Bold)

- a. Supervisor Name:
- b. Co-Supervisor If any
- c. Head of Department/ Coordinator Name:

(Full name of the Supervisor First letter capital & E-Mail, Font size 12, Arial,)

IV. INTRODUCTION (ARIAL 14 BOLD)

- a. Problem Statement
- b. Research Gap / Need for Research
- c. Hypothesis (If required)
- d. Research Objectives
- e. Research Questions (If any)

Sub Heading: Arial, 12 Bold

Body of the Text: Arial 12, 1.5-line spacing and justified)

V. REVIEW OF LITERATURE (ARIAL 14 BOLD)

Following points needs to be addressed in Review of Literature:

- Relevant to the proposed study and properly updated.
- Given in the reference list (not missing in References).
- Review may be under different parameters subheading or in chronological order (only one should be observed in whole document) .
- Written in some meaningful sequence (story writing) or arranged in chronological order Uniform style (In the text, a reference should be quoted by the author's name and year in parentheses, in date order, e.g. (Ashraf, 1999; Bashir *et al.*, 2000) as APA 6th edition referencing style
- Preferably the review of literature updated with recent research e.g. last 10 to 15 years

VI. MATERIALS AND METHODS/METHODOLOGY (ARIAL 14 BOLD)

- a. Research design

- b. Study Setting
- c. Study Duration
- d. Sample Size
- e. Sampling Technique
- f. Data Collection Tool
- g. Data Collection Procedure
- h. Plan of Data Analysis
- i. Ethical Consideration (If Applicable)

Sub Heading: Arial, 12 Bold

Body of the Text: Arial 12, 1.5-line spacing and justified)

VII. REFERENCES/LITERATURE CITED (ARIAL 14 BOLD)

Reference are written in format of APA 6th edition. Each reference separated before and after by setting 6pt in indent spacing. Student should check that all references in the text appear at the end of the synopsis and vice versa, and that the names and dates correspond in the two places. The accuracy of presentation of each reference in the list should be carefully checked.

(Examples)

Citation in text:

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Include the latest references by using an endnote or any other reference manager. In the text, references should be placed in round brackets (), and placed before the punctuation with italics *et al.*; for example **(Dinh *et al.*, 2006)**, **(Deep *et al.*, 2013; Kaldhusdal *et al.*, 2016)**, **(Ali & Khan, 2020)**, **(Ali, 2019)**. In text try to avoid sentence start with scientist name if necessary than add as Ali and Khan (2020) studied.....

In the reference list, the reference style should be according to APA (American Psychological Association) in hanging style alphabetically arranged as given below.

For a journal article:

Vergara-Jimenez, M., Almatrafi, M. M., & Fernandez, M. L. (2017). Bioactive components in *Moringa oleifera* leaves protect against chronic disease. *Antioxidants* (Basel, Switzerland), 6(4), 91.
<https://doi.org/10.3390/antiox6040091>

For further assistance citing webpage, conference, newspaper, thesis/dissertation, etc., visit webpage [<https://guides.library.uq.edu.au/referencing/apa6/>]

VIII. SIGNATURES (ARIAL 14 BOLD)

Student Name:

Registration Number:

Student Signature:

Date of Submission:

Supervisory Committee

Supervisor Name:

Supervisor Signature:

Head of Department Signature:

Member 1 Signature:

Member 2 Signature:

Member 3 Signature

Director Academics & Research Signature

Received By:

Assistant Director Research Name:

Signature

Receiving Date:

Instructions/ Guidelines

1. Abstract of the synopsis should be between 150 to 250 words

Role of the Faculty scrutiny committee and Faculty Member(s) has / have to check:

- Technical aspects of the research
- Scope of the research whether it relates to the field or not
- Addressing the current issues of the practical nature
- The research facilities are available at the campus
- Number of citation should not be less than ten
- f) Synopsis is according to the above guideline

ANNEX C



TIMES INSTITUTE
— M U L T A N , P A K I S T A N —

Layout of Thesis

**TITLE OF THE THESIS (BLOCK LETTERS, FONT SIZE 16
(Bold), FONT TYPE ARIAL AND ALIGN CENTER)**



STUDENT NAME (BLOCK LETTERS, 14 font size, Align center)
Registration Number (14 font size, Align center)

**Master of Science/ Master of Philosophy
in
Subject (14 font size, Align center)**

**NAME OF DEPARTMENT (Block Letters, font size 16, ARIAL Bold
and Align Center)**

**NAME OF FACULTY (Block Letters, font size 16, ARIAL Bold and
Align Center)**

**TIMES INSTITUTE, MULTAN (Block Letters, font size 16, ARIAL
Bold and Align Center)**

PAKISTAN (Block Letters, font size 16, ARIAL Bold and Align Center)
2023 (Font size 16, ARIAL Bold and Align Center)

**TITLE OF THE THESIS (BLOCK LETTERS, FONT SIZE 16
(Bold), FONT TYPE ARIAL AND ALIGN CENTER)**



STUDENT NAME (BLOCK LETTERS, 14 font size, Align center)
Registration Number (14 font size, Align center)

**A Thesis submitted in partial fulfillment of the requirements for
the degree of (14 font size, Align center)**

**Master of Science/ Master of Philosophy
in
Subject (14 font size, Align center)**

**NAME OF DEPARTMENT (Block Letters, font size 16, ARIAL Bold
and Align Center)**

**NAME OF FACULTY (Block Letters, font size 16, ARIAL Bold and
Align Center)**

**TIMES INSTITUTE, MULTAN (Block Letters, font size 16, ARIAL
Bold and Align Center)**

PAKISTAN (Block Letters, font size 16, ARIAL Bold and Align Center)
2023 (Font size 16, ARIAL Bold and Align Center)

DECLARATION
(BLOCK LETTERS, FONT SIZE 12 (Bold), FONT TYPE
ARIAL AND Align center)

(Body text in sentence case, Font size 12, not bold and Alignment Justified)

I hereby declare that the contents of the thesis, “title of thesis” are product of my own research and no part has been copied from any published source (except the references, standard mathematical or genetic models/ equations/ formulae/protocols etc.). I further declare that this work has not been submitted for award of any other diploma/degree in any other institute/university. The Institute may take action if the information provided is found incorrect at any stage.

(Name of the student, Font size 12, Arial bold and align right for signature)

Name of the student

(Student signature should be above name of the student)

**The Controller of Examinations
Times Institute,
Multan.**

We hereby certify that the contents and form of thesis submitted by **Student Name** (Registration No.) has been found satisfactory for the evaluation in the format approved by the Times Institute. It is therefore recommended that further necessary action may kindly be taken for the final award of the degree of MS/M.Phil (Subject).

Board of Examiners

External Examiner:

**Name
Designation
Affiliation**

Supervisor:

**Name
Designation
Affiliation**

Co-Supervisor:

**Name
Designation
Affiliation**

HOD/ Coordinator:

**Name
Designation
Affiliation**

Dedicated

To,

ACKNOWLEDGEMENTS (Block letters, 16 Font size, Bold, Arial, Align Center)

Text

- 1- Arial font style
- 2- Font size 12
- 3- Double spaced
- 4- Alignment justified

**PLAGIARISM UNDERTAKING (Block letters, Font size 16, Arial font style,
Align center)**

Text (Arial, Not bold, Font size 12, Alignment justified)

I solemnly declare that the research work presented in thesis titled, "Title of Thesis" is exclusively and solely my research work without any significant contribution from any other person. Any small contribution, wherever taken, has been duly acknowledged.

I apprehend the zero tolerance policy of the HEC and TIMES Institute, Multan, towards Plagiarism. So, I as an author of this thesis state that no portion of my thesis has been plagiarized and that every material used from any source has been properly acknowledged, cited, and referenced.

I agree to that if I am found guilty of plagiarism in the above titled thesis, even after the award of MS/MPhil degree, the Institution has the right to cancel my degree. The Higher Education Commission of Pakistan and the TIMES Institute, Multan, have the right to publish my name on the HEC/Institution website for submitting a plagiarized thesis.

Signature of the Student

Name of the Student

Date

**CONTENTS OF THE TABLE (IN BLOCK CAPITAL LETTERS,
FONT SIZE 14 (BOLD), FONT TYPE ARIAL
AND CENTRALIZED)**

TABLE OF CONTENTS (16 Font size)

Name of the chapter name (Sentence case, font size 12 and left align in 1.5-line spacing.

Chapter No.	Title	Pages
1	Introduction	
2	Review of Literature	
3	Materials and Methods/ Methodology	
4	Results and Discussion	
5	Summary	
	References/Literature Cited	

OR

Chapter.	Title	Pages
1	Introduction	
2	Review of Literature	
3	Materials and Methods/ Methodology	
4	Results	
5	Discussion	
6	Summary	
	References/Literature Cited	

OR

TABLE OF CONTENTS (16 Font size)

Name of the chapter name (First letter capital, font size 14, TNR, bold and left align) in single line spacing. The subtitle of the chapter's name (First letter capital, font size 12,

Chapter	Title	Pages
1	Introduction	
2	Review of literature	
	References/Literature Cited	
3	Title of the research Paper/Experiment	
	Abstract	
	3.1. Introduction	
	3.2. Materials and Methods/Methodology	
	3.3. Results and Discussion	
	3.4. Conclusions	
	3.5. References/Literature Cited	
4	Title of the research Paper/Experiment	
	4.1 Introduction	
	4.2. Materials and Methods/Methodology	
	4.3. Results and Discussion	
	4.4. Conclusions 4.5. References/Li	
5	Summary	

LIST OF TABLES (14 Font size)

(12 Font size)

Table No.	Title	Page No.
2.1		6
2.2		12
2.3		16
2.4		19
2.5		21
2.6		26
2.7		28
2.8		29
2.9		31
2.10		33
2.11		35
2.12		36
2.13		38
2.14		40
2.15		

LIST OF FIGURES (14 Font size)

(12 Font size)

Figure No.	Title/Caption	Page No.
2.1		6
2.2		12
2.3		16
2.4		19
2.5		21
2.6		26
2.7		28
2.8		29
2.9		31
2.10		33
2.11		35
2.12		36
2.13		38
2.14		40
2.15		

LIST OF APPENDICES (14 Font size)

(12 Font size)

Appendix No.	Title	Page
3.1		
3.2		
4.1		
4.2		

ABSTRACT (16 Font size)

The structure of the abstract should mirror the structure of the whole thesis and should represent a brief description of all its major elements.

Text (250-600 words) (12 Font size)

Keywords (4-6 keywords separated by semi-colon): (12 Font size)

(16 font size, Arial, Bold)

General introduction should contain the brief background of the selected topic in a general way. It must identify the importance of the study, problems and their solutions, justification of the methodology proposed in the experiment(s). It should contain a review of the literature showing the work done previously in the area of the proposed research to plan further research effectively through identifying the research gaps. The information given in the review should be supported by references. It should give a theoretical base for the research and help you (the researcher) determine the nature of your research. (12 Font size, Arial)

1.1. Problem statement/Background (14 Font size, Arial)

It is the description of an issue currently existing which needs to be addressed as per research gaps identified through literature review. It provides the context for the research study and generates the questions that the research aims to answer. (12 Font size, Arial)

1.2. Objectives (14 Font size, Arial)

Objectives inform the reader clearly what the researcher plans to do in his/her work. The objective should start with an action verb and be sufficiently specific, measurable, achievable, and relevant and time-bound (SMART). (12 Font size)

Chapter Two REVIEW OF LITERATURE

(16 font size, Arial, Bold)

This chapter will provide a critical review of the previous research work relevant to the study. The student can write this chapter either in chronological format or narrative format. (12 Font size)

Chapter Three MATERIALS AND METHODS

(16 font size, Arial, Bold)

3.1. Materials and methods (14 Font size)

Name and place where the research works was conducted. Mention all material and methods (procedures, protocols, equations, formulae etc.) along with the appropriate study design. This section should also indicate all possible details related to experimental layout design with number of replications and detail of treatments, sample size for data recording, parameters, computational/software approaches. In the case of social sciences, for qualitative study or case study, all details related to data recording for all parameters with appropriate approaches. (12 Font size)

3.1.1. Ethical considerations/ approval (If any) (12 Font size)

3.1.2. Sub-headings (Related to any method procedure or other items as per requirement) (12 Font size)

3.2. Statistical analysis (12 Font size)

Mention appropriate statistical method and approach for analyzing data to meet the objective(s) of the experiment. (12 Font size)

Chapter Four

RESULTS AND DISCUSSION

(16 font size, Arial, Bold)

Results (14 Font size)

4.1. Sub-headings (As per requirement) (12 Font size)

Describe the study results including figures, tables, and graphs to elaborate on the key findings. Write captions below the figures and tables. Mention the figure and table number in text.

Table 4.1: Give caption of the table (12 Font size)



Figure 4.1: Give caption of figure (12 Font size)

4.2. Discussion (14 Font size)

It should be only related to the findings of experiment. Compare the results of the present objective with previous studies, explain and draw inference from results, and give logical explanations of the results supported by references.

(12 Font size)

Chapter Five SUMMARY AND CONCLUSIONS

(16 font size, Arial, Bold)

Summary should contain brief information on justification of the study, methodology used, important results/ key findings and their explanation, recommendations for the scientific community and stakeholder. This section should include conclusion of the study focusing on the major outcomes, recommendations based on conclusion, study limitations with potential influences on findings and future thrust. (12 Font size, Arial)

REFERENCES: (12 font size) (APA 6th style)

Citation in text:

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Include the latest references by using an endnote or any other reference manager. In the text, references should be placed in round brackets (), and placed before the punctuation with italics *et al.*; for example **(Dinh *et al.*, 2006)**, **(Deep *et al.*, 2013; Kaldhusdal *et al.*, 2016)**, **(Ali & Khan, 2020)**, **(Ali, 2019)**. In text try to avoid sentence start with scientist name if necessary than add as Ali and Khan (2020) studied.....

In the reference list, the reference style should be according to APA (American Psychological Association) in hanging style alphabetically arranged as given below.

For a journal article:

Vergara-Jimenez, M., Almatrafi, M. M., & Fernandez, M. L. (2017). Bioactive components in *Moringa oleifera* leaves protect against chronic disease. *Antioxidants* (Basel, Switzerland), 6(4), 91.
<https://doi.org/10.3390/antiox6040091>

Print journal article

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (Year of publication). Title of journal article. <i>Journal name – italicised, Volume – italicised</i> (Issue or number), Page number(s).
In-text reference	(Lowrie & Diezmann, 2009) Lowrie and Diezmann (2009) have found that
Reference list	Lowrie, T., & Diezmann, C. M. (2009). National numeracy tests: A graphic tells a thousand words. <i>Australian Journal of Education</i> , 53(2), 141-158.
EndNote reference type	Journal article

Journal article (print or electronic) with DOI – one author – paginated by issue

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (Year of publication). Title of journal article. <i>Journal name – italicised, Volume – italicised</i> (Issue or number), Page number(s). doi:xx.xxxxxxxxxx
In-text reference	(Osman, 2010)

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (Year of publication). Title of journal article. <i>Journal name – italicised</i> , <i>Volume – italicised</i> (Issue or number), Page number(s). doi:xx.xxxxxxxx
	OR Osman (2010) thought that....
Reference list	Osman, M. (2010). Controlling uncertainty: A review of human behavior in complex dynamic environments. <i>Psychological Bulletin</i> , 136(1), 65-86. doi:10.1037/a0017815 The volume number is in italics
EndNote reference type	Journal article (print) Electronic article

Journal article with DOI – two authors

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (Year of publication). Title of journal article. <i>Journal name – italicised</i> , <i>Volume – italicised</i> (Issue or number), Page number(s). doi:xx.xxxxxxxx
In-text reference	(Kerrigan & Kingdon, 2010) Kerrigan and Kingdon (2010) mentioned that
Reference list	Kerrigan, A. M., & Kingdon, C. (2010). Maternal obesity and pregnancy: A retrospective study. <i>Midwifery</i> , 26, 138-146. doi:10.1016/j.midw.2008.12.005
EndNote reference type	Journal article

Journal article with DOI–three to five authors

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (Year of publication). Title of journal article. <i>Journal name – italicised, Volume – italicised</i>(Issue or number), Page number(s). doi:xx.xxxxxxxx
In-text reference	<p>First use: (Skenderian, Siegel, Crano, Alvaro, & Lac, 2008)</p> <p>Skenderian, Siegel, Crano, Alvaro, and Lac (2008) have argued that</p> <p>Subsequent uses: (Skenderian et al., 2008)</p> <p>Skenderian et al. (2008) stated that</p> <p>Cite all authors the first time the reference appears; for all subsequent uses, cite last name of first author followed by et al.</p>
Reference list	<p>Skenderian, J. J., Siegel, J. T., Crano, W. D., Lac, A., & Alvaro, E. E. (2008). Expectancy change and adolescents' intentions to use marijuana. <i>Psychology of Addictive Behaviors</i>, 22(4), 563-569. doi:10.1037/a0013020</p> <p>Include all authors up to seven.</p>
EndNote reference type	Journal article

Journal article with DOI – six authors or more

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (Year of publication). Title of journal article. <i>Journal name – italicised, Volume – italicised</i>(Issue or number), Page number(s). doi:xx.xxxxxxxx
In-text reference	<p>(Wolchik et al., 2008)</p> <p>Wolchik et al. (2008) have said that</p> <p>Use only the first author's last name followed by et al., for every use of the reference.</p>

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (Year of publication). Title of journal article. <i>Journal name – italicised, Volume – italicised</i> (Issue or number), Page number(s). doi:xx.xxxxxxxx
Reference list	<p>Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., . . . Griffin, W. A. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. <i>Journal of Consulting and Clinical Psychology</i>, 68(5), 843-856. doi:10.1037/0022-006X.68.5.843</p> <p>Include all authors up to seven names.</p> <p>For eight or more, include the first six, then an ellipsis - ... - followed by the last author's name.</p>
EndNote reference type	Journal article

No author

Elements of the reference	Title of article. (Year). <i>Title of journal - italicised, Volume - italicised</i> (Issue or number), Page number(s). doi:xx.xxxxx
In-text reference	<p>("Vitamin K for Newborns", 2016)</p> <p>Use the first words of the article title.</p> <p>Use double quotation marks around the article title.</p>
Reference list	Vitamin K for newborns. (2016). <i>Journal of Midwifery & Women's Health</i> , 61(5), 675-676. doi:10.1111/jmwh.12550
EndNote reference type	Journal article

Journal article with DOI - continuous pagination throughout volume

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (Year of publication). Title of journal article. <i>Journal name – italicised, Volume – italicised</i> (Issue or number), Page number(s). doi:xx.xxxxxxxx
In-text reference	(Wilens & Biederman, 2006) Wilens and Biederman (2006) argued that
Reference list	Wilens, T.E., & Biederman J. (2006). Alcohol, drugs, and attention-deficit/hyperactivity disorder: A model for the study of addictions in youth. <i>Journal of Psychopharmacology</i> , 20, 580-588. doi:10.1177/0269881105058776 Issue number is not required.
EndNote reference type	Journal article

Journal article with DOI – available in advance in an online publication (no volume, issue or pages)

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (Year of publication). Title of journal article. <i>Journal name – italicised, Volume – italicised</i> (Issue or number), Page number(s). doi:xx.xxxxxxxx
In-text reference	(Allan, 2010) Allan (2010) found that
Reference list	Allan, H. (2010). The perils facing nurse education: A call for leadership for learning. <i>Nurse Education Today</i> , Advance online publication. doi:10.1016/j.nedt.2010.01.002
EndNote reference type	Electronic article

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (Year of publication). Title of journal article. <i>Cochrane Database of Systematic Reviews</i> , Volume – year is used, <i>italicised</i> (Issue or number), Page number(s). doi:xx.xxxxx
In-text reference	(Shaw, O'Rourke, Del Mar, & Kenardy, 2005) Shaw, O'Rourke, Del Mar, and Kenardy (2005) stated that
Reference list	Shaw, K., O'Rourke, P., Del Mar, C., & Kenardy, J. (2005). Psychological interventions for overweight or obesity. <i>Cochrane Database of Systematic Reviews</i> , 2005(2), 1-75. doi:10.1002/14651858.CD003818.pub2
EndNote reference type	Journal article

Journal article accessed electronically, without DOI

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (Year of publication). Title of journal article. <i>Journal name – italicised</i> , Volume – <i>italicised</i> (Issue or number), Page number(s). Retrieved from http: <u>www.xxxxxx</u>
In-text reference	(Fallon & Engel, 2008) Fallon and Engel (2008) argued that
Reference list	Fallon, A., & Engel, C. (2008). Hypertensive disorders of pregnancy. <i>The Practising Midwife</i> , 11(9), 1-27. Retrieved from http://www.practisingmidwife.co.uk
EndNote reference type	Electronic article Add the web address of the journal's website (subscription-based journals), or the full web address of the article (if free) to the URL field

Journal article – in press

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (in press). Title of journal article. <i>Journal name – italicised</i> . Retrieved from http: www.xxxxxx
In-text reference	(Williams & Beattie, in press) Williams and Beattie (in press) stated that
Reference list	Williams, S., & Beattie, H. J. (in press). Problem based learning in the clinical setting – a systematic review. <i>Nurse Education Today</i> .
EndNote reference type	Journal article Put in press in year field

Article from institutional repository eg. UQ eSpace

Elements of the reference	Author(s) of journal article – family name and initials, use & for multiple authors. (Year of publication). Title of journal article. <i>Journal name – italicised</i> , <i>Volume – italicised</i> (Issue or number), Page number(s). Retrieved from Name of Institutional Repository.
In-text reference	(Shaw, 2003) Shaw (2003) argued that
Reference list	Shaw, J. (2003). Epidemiology and prevention of type 2 diabetes and the metabolic syndrome. <i>Medical Journal of Australia</i> , 179, 379-383. Retrieved from UQ eSpace.
EndNote reference type	Electronic article Put Name of Institutional Repository in URL field

For Book

Chapter in an edited book - print version

Elements of the reference	Author(s) of chapter – family name and initials, use & for multiple authors. (Year of publication). Title of chapter. In Editor(s) – initial(s) and family name - of book (Ed. OR Eds.), <i>Title of book – italicised</i> (pp. Page numbers). Place of publication: Publisher.
In-text reference	(Baker & Lightfoot, 1993) Use the chapter authors , not the editors of the book Treat multiple authors in same format as books
Reference list	Baker, F. M., & Lightfoot, O. B. (1993). Psychiatric care of ethnic elders. In A. C. Gaw (Ed.), <i>Culture, ethnicity, and mental illness</i> (pp. 517-552). Washington, DC: American Psychiatric Press.
EndNote reference type	Book section

Chapter from an edited electronic book without DOI

Elements of the reference	Author(s) of chapter – family name and initials, use & for multiple authors. (Year of publication). Title of chapter. In Editor(s) – initials and family name - of book (Ed. OR Eds.), <i>Title of book – italicised</i> (pp. Page numbers). Retrieved from http://www.xxxxxx
In-text reference	(Scott, 2005) Scott (2005) argued that
Reference list	Scott, D. (2005). Colonial governmentality. In J. X. Inda (Ed.), <i>Anthropologies of modernity</i> (pp. 21-49). Retrieved from http://www3.interscience.wiley.com/cgi-bin/bookhome/117909832
EndNote reference type	Book section

Chapter from an edited electronic book with DOI

Elements of the reference	Author(s) of chapter – family name and initials, use & for multiple authors. (Year of publication). Title of chapter. In Editor(s) – initials and family name - of book (Ed. OR Eds.), <i>Title of book – italicised</i> (pp. Page numbers). doi:xx.xxxxxxxxxx
In-text reference	(Iacono, 2008) Iacono (2008) demonstrated that
Reference list	Iacono, W. G. (2008). Polygraph testing. In E. Borgida & S. T. Fiske (Eds.), <i>Beyond common sense: Psychological science in the courtroom</i> (pp. 219-235). doi:10.1002/9780470696422
EndNote reference type	Book section

Review from the Mental Measurements Yearbook database

Elements of the reference	Author(s) of section – family name and initials, use & for multiple authors. (Year of publication). Title of chapter. In Editor(s) – initials and family name - of book (Ed. OR Eds.), <i>Title of book – italicised</i> (pp. Page numbers). Retrieved from Database Name.
In-text reference	(McInerney, 2004)
Reference list	McInerney, V. (2004). Review of the Neale analysis of reading ability, 3rd Edition [Australian Standardisation]. In <i>The fifteenth mental measurements yearbook</i> . Retrieved from EBSCO Mental Measurements Yearbook.
EndNote reference type	Book section Add EBSCO Mental Measurements Yearbook database in the URL field.

For further assistance citing webpage, conference, newspaper, thesis/dissertation, etc., visit webpage [<https://guides.library.uq.edu.au/referencing/apa6/>]

Appendix:

NOTE: Add any table or figure for supplementary data from the thesis. (12 Font size)

Thesis preparation guidelines:

- Margins of page should be 1 inch with odd page numbers will be 1.25 inches at left.
- Not less than 60 pages including abstract, introduction, materials and methods, results and discussion, summary and conclusions without an appendix
- Line spaces should be 1.5, Character spacing (Expanded)
- Font style should be Arial
- Single-sided print
- All tables and figures should be according to instructions

Thesis submission guidelines:

- Final thesis
 - Two copies of tape binding
 - Thesis observation form
 - Thesis submission fee-paid
 - Check list
 - Plagiarism/Similarity report notified by Research Directorate Office
 - Submission of PhD thesis defense evaluation proforma
 - Submission of all necessary certificates given in instruction manual
 - Page weight should be 70 grams
 - Thesis submission must be accompanied with soft copy forwarded through concerned supervisor
- Hard Binding Submission after defence and approval of examiner's/supervisory committee
 - Four copies
 - Thesis soft copy (both in word and pdf format) should be uploaded on students portal
 - Annotated reply on foreign and internal examiner's comments (For Ph.D)
 - Black colour hard binding with golden printing (For MS/ M.Phil)

ANNEX D



TIMES INSTITUTE
— M U L T A N , P A K I S T A N —

APA CITATION STYLE

APA CITATION STYLE

Material types	Features	Author variations
Books and eBooks	3-5 authors repeated citations	For 1,2,3-5 or 6-7 author
Chapters in books	Article from CMO	8 or more authors
Conferences	Author & publisher, the same	Author/year same, 2 or more works
Dictionary/encyclopedia entries	Citing a work that someone else has cited (Secondary citations)	Editor/s
Images	Direct quotes & paraphrases	First author/year same, 3+ authors 2+ works
Journal articles	Multiple citations in one reference	Linking multiple authors: & or <i>and</i>
Multimedia & Software	No date available (n.d.)	No author - Article
Music	Numbered edition other than 1st	No author - Book
Newspapers	Retrieved from a database	Organization as author
Reports	Retrieval date (if required)	Parentheses () or brackets [] for extra information
Standards & Patents	Title which includes a subtitle	
Tables & Figures (republished or adapted)		
Theses		
Web sources (pages, fact sheets, blog etc)		

Books and eBooks

Material Type	In-Text Citation	Reference List and Notes
Book: Single	(Pegrum, 2009)	Pegrum, M. (2009). From blogs to bombs: The future of electronic author technologies in education. Crawley, W.A: UWA Publishing.
Book: Two authors	(O'Donoghue & Clarke, 2010) But when outside parenthesis: O'Donoghue and Clarke (2010) suggested that...	O'Donoghue, T., & Clarke, S. (2010). Leading learning: Process, themes and issues in international contexts. London: Routledge.
Book: 3-5 authors	First citation: (Ranzijn, McConnochie, & Nolan, 2009) Subsequent citations: (Ranzijn et al., 1997)	Ranzijn, R., McConnochie, K., & Nolan, W. (2009). Psychology and indigenous Australians: Foundations of cultural competence. South Yarra, Vic: Palgrave MacMillan. If you have two or more references with the same first author and date, name as many authors as necessary to distinguish the references in every iteration.
Book: 6-7 authors	(Jones et al., 1984)	Jones, E. E., Farina, A., Hastorf, A. H., Markus, H., Miller, D. T., Scott, R. A. (1984). Social stigma: The psychology of marked relationships. New York: W.H. Freeman.
Book: Different editions	(Howitt & Cramer, 2008)	Howitt, D., & Cramer, D. (2008). Introduction to research methods in psychology (2nd ed.). Harlow, England: FT Prentice Hall.

Book: No author	The Australian Oxford dictionary, 1999)	The Australian Oxford dictionary (3rd ed.). (1999). Melbourne: Oxford University Press.
Book: Editor ,	(Hallinan, 2006)	Hallinan, M. T. (Ed.). (2006). Handbook of the sociology of education. New York: Springer.
Book: 2 or more editors	(Dawson & Venville, 2007)	Dawson, V., & Venville, G. (Eds.). (2007). The art of teaching primary science. Crows Nest, N.S.W: Allen & Unwin.
Book organization as Author	Australian Bureau of Statistics. (2000).	Australian Bureau of Statistics. (2000). Population by age and sex, New South Wales, 30 June 2000 (ABS Cat.no. 3235.1). Canberra, Australian Capital Territory: Author. Where the author and publisher are identical, use the word Author as the name of the publisher.
Book: Chapter [i.e. Article] in edited book	(Groundwater-Smith, 2007)	Groundwater-Smith, S. (2007). As rain is to fields, so good teachers are to students. In S. Knipe (Ed.), Middle years schooling: Reframing adolescence (pp. 151-170). Frenchs Forest, N.S.W: Pearson Education Australia.
eBook: Entire Book	(Chisum, 2006)	Chisum, W. J. (2006). Crime reconstruction [Adobe Digital Editions]. Retrieved from Ebook Library.
eBook: Chapter	(Mitchell, 1913)	Mitchell, H. W. (1913). Alcoholism and the alcoholic psychoses. In W. A. White & S. E. Jelliffe (Eds.), The modern treatment of nervous and mental diseases (Vol. 1, pp. 287-330). Retrieved from PsycBOOKS
Book: Different works by same author in same year	Distinguish the works by placing ‘a’ ‘b’ ‘c’, etc after the publication date (Glenn & Johnson, 1964a) (Glenn & Johnson, 1964b)	Glenn, W. H., & Johnson, D. A. (1964a). Calculating devices. London: John Murray. Glenn, W. H., & Johnson, D. A. (1964b). Graphs. London: Murray.
Reference book: Entry	(Keyormarsi, O’Leary, & Pardee, 2007)	Keyormarsi, K., O’Leary, N., & Pardee, A. B. (2007). Cell division. In McGraw-Hill encyclopedia of science & technology (9th ed., Vol. 3, pp. 618-621). New York: McGraw-Hill.
eReference book: Entry	(Keyormarsi & Pardee, 2014)	Keyormarsi, K., & Pardee, A. B. (2014). Cell division. In McGraw-Hill encyclopedia of science & technology. Retrieved from Access Science.

Journal Articles

Material Type	In-Text Citation	Reference List and Notes
Journal article in print: 8 or More authors	(Sohrabi et al., 2011)	Sohrabi, H. R., Weinborn, M., Badcock, J., Bates, K. A., Clarnette, R., Trivedi, D., ... Martins, R. N. (2011). New lexicon and criteria for the diagnosis of Alzheimer’s disease. Lancet Neurology, 10(4), 299- 300. Complete author list: Sohrabi, H. R., Weinborn, M., Badcock,

		J. Bates, K. A., Clarnette, R., Trivedi, D., Verdile, G., Sutton, T., Lenzo, N. P., Gandy, S. E., Martins, R. N.
Journal article in print: With direct quotation or paraphrase	(Greenop et al., 2007, p. 31) Or Greenop et al. (2007) reported that “AQ-D and DEX ratings by controls were significantly lower than those of the CIND participants”(p. 31), ...	Greenop, K. R., Xiao, J., Osvaldo, P. A., Flicker, L., Beer, C., Foster, J. K., . . . Lautenschlager, N. T. (2011). Awareness of cognitive deficits in older adults with cognitive-impairment-no-dementia (CIND): Comparison with informant report. <i>Alzheimer Disease and Associated Disorders</i> , 25(1), 24-33. When paraphrasing text include page number/s in the in-text citation but do not use quotes. There is a right and a wrong way to paraphrase. - see the Study Smarter guide at http://www.uwa.edu.au/data/assets/rtf_file/0010/1861354/RT4.4_Paraphrasing.rtf
Journal article online: Digital Object Identifier supplied	First citation: (Almeida, Dickinson, Mayberry, Badcock, & Badcock, 2010) Subsequent citations: (Almeida et al., 2010)	Almeida, R. A., Dickinson, J., Maybery, M. T., Badcock, J. C., & Badcock, D. R. (2010). Visual search performance in the autism spectrum II: The radial frequency search task with additional segmentation cues. <i>Neuropsychologia</i> , 48(14), 4117-4124. http://dx.doi.org/10.1016/j.neuropsychologia.2010.10.009
Journal article online: No DOI supplied (Pheme authentication required)	(Anderson & Reid, 2009)	Anderson, M., & Reid, C. (2009). Don't forget about levels of explanation. <i>Cortex: A Journal Devoted to the Study of the Nervous System and Behavior</i> , 45(4), 560-561. Retrieved from ScienceDirect.
Journal Article online: No DOI supplied (free on the Web)	(Thomas & Bosch, 2005)	Thomas, K., & Bosch, B. (2005). An exploration of the impact of chronic fatigue syndrome and implications for psychological service provision. <i>E-Journal of Applied Psychology: Clinical Section</i> , 1(1), 23-40. Retrieved from http://ojs.lib.swin.edu.au/index.php/ejap/article/download/4/13
Journal article online: CMO electronic database	(Best & Queen, 1989)	Best, C. T., & Queen, H. F. (1989). Baby it's in your smile: Right hemiface bias in infant emotional expressions. <i>Developmental Psychology</i> , 25(2), 264-276. Retrieved from University of Western Australia Course Materials Online. [Note: This only applies to articles actually housed in CMO. If the full text is in an external database other rules in this section need to be applied e.g. the CMO links opens in Education Full Text.]
Journal article online: Advance publication	(Starrfelt & Behrmann, 2011)	Starrfelt, R., & Behrmann, M. (2011). Number reading in pure alexia: A review. <i>Neuropsychologia</i> . In press, Uncorrected proof. http://dx.doi.org/10.1016/j.neuropsychologia.2011.04.028
Journal article online: in preprint	(Martinez, in press)	Martinez, M. (in press). Imperative content and the painfulness of pain. <i>Phenomenology and the Cognitive Sciences</i> . Retrieved from

archive		http://cogprints.org/6599/1/Imperative_Content_and_the_Painfulness_of_Pain.pdf
Journal article submitted for Publication	Delgado, Suriyagoda, Zúñiga-Feest, Borie, & Lambers, (2014)	Delgado M., Suriyagoda L., Zúñiga-Feest A., Borie F., Lambers H. (2014). Divergent functioning of Proteaceae species: The South American <i>Embothrium coccineum</i> displays a combination of adaptive traits to survive in high-phosphorus soils. Manuscript submitted for publication.

Conference Papers and Proceedings

Material Type	In-Text Citation	Reference List and Notes
Paper in conference proceedings in print	(Game, 2001)	Game, A. (2001). Creative ways of being. In J. R. Morss, N. Stephenson & J. F. H. Rappard (Eds.), <i>Theoretical issues in psychology: Proceedings of the International Society for Theoretical Psychology 1999 Conference</i> (pp. 3-12). Sydney: Springer.
Paper in conference Proceedings online: Electronic database	(Balakrishnan, 2006)	Balakrishnan, R. (2006, March). Why aren't we using 3d user interfaces, and will we ever? Paper presented at the IEEE Symposium on 3D User Interfaces. http://dx.doi.org/10.1109/vr.2006.148 Published in IEEE Explore but has doi. Conference is published regularly.
Conference papers: Unpublished	(Santhanam, Martin, Goody & Hicks, 2001)	Santhanam, E., Martin, K., Goody, A., & Hicks, O. (2011). Bottom-up steps towards closing the loop in feedback on teaching: A CUTSD project. Paper presented at Teaching and Learning Forum – Expanding horizons in teaching and learning, Perth, Australia, 7-9 February 2001.

Reports

Material Type	In-Text Citation	Reference List and Notes
Government Reports	(Western Australia. Department of Health Nursing and Midwifery Office, 2013).	Western Australia. Department of Health Nursing and Midwifery Office (2013). <i>Aboriginal Nursing and Midwifery Strategic Plan 2011–2015</i> . Retrieved from http://www.nursing.health.wa.gov.au/projects/
Non-government reports	(Kendall, 2011)	Kendall, C. (2011). Report on psychological distress and depression in the legal profession: Prepared for the Council of the Law Society of Western Australia. Retrieved from http://www.mhlcwa.org.au/wp-content/uploads/2013/08/Psychological-distress-depression-in-the-legal-profession-16-May-2011.pdf

Newspapers

Material Type	In-Text Citation	Reference List and Notes
Newspaper article in print	(Hatch, 2006)	Hatch, B. (2006, July 13). Smoke lingers for those who keep hospitalityflowing. <i>Australian Financial Review</i> , p. 14.
Newspaper article: No author	Use first few words of article title in	Comstock drill plans reined in. (2009, January 9). <i>Upstream: The International Oil and Gas Newspaper</i> . p. 20.

	quotation marks ("Comstock drill plans,"2009)	
Newspaper article online: Electronic database	(O'Leary, 2006)	O'Leary, C. (2006, June 29). Landmark study to aid push for public smoking ban. The West Australian, p. 14. Retrieved from Factiva.
Newspaper article online: freely available on the web	(Hilts, 1999)	Hilts, P.J. (1999, February 16). In forecasting their emotions, most people flunk out. The New York Times. Retrieved from http://www.nytimes.com Some online newspapers are un-paginated, so no page numbers can be given in the Reference

Multimedia Formats & software

Material Type	In-Text Citation	Reference List and Notes
F ilms or videorecordings and DVDs of films	(De Heer & Djigirr, 2007)	De Heer, R. (Director), Djigirr, P. (Co-Director). (2007). Ten canoe [Motion picture]. Australia: The AV Channel.
Television programme	Crystal, 1993)	Crystal, L. (Executive Producer). (1993, October 11). The MacNeil/Lehrer news hour [Television broadcast]. New York and Washington, DC: Public Broadcasting Service.
Video podcast	(Kloft, 2006)	Kloft, M. (Producer/Director). (2006). The Nuremberg trials [Motion picture]. In M. Samuels (Executive Producer), American experience. Podcast retrieved from WGBH: http://www.pbs.org/wgbh/amex/rss/podcast_pb.xml
Audio podcast	(Zijlstra, 2011)	Zijlstra, M. (Presenter). (2011, May 28). Natural semantic meta language [Audio podcast]. Retrieved from http://mpegmedia.abc.net.au/rn/podcast/2011/05/lin_20110528.mp3
You Tube video	(PsycINFO, 2013)	PsycINFO. (2013, March 5). Sample PsycINFO search on OvidSP [Video file]. Retrieved from http://www.youtube.com/watch?v=jIb_84ykXj0
Software	(Skyscape, 2011)	Skyscape, (2011). Skyscape Medical Resources (Version 1.14.8) [Mobile application software]. Retrieved from http://itunes.apple.com/us/app/id293170168?mt=8&ign=uo%3D4

Music resources

Material Type	In-Text Citation	Reference List and Notes
Liner notes from a sound recording	(Hogwood, 1993)	Hogwood, C. (1993). [Linear notes]. On My Ladye Nevells booke [CD]. London England: l'Oiseau-Lyre.
Sound recording: CD	(Maher, 1989)	Mahler, G. (1989). Symphony no. 1 in D Major: Titan. [CD]. Germany: Deutsche Grammophon.
Libretto	(Sondheim, 2008)	Sondheim, S. & Lapine, J. (2008). Into the woods [Libretto]. New York: Theatre Communications Group, Inc.

Music score in an anthology	(Schumann, 1849/1988)	Schumann, R. (1988). Kennst du das Land [Knowest thou where], Op. 79 [Vocal score]. In C. V. Palisca (Ed.), Norton Anthology of Western Music (2nd ed., pp. 338-342). New York, NY: Norton. (Original work published in 1849)
Music score in set of complete works	(Verdi, 1983)	Verdi, G. (1983). Rigoletto: Melodrama in three acts. In P. Gossett (Series Ed.) & M. Chusid (Vol. Ed.), The works of Giuseppe Verdi: Series 1, Operas (Vol.17) [Musical score]. Chicago: University of Chicago Press.
Music score: Online	(Stravinsky, 1975)	Stravinsky, I. (1975). Rite of spring [Musical score]. London. Hansen House. Retrieved from Classical Scores Library.
Music score: Print	(Stravinsky, 1975)	Stravinsky, I. (1975). Rite of spring [Musical score]. London: Hansen House.
Track from a Sound recording: Online	(Vine, 5 bagatelles, 1996)	Vine, C. (1996). 5 bagatelles [Recorded by I. Munro]. On Mere bagatelles [CD]. Australia: Tall Poppies. Retrieved from Naxos Music Library.
Track from a sound recording	(Vine, 1996, track 1) In text citations include side and band or track numbers	Vine, C. (1996). 5 bagatelles [Recorded by I. Munro]. On Mere bagatelles [CD]. Australia: Tall Poppies.

Standards & Patents

Material Type	In-Text Citation	Reference List and Notes
Standard: Print	(Standards Australia/New Zealand Standard, 1994)	Standards Australia. (1994). Information Processing – Text and office systems – Office Document Architecture (ODA) and Interchange format: Part 10: Formal Specifications (AS/NZS 3951.10:1994). Homebush, NSW: Standards Australia.
Standard online: Electronic database	(Standards Australia, 2008)	Standards Australia. (2008). Personal flotation devices – General requirements (AS 4758.1-2008). Retrieved from Standards Online.
Patent	(U.S. Patent No. 5,641,424.7)	Hornak, P. Resonator for magnetic resonance imaging of the ankle. U.S. Patent No. 5,641,424.7 Aug. 1996.
Patent online: Electronic database	(Australian Patent No. AU2008100919, 2008)	Clark, J. M. & McCallum, J. M. (2008). Method for and composition of excipient suitable for use in herbal formulations and formulations derived therefrom. Australian Patent AU 2008100919. Retrieved from SciFinder.

Thesis

Material Type	In-Text Citation	Reference List and Notes
Thesis in print: Unpublished	(Lockhart, 2009)	Lockhart, E. (2009). The physical education curriculum choices of Western Australian primary school teachers (Unpublished master's thesis). University of Western Australia

Thesis in print: Published	(May, 2007)	May, B. (2007) A survey of radial velocities in the zodiacal dust cloud. Bristol, UK: Canopus Publishing
Thesis online: Electronic database	(Rich, 1989)	Rich, P. D. (1989). The rule of ritual in the Arabian Gulf, 1858-1947: The influence of English public schools (Doctoral dissertation). Retrieved from ProQuest Dissertations and Thesis – UK & Ireland. (AAT 8918197)
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Web page	(Australian Psychological Society, 2008)	Australian Psychological Society. (2008). Substance abuse: Position statement. Retrieved from http://www.psychology.org.au/publication/statements/substance/ Note: When citing an entire website and not a particular document on that website give the address in-text only. No reference entry required (see APA Style Guide to electronic sources p. 32).
Web page: No author	(“Improve indigenous housing”, 2007) Use the first few words of the page title	Improve indigenous housing now, governments told. (2007). Retrieved from http://www.architecture.com.au/i-cms?page=10220
Wiki	(Sports psychology, n.d.)	Sports psychology. (n.d.). In The psychology wiki. Retrieved December 2, 2008, from http://psychology.wikia.com/wiki/Sports_psychology
Web page: No date	(Jones, n.d.)	Jones, M. D. (n.d.). Commentary on indigenous housing initiatives. Retrieved from http://www.architecture.com.au
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Tables & figures

Material Type	In-Text Citation	Reference List and Notes
All of a table, figure, or data adapted and used in text. From a print journal	Adapted from "A conceptual validation study of the texture response on the Rorschach, " by A. Marsh and D. J. Viglione, 1992, Journal of Personality Assessment, 58(3), p. 576.	Marsh, A., & Viglione, D. J. (1992). A Conceptual validation study of the texture response on the Rorschach. Journal of Personality Assessment, 58(3), 571-579. Republished or adapted tables, figures or data must be clearly marked and the original source provided in text and appended to the caption of the table or figure.
All of a table, figure or data used in text. From a book	Thermophysical properties of fluids p. 113, by M.J. Assael, 1998, London: Imperial College Press.	Assael, M. (1998). Thermophysical properties of fluids. London: Imperial College Press.
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Images

Material Type	In-Text Citation	Reference List and Notes
Image original: Citation only in	(Van Gogh, 1888	Van Gogh, V. (Artist). (1888). Van Gogh's Chair [Painting]. London: The National Gallery.

text		
Image reproduction: Citation only in-text	...the painting 'Mona Lisa' (Gombrich 1995, p. 203) ...	Gombrich, E. H. (1995). The story of art (16th ed.). London: Phaidon.
Image used in text: Electronic database	(Primal Pictures, 2009)	Primal Pictures. (2009). Regional anatomy: Head and neck: Meninges (layer 4, frame 19) [Image]. Retrieved from anatomy.tv.
Image used in text: Freely available on the Web	(Iinzart120, 2008)	Iinzart120 (2008). Illusions [Image]. Retrieved from http://browse.deviantart.com/?qh=&section&q=optical=illusions#/d1g5qs9 If no artist name is available, use the first few words of the image title

Multiple citations in one reference [Top]

Material Type	In-Text Citation	Reference List and Notes
Multiple citations in one reference	(Anderson & Reid, 2009; Howitt & Cramer, 2008) [Same order as reference list]	Anderson, M., & Reid, C. (2009). Don't forget about levels of explanation. <i>Cortex: A Journal Devoted to the Study of the Nervous System and Behavior</i> , 45(4), 560-561. Retrieved from ScienceDirect. Howitt, D., & Cramer, D. (2008). Introduction to research methods in psychology (2nd ed.). Harlow, England: FT Prentice Hall.