

Format of “Thesis Writing”
Physical Chemistry Section, Department of Chemistry
University of Dhaka, Dhaka-1000

The following instructions may be followed as standard format for the thesis and project reports

Arrangement of Items

The final copies of the manuscript are to be arranged as follows:

1. Cover page (Hard Cover)
2. A blank page
3. Title page (Content same as cover page)
4. Approval page
5. Declaration page
6. Dedication and/or acknowledgement
7. Abstract
8. Contents with page references
 - Individual listing of preliminary pages
 - List of chapter and section headings
 - Appendices
9. Individual listing of tables, figures, illustrations (if included)
10. Abbreviation and Symbols
11. Introduction
12. Experimental
13. Results and Discussion
14. Conclusion
15. References or bibliography
16. Appendices (if included)
17. Blank page (one)
18. Back hard cover (plain)

1. Cover page design:

Title: The title of the thesis should be “Title case” (all center and single spaced); Font: Times New Roman; Font Size: 22. There will be no bracket containing abbreviation in the title. Short title of the thesis is recommended.

University Logo

- A Dissertation Submitted for Partial Fulfillment of the degree of Master of Science in Physical Chemistry Submitted by:
- Examination Roll No:
- Registration Number:
- Session:

(Times New Roman, All centered, Italic, 12 point Font, single space)

- On the left side down to the cover page: Month, Year of Submission
- On the right side down to the cover page: Physical Chemistry Research Laboratory, Department of Chemistry, University of Dhaka, Dhaka- 1000
- Hard cover side should contain title, year and student name (only for supervisor copy).
- The lettering in all cases will be in golden colour, centre-justified.

2. A blank page

3. Title page or Inside cover page (3rd page) design: Same as cover page except “place of research”. The month of the thesis submission may be placed below in the page with centered alignment)

4. Approval page:

5. Declaration page:

6. Acknowledgment/dedication:

Acknowledgment is not a part of the thesis. For official copy this page **MUST** be excluded. For personal copy and the copy for the supervisor, the following two pages may be included after the title page:

- (i) Dedication
- (ii) Acknowledgement

(Times New Roman, 12 point Font, 1.25 spaces)

7. Abstract: The abstract will be plain text containing no figure and with maximum 300 words limit. 1.25 line space, Font size:11 point, Times New Roman)

8. Contents: Sections, sub-section, title, page number inside a table with left alignment. The gridlines of the Table should be hidden. (Times New Roman, 12 point Font, 1.25 line space)

9. Individual listing of tables, figures, illustrations (if included): Title/Caption of Tables, figures, illustrations and page number inside a table with left alignment. The gridlines of the Table should be hidden. (Times New Roman, 12 point Font, 1.25 line space)

10. Abbreviation and Symbols: A page containing symbols and abbreviated forms used in the thesis should be included.

(All of the above pages should be numbered with Roman letters and the page numbers will not be counted in the total page number of the thesis)

11. Chapter 1: Introduction: (section header Font size: 14, bold)

Maximum Limit 1/3 of total thesis length, page number of the body should start from this part). Chapter 1 will contain the two main parts with different subsections (sub-section header Font size: 12, bold, general description 1.25 line space, Font size:12 point, Times New Roman). In the first part- there will be a general introduction followed by Objective and the Present work. In the 2nd part there will be subsections to represent the research area as a whole. This part may be divided into sub-sections to write down the fundamental aspects of the principles involved. The outline is-

- (i) General Introduction - There will be a general introduction of the thesis starting from importance of the field with a background of research and very brief review of the literature to show the scientific importance, need and impact of the work.
- (ii) Objective of research - The rationale of the work should be clarified and the objectives to be accomplished to be stated.
- (iii) Present Work - Should mention the strategy of the work and state what have been carried out without giving experimental detail.
- (iv) Fundamentals
- (v) Literature review
 - If another sub-section inside the above subsection required, the header style will be italic.

- Any Figure or Table used in the section/subsections should be numbered according to Chapter number. For example, in chapter 1, Figure title will be positioned at the below of the figure as: Figure 1.1:
- Table title will be the top of the Table and should be numbered as: Table 1.1:
- For both cases the text will be normal and plain and single spaced.
- After inserting Figure or Table, there must be a space required to separate the title from the main text.
- The same style will be applied for giving equation number, such as, 1.1
- All writing under heading should be Times New Roman, 12 point Font, 1.25 spaces

12. Chapter 2: Experimental

(i) General

(ii) Chemicals used (short description, source, synthesis, etc)

(iii) Brief description about the methodology of research

- Any Figure, Table and Scheme numbering should be similar to that of the introduction part and according to chapter wise.
- All writing under heading should be Times New Roman, 12 point Font, 1.25 spaces

13. Chapter 3: Results and discussion: Figure and Tables should be the part of thesis and the numbering should be according to chapter wise. (Times New Roman, 12 point Font, 1.25 spaces)

14. Conclusion: There will be no repetition of text from the part of discussion, abstract or synopsis. No description of what was done in the experiments. Concrete generalized statements should be used. There may be description on future prospect where future plan on the basis of thesis findings may be described briefly. (Times New Roman, 12 point Font, 1.25 spaces)

15. References: The reference style should be the format of ACS style as below;

The reference style inside the text will be given with first bracket italic number, such as, (1) and with no superscript. In the reference list the style will be with first bracket, such as, (1). Full Title of the article or Thesis or Chapter should be included in each case.

- (1) Journal reference style: Mawhinney, R. C.; Muchall, H. M.; Peslherbe, G.H. A Computational Study of the 1,3-Dipolar Cycloaddition Reaction Mechanism for Nitrilimines. *Can. J. Chem.* 2005, 35, 1615-1625
- (2) In Press: Mawhinney, R. C.; Muchall, H. M.; Peslherbe, G.H. A Computational Study of the 1,3-Dipolar Cycloaddition Reaction Mechanism for Nitrilimines. *Can. J. Chem.*, in press.
- (3) Unpublished work: Mawhinney, R. C.; Muchall, H. M.; Peslherbe, G.H. A Computational Study of the 1,3-Dipolar Cycloaddition Reaction Mechanism for Nitrilimines, *unpublished work*.
- (4) Book reference style: Lehman, J. W. *Operational organic chemistry: a problem-solving approach to the laboratory course*, 4th ed.; Pearson Prentice Hall: Upper Saddle River, N.J., 2009; p 57
- (5) Book Chapter reference style: Nishiyama, H.; Shiomi, T. Reductive Aldol, Michael, and Mannich Reactions. In *Metal Catalyzed Reductive C-C Bond Formation : A Departure from Preformed Organometallic Reagents*; Krische, M. J., Ed.; Springer: Berlin, 2007; pp 105-138.
- (6) Proceeding volume and conference: Armstrong, D. B.; Fogarty, G. J. In W-G. Tan (Ed.), *Proceedings of Research, Relevance and Rigour: Coming of age: 18th Australasian Conference on Information Systems* (pp. 163), 2012, Toowoomba, Australia: University of Southern Queensland. For Conference, Armstrong D. B.; Fogarty, G. J. *18th Australasian Conference on Information Systems*, 2012, Toowoomba, Australia: University of Southern Queensland.
- (7) Online source/wave page reference style: The Merck Index Online, <http://www.rsc.org/Merck-Index/monograph/mono1500000841>, (accessed October 2013)
- (8) Thesis: Mount, A. D. Title, PhD thesis, University of London, 1977.
- (9) Computer program reference: Sheldrik, G. M., SHELXL-97- A program for crystal structure refinement, University of Gottingen, Germany, 1997.
- (10) Patent reference: Lenssen, K. C.; Jantscheff, P.; Kiedrowski, G.; Massing U. Cationic Lipids with Serine Backbone for Transfecting Biological Molecules. Eur. Pat. Appl. 1457483, 2004

(For reference list: Any other cases except above specific reference style should follow the ACS style, <https://pubs.acs.org/doi/pdf/10.1021/bk-2006-STYG.ch014>.

Font: Times New Roman, 12 point, 1.25 spaces)

16. Appendices (if included)

17. Blank page (one)

18. Back hard cover (plain)

- ❖ **Page limit of the thesis:** (*80-120 pages*): page number should be included in the reference section of the thesis.
- ❖ **Page numbering:** For content 3-10; All of the pages should be numbered with Roman letters (capital), bottom-centered, 12 point. These page numbers will **not** be counted in the total page number of the thesis. For content 11-15, all the pages should be numbered with natural numbers, bottom-right, 12 point.
- ❖ **Paper:** The thesis should be submitted on A4 size offset paper with left margin 1.2", right margin 0.9", top margin 1" and bottom margin 0.9".
- ❖ **Colour of the thesis:** The colour of the cover page of thesis may be as follows.
 - MS thesis → Blue
 - MPhil thesis → Black
 - PhD thesis → Green
- ❖ List of Examiners may be included in case of MPhil and PhD thesis.
- ❖ **Computer disks:** Student should submit the full thesis in portable document format (pdf) or microsoft word document format (doc.) in a compact CD disk. This soft document will be reserved in the online archive and seminar of the physical chemistry section.