

# THESIS FORMATING GUIDELINES

## 1 COVER PAGE (Center Alignment)

Cover Colour: Green for B.Sc. (Honours) Agriculture,

Blue for B. V. Sc. and A. H., and

Black for M.Sc. Thesis)

Spacing: Top and bottom 1.75”, Right and left sides 1.5”

Font: Throughout the thesis The Times New Roman, line spacing 1.5, letter size 12 points (except titles/heading and sub-headings)

Title: UPPER CASE (ALL CAPITAL), letter size 18 points, **bold**

Author: Title Case, letter size 15 points, **bold**

College Logo: 1.5” X 1.5”

Thesis Submitted to: Title Case, letter size 14 points, **bold**

Purbanchal University: Title Case, letter size 16 points, **bold**

Faculty Of Sciences And Technology: Title Case, letter size 14 points, **bold**

Himalayan College of Agricultural Sciences and Technology (HICAST): Title Case, letter size 15 points, **bold**

Kathmandu, Nepal: Sentence Case, letter size 14 points, **bold**

Date: Sentence case, letter size 13 points, **bold**

## 2. INSIDE COVER PAGE:

Same as above cover page **except logo**. Add the following sentence (UPPER CASE, 14 point and **bold**)

“Thesis (or Mini-thesis) Submitted for Partial Fulfillment of the Degree of (Give Name of the Degree)” to

## 3. PAGINATION

Before introduction: Roman small (I, ii, iii, ...ix, x, etc)

From introduction onward: Arabic (1, 2, 3, ...50)

Paging: below/center

4. Titles/Subtitles: Auto

**5. Paragraph spacing:** Auto

**6. Format of thesis with formatting details with range of pages:**

SPACING THROUGHOUT THE TEXT: Top, bottom and left side 1.5”, right side 1.0”

ACKNOWLEDGEMENT: (UPPER CASE, 14 points, **bold**) (1 page)

ABSTRACT: (UPPER CASE, letter size 14 points, **bold**) (1 page)

LIST OF TABLES: (UPPER CASE), letter size 14 points, **bold**) (1 page)

LIST OF FIGURES: (UPPER CASE), letter size 14 points, **bold**) (1 page)

ACRONYMS: (UPPER CASE), letter size 14 points, **bold**) (1 page)

**CHAPTER 1. INTRODUCTION:** (UPPER CASE), letter size 14 points, **bold**) (1 page)

1.1. General Introduction : (Sentence Case), letter size 12 points, **bold**) (1 page)

1.2. Problem Statement: (Sentence Case), letter size 12 points, **bold**) (1 page)

1.3. Rationale of the Study: (Sentence Case), letter size 12 points, **bold**) (1 page)

1.4. Scope of the Study: (Sentence Case), letter size 12 points, **bold**) (1 page)

1.5. Objectives (General and Specific): (Sentence Case), letter size 12 points, **bold**)

(1/2 page)

**CHAPTER 2. LITERATURE REVIEW:** (Upper case (all capital), letter size 14 points, **bold**) (10-15 pages)

Title / Subtitle Case: (Sentence Case), letter size 12 points, **bold**)

**CHAPTER 3. MATERIALS AND METHODS:** (Upper case (all capital), letter size 14 points, **bold**) (2-5 pages)

Title/ Subtitle: (Sentence Case), letter size 12 points, **bold**)

**CHAPTER 4: RESULTS AND DISCUSSION:** (Upper case (all capital), letter size 14 points, **bold**) (10-15 pages)

Title/ Subtitle: (Sentence Case), letter size 12 points, **bold**)

**CHAPTER 5: SUMMARY:** (Upper case (all capital), letter size 14 points, **bold**) (1-2 pages)

**CHAPTER 6: CONCLUSUON AND SUGGESTIONS:** (Upper case, letter size 14 points, **bold**) (1-2 pages)

**REFERENCES:** (Upper case (all capital), letter size 14 points, **bold**) (3-4 pages)

**APPENDICES:** (Upper case (all capital), letter size 14 points, **bold**)

No. OF APPENDIX: (Upper case (all capital), letter size 12 points, **bold**)

ORGANISATIONAL PROFILE: (Upper case (all capital), letter size 12 points, **bold**) (1 page)

BIODATA: (Upper case (all capital), letter size 12 points, **bold**) (1 page)

## **MANDATORY FOR ACKNOWLEDGEMENT**

Acknowledgement to HICAST, its authorities (Chairperson and Principal), Programme Director/ Programme Coordinator, Adviser/co-adviser, Teachers/staffs, colleagues, parents and relevant institutions providing financial, technical and other support as well as key informants and respondents in the course of study is mandatory.

## **ABSTRACT**

Abstract should include title of the study, location, duration of the study, and materials/methods used in the study (research tools, sampling design and sample size, etc. or experimental design, treatments, replication and statistical methods of analysis, if applicable). After this, present major findings and relevant conclusion. Conclude abstract with major suggestions (one to two).

## **REFERENCING**

Referencing should be done using Harvard referencing system. Visit [www.hicast.edu.np](http://www.hicast.edu.np) for the information. All sources cited in the text should be included in the list (references). Additional sources (not used in text) should not be included in the references.

Note:

Font Name: **Times New Roman**