

GUIDELINES FOR THESIS/DISSERTATION PREPARATION

1. Language: English

2. Paper Specifications

Color and size : White, 21 cm x 29.7 cm (A4)
Weight : 80 gsm for hard copy

3. Typing

Left margin : ≥ 3.5 cm
Right margin : ≥ 2.0 cm
Top margin : ≥ 3.0 cm
Bottom margin : ≥ 2.5 cm
Spacing : Double
Side : Front single
Number of lines : ≤ 25 per page
Font size : 12 (In case of table and graph, 10 can be acceptable)
Font type : Times New Roman & Preeti (Nepali Abstract)
Font style : Regular
Font color : Black
Breaking a word on 2 lines : Not allowed
Corrections with fluid : Not allowed
Overwriting : Not allowed
Alignment : Justified but not in headings
Crossing out words : Not allowed
Printing quality : Laser or letter quality
Copies : High quality photocopy

4. Table, Illustrations, Images and Photographs

- Place within thesis/dissertation text at appropriate places
- Paste the photographs, image or illustration plates which are printed on art papers,
- Type titles at the bottom of the illustration in the font used in the text
- Type titles at the top of the tables in the font used in the text,
- Colon (:) should be used to separate the caption and the title of the figure, illustrations, photographs and images. Same applies for annex/appendix.

5. Top Cover Hard Copy (A sample is given in Appendix A)

- Typed in all capital letters except scientific name, should include:
 - Approved thesis/dissertation title typed 7.5 cm below the top margin
 - Full name of the author typed in the middle of the page
 - Year of thesis/dissertation submission typed 5 cm above the bottom margin
- The left binding width should contain: Name of the degree, i.e. Master of Science or Doctor of Philosophy; and Author's short name followed by a dash mark and submission year, i.e. ABC – 1999.

6. Title Page (A sample is given in Appendix B)

- Title length commonly not longer than 15 words. It is the first page under the top cover typed in capital letters and center justified on each line with the following information
 - Approved thesis title 5 cm below the top of the page
 - Full name of the author typed 8 lines below the title
 - The following contents typed 8 lines below the title:

THESIS
SUBMITTED TO THE
TRIBHUVAN UNIVERSITY
INSTITUTE OF AGRICULTURE AND ANIMAL SCIENCE
KIRTIPUR, KATHMANDU, NEPAL

(Further 3 lines below the following contents should be typed)

IN PARTIAL FULFILMENT OF THE
REQUIREMENTS FOR THE
DEGREE OF

(Further 3 lines below the following contents should be typed)

(proper name of the degree)
(major subject in parentheses)

- Month and year of final copy of thesis submission should be given at the bottom line

7. Certificates

- Each thesis/dissertation submitted for evaluation will have two certificates
- Declaration from the Chairman of the Advisory Committee (Appendix C and D)
- Certificates from the Advisory Committee (Appendix C and E)

8. Acknowledgements

- One page acknowledgements should be next to the inner title sheet. It should acknowledge contributions of the all concerned including financial sponsors, if any.

9. Table of Contents

- Should include the chapter headings and the subtitles, with appropriate page references.
- Should be placed next to the certificate sheets.
- The text of the thesis should usually consist of the following chapters:
 - INTRODUCTION
 - LITERATURE REVIEW
 - MATERIALS AND METHODS
 - RESULTS AND DISCUSSION (combined or in different chapters)
 - SUMMARY AND CONCLUSION(S)
 - LITERATURE CITED
 - APPENDICES

Each of the above main chapters may have sub-titles.

10. Literature Cited (A sample is given in Appendix H)

- Standard style of quoting references should be used in the text and under the heading “Literature cited”.
- The references should be arranged strictly alphabetically and numbered serially.
- Different sources and types of publications should be given as follows.
 - **Journal Article:** Name(s) of author(s). Year of publication of the article. Full name of the Journal, volume no. (issue no. if any) and pages.
 - **Simple Book:** Name(s) of author(s). Year of publication. Title of the book. Volume number (in case of multivolume book), edition no. (if it is later than the first edition). Place of publication, Publisher’s name. Pagination (when a particular page of the book is cited then ‘p’ should be mentioned before page number cited; ‘p’ following the page number means total number of pages of the document).
 - **Contribution to Composite Book:** Name(s) of author(s). Year of publication. Title of contribution. Connecting word ‘In:’ and following items of information of the source document:
 - **Conference/Workshop/Symposium/Seminar Proceedings:** Name of the Conference, etc., Place, Date of Conference etc., Year of Publication. Title of the publication. Name(s) of editor(s). Year of Publication. Title of the publication. Date of Conference. Place of publication, Publisher’s name. Pagination.
 - **Contribution to Conference/Workshop/Symposium/Seminar Proceedings:** Name(s) of author(s). Year of publication. Title of contribution. Connecting word ‘In:’ and following items of information of the source document: Name(s) of editor(s). Title of the publication. Name of the Conference. Place and date of the conference. Place of publication, Publisher’s name.
 - **Thesis/dissertation:** Name of the author. Year of submission. Title of the thesis/dissertation. Name of the degree followed by the word Thesis. Name of the university, Place, Pagination.
 - **Institution/Society Publications:** Name of the institute/society. Year of publication. Title of publication. Place of publication. Publisher’s name. Pagination
 - **Government Publications:** Name of the Government. Name of the ministry. Name of the department, Section. Year of publication. Title of publication. Place of publication. Publisher’s name. Pagination.
- When quoting references in the text of the thesis, the last names of the authors for up to two authors, and last name of the first author *et al.* for more than two authors should be given followed by the year of publication within parentheses. When reference made to more than one publication by the author(s) in the same year, the publication should be numbered as (a) and (b) of that year with the earliest publication the year being designated (a) and so on.
- In case of doubts, the students may consult their advisors or office of the Postgraduate Program.

11. Submission of Thesis/Dissertation

- Thesis/dissertation can be submitted during office hours on any day of the semester a student is registered for. Failing to do so will require the student to register and pay all fees for another semester.

- Two unbounded copies of the thesis should be submitted to the Postgraduate Program Office. One copy will be retained in the Postgraduate Program Office and one sent to the Dean/Assistant dean (academics).

12. Abstract (A sample is given in Appendix F and G)

- All students, in addition to thesis/dissertation, must also submit 8 copies of the abstract, both in English and in Nepali, of about 300 words typed single-spaced on white paper (21 cm x 29.7 cm). The Chairman of the student's Advisory Committee must have signed each copy of the abstract submitted.

13. Thesis Evaluation and Viva-voce (A template is given in Appendix I)

- The thesis/dissertation evaluation will be jointly done by the members of the student's Advisory Committee, Head of the major department, Assistant Dean (Academics) and the Dean. Besides, any other faculty member may be present as visitor(s).
- For the thesis defense/dissertation examination, four copies of the manuscripts in the prescribed performa should be submitted to the postgraduate program. A copy is sent each to the major advisor, the head of the department, the division of examination control. And, one retained in the PG Program Office.
- It is the student's responsibility to request and get thesis evaluation completed. The members of the student's Advisory Committee and other related officials will conduct the examination and prepare the results.
- A student passes this evaluation on the basis of decision of the majority of the advisory committee members.

14. Final Submission of Thesis/Dissertation

- The final copy of the thesis/dissertation must contain the following information in the order given below.
 1. Cover Page (M.Sc. green): Appendix A
 2. Title Page (Appendix B)
 3. Certificates for draft (Appendix C and D for Draft)
 4. Certificates for final thesis acceptance (Appendix C and E)
 5. Acknowledgements
 6. Table of Contents
 7. Acronyms/Abbreviations/Symbols
 8. List of Tables (if any)
 9. List of Figures (if any)
 10. List of Appendices (if any)
 11. Abstract in English (Appendix F)
 12. Abstract in Nepali (Appendix G)
 13. Thesis Text (Introduction to Appendices)
 14. Biographical Sketch (A brief statement of the student)
- No page number should be shown on the title page and thesis acceptance form but it should be counted.
- Page numbering should start from acknowledgements in Greek numerals with acknowledgements page numbered 'iii' at the bottom in the middle. Greek numbering this way should continue till abstract page. Arabic numerals should start from the page

containing Introduction near the upper right corner of the page. The pages containing individual chapter titles, such as Introduction, Literature Review, Materials and Methods, etc., should be counted but should not be numbered.

- M.Sc. thesis will be bound in bottle green hard cover whereas Ph.D. dissertation in dark black with golden letters.
- Corrections and modifications suggested during Thesis/Dissertation Evaluation and Viva-voce must be properly incorporated.
- Three hard bound copies should be submitted to the postgraduate office after successful completion of the viva-voce along with correction certification from the Major Advisor.
- The student will also have to submit the clearance form from the institute along with final submission of thesis/dissertation.

Note: Assistant Dean of the Postgraduate Program may approve minor modifications in these guidelines in specific cases on the recommendation of the Advisory Committee.

15. APPENDICES

APPENDIX – A (Sample of the Top Cover)

**INSIGHTS INTO NEPALESE AGRICULTURE: RICE (*Oryza* spp.)
DOMINATING TYPICAL FARMING SYSTEM**

ABC DAHAL

JULY 2005

APPENDIX – B (Sample of the TITLE PAGE)

**INSIGHTS INTO NEPALESE AGRICULTURE: RICE (*Oryza* spp.) DOMINATING
TYPICAL FARMING SYSTEM**

ABC DAHAL

**THESIS
SUBMITTED TO THE
TRIBHUVAN UNIVERSITY
INSTITUTE OF AGRICULTURE AND ANIMAL SCIENCE
KIRTIPUR, KATHMANDU, NEPAL**

**IN PARTIAL FULFILMENT OF THE
REQUIREMENTS FOR THE
DEGREE OF**

**MASTER OF SCIENCE IN AGRICULTURE
(HORTICULTURE)**

JULY 2022

APPENDIX – C (Declaration certificate for draft and final copy)

DECLARATION

This is to certify that the thesis entitled " _____ " submitted in partial fulfillment of the requirements for the degree of _____ with major in _____ of the Postgraduate Program, Institute of Agriculture and Animal Science, Kirtipur, Kathmandu is a record of original research carried out by Mr./Ms. _____ Id. No. _____, under my supervision, and no part of the thesis has been submitted for any other degree or diploma.

The assistance and help received during the course of this investigation have been acknowledged.

(Name)
Chairman of the Advisory Committee
(Name of the Major Department)
Date:

APPENDIX – D (Certificate for draft)

CERTIFICATE

We, the undersigned, members of the Advisory Committee of Mr./Ms.
_____ Id. No. R-_____, a candidate for the degree of
_____ with major in _____ agree that the thesis entitled
" _____ "

may be submitted in partial fulfillment of the requirements for the degree.

(Name)
Chairman
Advisory Committee
Date:

(Name)
Member
Advisory Committee
Date:

(Name)
Member
Advisory Committee
Date:

APPENDIX – E (Final Thesis Acceptance Form)

CERTIFICATE

The thesis attached hereto, entitled (“Title of the thesis in capital letters”) prepared and submitted by (full name of the author in capital letters), in partial fulfilment of the requirements for the degree of (name of the degree), is hereby accepted.

.....
Signature
(Name)
Member, Advisory Committee
Date:

.....
Signature
(Name)
Member, Advisory Committee
Date:

.....
Signature
(Name)
Chairman, Advisory Committee
Date:

Accepted as partial fulfilment of the requirements for the degree of (proper name of the degree).

.....
Signature
(Name)
Assistant Dean (Academics)
Institute of Agriculture and Animal Science
Date:

.....
Signature
(Name)
Dean
Institute of Agriculture and Animal Science
Result date:

APPENDIX –F (Format for Abstract)

ABSTRACT

Name: (full name)

Date of first registration: yyyy-mm-dd

Major Subject:

Major Advisor:

Id. No.: R-

Degree:

Department:

.....single space.....

(Name)
Major Advisor

(Name)
Author

APPENDIX –G (Format for Nepali Abstract)
शोध-सार

नाम:

प्रथम सत्र मिति:

मुख्य विषय:

मुख्य सल्लाहाकार:

.....single space.....

रोल नं.:

उपाधी:

विभाग:

(नाम)
मुख्य सल्लाहाकार

(नाम)
लेखक

APPENDIX – H (Samples of Referencing)

Journal Article

Thapa, R. B. 2006. Honeybee and other insect pollinators of cultivated plants: A review. *Journal of Institute of Agriculture and Animal Science*, 27: 1–23.

Thapa, R. B. and S. Pokhrel. 2007. An inventory of bee flora in Chitwan, Nepal. *IAAS Research Advances*, 2: 133–139.

Book/Manual

Shrestha, G. K., D. R. Baral, S. M. Shakya and D. M. Gautam. 1993. *Fundamentals of horticulture*. IAAS, Tribhuvan University, Nepal. 226 p.

Steel, R. G. D. and J. H. Torrie. 1980. *Principles and procedures of statistics* (2nd ed). McGraw-Hill Book Co., New York, USA. 633 p.

Contribution to Composite Book

Dubin, H. J. and M. van Ginkel. 1991. The status of wheat diseases and disease research in warmer areas. *In: D. A. Saunders (ed.) Wheat for the Non-traditional Warm Areas*. CIMMYT, Mexico, D.F. pp. 125–145.

Contribution to Conference/Workshop/Symposium/Seminar Proceedings

Thapa, R. B. 2003. Pesticide pollution and integrated pest management. *In: F. P. Neupane (ed.) Proceedings of the National Seminar on Integrated Pest Management in Nepal, 25–26 Sept. 2002; HIRI/Care Nepal/FAO, Kathmandu, Nepal*. pp. 175–194.

Tung, D. 1973. Recent advances in numerical analysis of structural eigen problems. *In: Proceedings of Theory and Practice in Finite Structural Analysis, Tokyo Seminar on Finite Element Analysis, Nov. 5–7, 1973; University of Tokyo, Japan*. pp. 247–171.

Thesis/Dissertation

Thapa, R. B. 1982. Cultural, biological and chemical control of *Pieris rapae* (L.) on cabbage and cauliflower. M.Sc. Thesis submitted to Institute of Agriculture and Animal Science, Tribhuvan University, Nepal. 70 p.

Pokhrel, S. 2005. Behavior and management of domesticated and wild honeybees (*Apis* spp.) in Chitwan, Nepal. Ph.D. Dissertation, IAAS, Tribhuvan University, Nepal. 87 p.

Research Report

Thapa, R.B . and Y. D. GC. 2000. Integrated management of soil insect pests in the mid hill of Nepal. SSMP documents no. 44. 61p.

Government/Institution Publications

IAAS. 1997. *IAAS Bulletin*. Institute of Agriculture and Animal Science (IAAS), Rampur, Chitwan, Nepal. 155 p.

MOAC. 1992. *Agricultural development plans*. Sajha, Kathmandu, Nepal. 150 p.

NGLRP. 2005. *Annual report*. National Grain Legumes Research Program (NGLRP), Nepal Agricultural Research Council, Nepal. 20 p.

Bulletin/Newsletter/Working Paper

Ghimire, A. J., F. S. Howlett and E. H. Emmert. 2001. Factors affecting apple hardness and methods of measuring resistance of tissue to low temperature injury. *Ohio Agriculture Experiment Station Research Bulletin*, 901.

Armes, N. J. and R. Pandey. 1995. Pyrethroid resistance in *Helicoverpa armigera* in Nepal. *Resistant Pest Management Newsletter*, 7(1): 11–12.

Pandey, R. R., T. B. Gurung, Y. D. GC, and G. Gurung. 1997. Monitoring and management of tomato fruitworm (*Helicoverpa armigera*) and its egg parasite (*T. chilonis* Ishi.) in western hills. Lumle Agricultural Research Centre, Kaski. Working Paper No. 24.

Electronic Source

Locker, K.O. 2001. The history of the association of business [Online]. Available on: <http://www.theabc.org/history.html> (Retrieved on: April 21, 2002).

APPENDIX – I (MSc)

**INSTITUTE OF AGRICULTURE AND ANIMAL SCIENCE
POSTGRADUATE PROGRAM
FORM FOR THESIS AND VIVA-VOCE REPORT
(to be filled in quadruplicate)**

The Viva-voce examination of Mr./Ms. _____ Id. No. _____, a candidate for the degree of _____ with major in _____ was conducted by the undersigned on _____ at _____ and our decision on the student's performance on viva-voce examination and evaluation of the thesis entitled _____ is given below.

Signatures of

Performance of the student

Major Advisor _____

Satisfactory / Unsatisfactory*

Member _____

Satisfactory / Unsatisfactory*

Member _____

Satisfactory / Unsatisfactory*

Head of Department _____

Forwarded for Approval:

Approved:

Asst. Dean _____

Dean, IAAS _____

*Strike-off which is not applicable. Cuttings must be signed by the Major Advisor with date.

A copy of the above along with report card forwarded to the:

- I. Division of Examination Control
- II. Major Advisor
- III. Academics