

**Institute of Science and Technology (IOST)  
Tribhuvan University (T.U.)  
Kirtipur, Kathmandu Nepal  
2014**

**General Guidelines for Ph.D. Thesis Format:**

In order to maintain the uniformity in the format of the Ph.D. thesis carried out in different departments under Institute of Science and Technology (IOST), Tribhuvan University, Nepal, the following guidelines are prepared.

**Items included in Ph.D. Thesis:**

- i. Cover Page
- ii. Blank Page
- iii. Inner cover page
- iv. Declaration
- v. Recommendation
- vi. Certificate of Approval
- vii. Acknowledgements
- viii. Abstract
- ix. Table of Contents
- x. List of Abbreviations
- xi. List of symbols (if any)
- xii. List of Tables
- xiii. List of Figures

The details of these items with examples are given below.

**(Format for cover page)**

**[TITLE OF THE Ph.D. THESIS]**

**Comment [s1]:** (All caps, Bold, Font size: 18)

**[Logo of T.U.]**

**A THESIS SUBMITTED TO THE**

**Comment [s2]:** All caps, not bold, font size: 14)

**CENTRAL DEPARTMENT OF .....**

**INSTITUTE OF SCIENCE AND TECHNOLOGY**

**TRIBHUVAN UNIVERSITY**

**NEPAL**

**Comment [s3]:** All caps, Bold, Font size: 14

**FOR THE AWARD OF**

**DOCTOR OF PHILOSOPHY**

**IN .....**

**Comment [s4]:** (All caps, Bold, Font size:14)

**BY**

**Comment [s5]:** All caps, not bold, Font size:14

**[FULL NAME OF THE RESEARCH SCHOLAR]**

**[MONTH YEAR]**

**Comment [s6]:** All caps, Bold, Font size:14

**(Example of Cover page)**

**INVESTIGATION ON INORGANIC SALTS BASED  
ION SELECTIVE ELECTRODES**



**A THESIS SUBMITTED TO THE  
CENTRAL DEPARTMENT OF CHEMISTRY  
INSTITUTE OF SCIENCE AND TECHNOLOGY  
TRIBHUVAN UNIVERSITY  
NEPAL**

**FOR THE AWARD OF  
DOCTOR OF PHILOSOPHY  
IN CHEMISTRY**

**BY  
ARMILA RAJBHANDARI (NYACHHYON)  
JULY 2011**

BLANK PAGE

**(Format for inner cover page)**  
**[TITLE OF THE Ph.D. THESIS]**

**[Logo of T.U.]**

A THESIS SUBMITTED TO THE  
CENTRAL DEPARTMENT OF .....  
INSTITUTE OF SCIENCE AND TECHNOLOGY  
TRIBHUVAN UNIVERSITY  
NEPAL

FOR THE AWARD OF  
DOCTOR OF PHILOSOPHY  
IN .....

BY  
[FULL NAME OF THE RESEARCH SCHOLAR]  
[MONTH YEAR]

**(Example of inner cover page)**

**INVESTIGATION ON INORGANIC SALTS BASED  
ION SELECTIVE ELECTRODES**



**A THESIS SUBMITTED TO THE  
CENTRAL DEPARTMENT OF CHEMISTRY  
INSTITUTE OF SCIENCE AND TECHNOLOGY  
TRIBHUVAN UNIVERSITY  
NEPAL**

**FOR THE AWARD OF  
DOCTOR OF PHILOSOPHY  
IN CHEMISTRY**

**BY  
ARMILA RAJBHANDARI (NYACHHYON)**

**JULY 2011**

## **DECLERATON**

**Comment [s7]:** All caps, Bold, Font size: 16

Thesis entitled “.....(in **Bold faced letter**) .....”which is being submitted to the Central Department of....., Institute of Science and Technology(IOST), Tribhuvan University, Nepal for the award of the degree of Doctor of Philosophy (Ph.D.), is a research work carried out by me under the supervision of Prof. Dr....., Central Department of....., Tribhuvan University and co supervised by Prof. Dr.....

This research is original and has not been submitted earlier in part or full in this or any other form to any university or institute, here or elsewhere, for the award of any degree.

**Comment [s8]:** Times New Roman, Font size:12

[signature]

[Name of research scholar]

**Comment [s9]:** Times New Roman, not bold, Font size:12

**RECOMMENDATION**

**Comment [s10]:** All caps, Bold, Font size: 16

This is to recommend that **(official name of research scholar in bold faced letter)**-----  
----- has carried out research entitled “-----**(in Bold faced letter)**-----  
-----” for the award of Doctor of Philosophy (Ph.D.) in -----**(subject in  
Bold faced letter)**----- under my/our supervision. To my /our knowledge, this work has  
not been submitted for any other degree.

He/She has fulfilled all the requirements laid down by the Institute of Science and Technology  
(IOST), Tribhuvan University, Kirtipur for the submission of the thesis for the award of Ph.D.  
degree.

**Comment [s11]:** Times New Roman, Font size: 12

-----  
**Name of Supervisor**  
**Supervisor**  
**(Designation.....)** |  
Central Department of -----  
Tribhuvan University  
Kirtipur, Kathmandu,  
Nepal |

**Comment [s12]:** Times New Roman, Bold, Font size: 12

**Comment [s13]:** Times New Roman, Font size: 12

-----  
**Name of Co-Supervisor (if any)**  
**Co-Supervisor**  
**(Designation .....** |  
Central Department of -----  
Tribhuvan University  
Kirtipur, Kathmandu,  
Nepal |

**Comment [s14]:** Times New Roman, Bold, Font size: 12

**Comment [s15]:** Times New Roman, Font size: 12

**[Month Year]**

**Comment [s16]:** Times New Roman, Bold, Font size: 12



(This content should be in Letter Head of concerned Department)

**LETTER OF APPROVAL**

**Comment [s17]:** All caps, Bold, Font size: 16

[Date: Day/Month/Year]

On the recommendation of Prof. Dr (official name of supervisor/co-supervisor (if any)-----  
-----, this Ph. D. thesis submitted by (official name of research scholar) -----  
-----, entitled “.....(in Bold faced letter).....” is forwarded by Central Department Research  
Committee (CDRC) to the Dean, IOST, T.U..

**Comment [s18]:** Times New Roman, Font size: 12

.....  
**Name of Head of Department**  
Professor,  
Head,  
Central Department of .....,  
Tribhuvan University  
Kirtipur, Kathmandu  
Nepal

**Comment [s19]:** Bold, Times New Roman, Font size: 12

**Comment [s20]:** Times New Roman, Font size: 12

**ACKNOWLEDGEMENTS**  
**(Font size – 16, Bold faced letter, all caps)**

Text : 12 points font size  
Page size: Not more than 2 pages in justified form

-----  
(Name of Research Scholar)

Month, Year |

**Comment [s21]:** Times New Roman, Font size:  
12

## **ABSTRACT**

**(Font size – 16, Bold faced letter, all caps)**

Text: 12 points font size

Page size: Preferably one page but not more than 2 pages in justified form

## **LIST OF ACRONYMS AND ABBREVIATIONS**

**(Font size – 16, Bold faced letter, all caps)**

**Example:**

(Text :12 points font size)

DC            Direct Current

DTA          Differential Thermal Analysis

**LIST OF SYMBOLS (if any)**  
**(Font size – 16, Bold faced letter, all caps)**

**Example:**

(Text: 12 points font size)

$\gamma$  Activity Coefficient

$\epsilon$  Relative Dielectric Constant

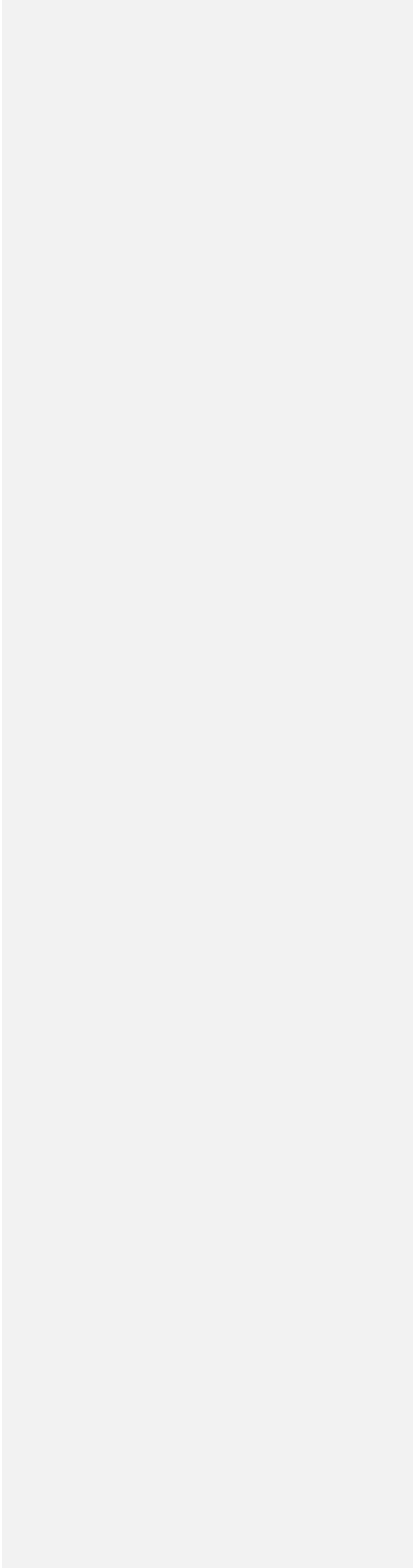
$\epsilon_0$  Dielectric Permittivity

**LIST OF TABLES**  
**(Font size – 16, Bold faced letter, all caps)**

**Example:**

(Text : 12 points font size)

	<b>Page No.</b>
<b>Table 1(Bold faced letter):</b> ------(not bold)-----	1
<b>Table 2(Bold faced letter):</b> ------(not bold)-----	2



## LIST OF FIGURES

(Font size – 16, Bold faced letter, all caps)

**Example:**

(Text: 12 points font size)

	<b>Page No.</b>
<b>Figure 1(Bold faced letter):</b> ------(not bold)-----	1
<b>Figure 2(Bold faced letter):</b> ------(not bold)-----	2

**TABLE OF CONTENTS**  
**(Font size – 16, Bold faced letter, all caps)**

(Text: 12 points font size)

	<b>Page No.</b>
	i
Declaration	ii
Recommendation	iii
Certificate of Approval	iv
Acknowledgements	v
Abstract	vi
List of Abbreviations	vii
List of Symbols (if any)	viii
List of Tables	ix
List of Figures	x
<b>CHAPTER 1 (Bold faced, all caps, 14 font size).....</b>	
<b>1. INTRODUCTION (Bold faced, all caps, 12 font size)-----</b>	<b>1</b>
1.1 Introduction ( bold, 12 font size).....	
1.2 Rational	
1.3 Objectives	
<b>CHAPTER 2 (Bold faced, all caps, 14 font size).....</b>	
<b>2. LITERATURE REVIEW.....</b>	
2.1 (Sub headings, if any)	
2.2....., etc.	
<b>CHAPTER 3 (Bold faced, all caps, 14 font size).....</b>	
<b>3. MATERIALS AND METHODS</b>	
3.1 (Sub headings, if any)	



3.2....., etc.

**CHAPTER 4 (Bold faced, all caps, 14 font size).....**

**4. RESULTS AND DISCUSSION**

4.1 (Sub headings, if any)

4.2....., etc.

**CHAPTER 5 (Bold faced, all caps, 14 font size).....**

**5. CONCLUSION AND RECOMMENDATIONS**

**CHAPTER 6 (Bold faced, all caps, 14 font size).....**

**6. SUMMARY**

**REFERENCES**

**APPENDIX:** Scientific Publication, questionnaires, long computational algorithms (if necessary)

**Note:** Ph.D. thesis for some of the departments such as Statistics and Mathematics may not fit into the above mentioned patterns (Introduction, Review of Literature, Materials and Methods, Results and Discussion, Conclusion, Summary and Recommendation for Further Work). For such situations, the body part of the thesis should be of having the following order:

- i. Introduction
- ii. Chapters with the specific heading covering the research work done by the Ph.D. research scholar.
- iii. Summary and conclusions (This includes the overall summary, conclusions and the recommendation for further work if applicable).

Hence the Ph.D. research scholar from Department of Mathematics and Statistics may follow either one of these two patterns whichever suits based on the nature of the work. This alternative format is given below.

**TABLE OF CONTENTS**  
**(Font size – 16, Bold faced letter, all caps)**

(Text: 12 points font size)

	<b>Page No.</b>
Title Page	i
Declaration	ii
Recommendation	iii
Certificate of Approval	iv
Acknowledgements	v
Abstract	vi
List of Abbreviations	vii
List of Symbols (if any)	viii
List of Tables	ix
List of Figures	x

**CHAPTER 1(Bold faced, all caps, 14 font size).....**

**1. INTRODUCTION-(Bold faced, all caps, 12 font size) ----- 1**

1.4 Introduction (not bold, 12 font size).....

1.5 Rational

1.6 Objectives

**CHAPTER 2(Bold faced, all caps, 14 font size).....**

Chapter 2 (Chapters with specific heading based on research work)

Chapter 3(Chapters with specific heading based on research work)

Chapter 4(Chapters with specific heading based on research work)

.....

.....

.....

**CHAPTER 5 (Bold faced, all caps, 14 font size).....**

**5. SUMMARY AND CONCLUSIONS**

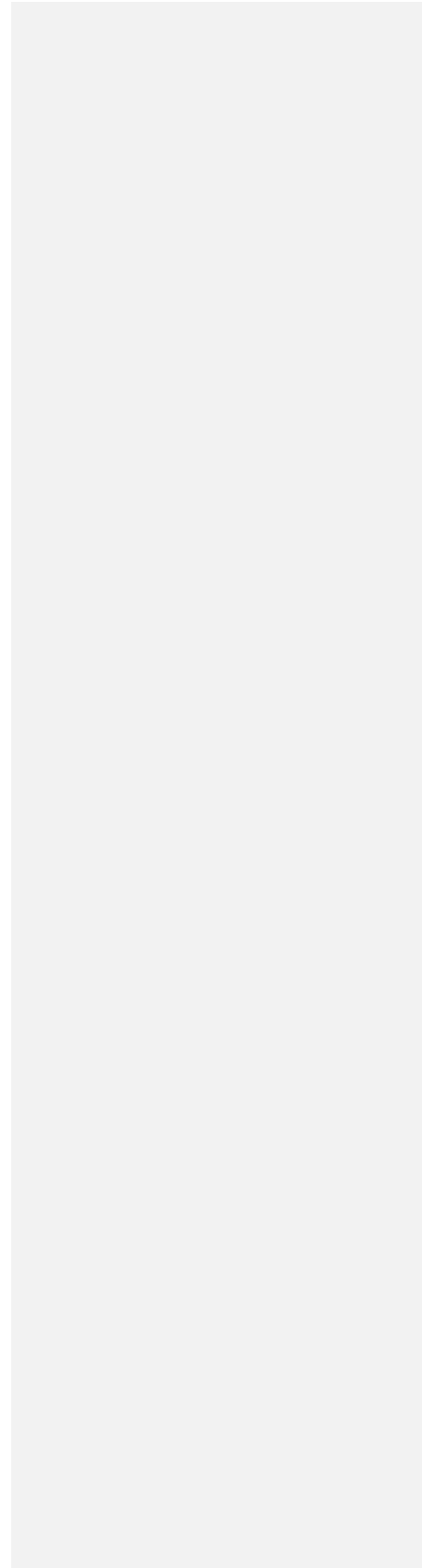
5.1 Summary

5.2 Conclusions

5.3 Recommendations for Further work

**REFERENCES**

**APPENDIX:** Scientific Publication, questionnaires, long computational algorithms (if necessary)



**Language:**

- Must be written in English language
- Presentation of thesis in Viva-Voce examination should also be conducted in English medium.

**Length:**

- Preferably is between 100 to 300 pages including all pages of the thesis

**Printing:**

- High contrast laser printing (single sided printing only)
- Good quality of white bond paper of A4 size (210 mm × 297mm)
- Photocopy is not acceptable

**Typeface and font size:**

- Must be written in Times New Roman.
- The font size should be 12 points throughout the text including page numbers except other things mentioned in some preliminary pages
- The font size for headings should be 12 (bold faced letter) and for subheadings 12(bold faced letter).
- The scientific names should be in italics
- Equations and formulae should be preferably typed in 10 or 12 point font size.

**Tables and Figures:**

- Should appear in the text closely following the point where it is first discussed
- The table number and heading should be placed above the body of the table
- The figure number and the caption should be in general placed below the figure except some constraints for the software generated figures.
- The text font size in the table and figure should be 10 and font is Times New Roman.  
Example: **Figure 1(Bold):** ..... (Title: Not bold).....  
**Table 1(Bold):** ..... (Title: Not bold).....
- Figure and table numbering must be continuous throughout the thesis.

**Margins:**

- Top, right hand, and bottom margins: 2.5 cm

- Left hand margin: At least  $1\frac{1}{2}$  inches so that binding should be accommodated
- Page numbers should be at least  $\frac{1}{2}$  inch from every lower edge
- The text should be justified

**Spacing:**

- Spacing throughout body of text: 1.5 spacing
- Spacing for references: 1.5 spacing *within* each entry but double spacing *between* each entry.
- Spacing for table of contents, list of tables, list of figures or illustrations, and lengthy tables: 1.5 or even single spacing may be used.

**Binding:**

- Good quality of hard binding (in black color and printed with golden ink) is required.
- The following information must be printed on the spine of the binding:
  - Title (the student should provide a shortened version if necessary)
  - Author's last name
  - Year of submission of the thesis

**Pagination:**

- Every page in the thesis has a number.
- For the preliminary pages (such as *declaration, certificate of approval, table of Contents, list of tables, list of figures, list of tables, list of symbols, etc.*) use small Roman numerals (i, ii, iii, iv, v...). These may be placed at the bottom of the page. Count the inner cover page as page i and the other pages such as declaration, certificate of approval, dedication page (if any) ii, iii, iv, etc, *but do not print the page number on inner cover page. Print the page numbers from "Declaration.*
- For the text, use Arabic Hindu numbers (1, 2, 3, 4, 5...) starting with page one (the first page of the text itself i.e. Chapter 1).

**Subunits in the Contents:**

Subunits of the contents should be as follows:

1.1

1.1.1

1.1.1.1

1.1.1.1.1

1.1.1.1.1.a

- Page numbers can be centered at bottom and should be at least half **an inch** from any edge of the paper to avoid loss when the thesis is trimmed. Since page numbers are used to demonstrate that the thesis is complete, every page must be consecutively numbered, including the pages containing tables, graphs, illustrations, and references.

**Photographs:**

- The clear with high resolution photographs should be used wherever necessary
- The colored or black and white photographs can be used in the thesis.

**Use of color:**

- Colored graphics may be used when appropriate. However, all copies of the thesis must be identical.

**Reference and Citation in the Text:**

The references should be arranged in alphabetical with chronological order by surname of the first author. American Psychological Association (APA) format should be preferably followed for references and citations in the text. Spacing for references should be of 1.5 spacing *within* each entry but double spacing *between* each entry. Also use hanging indents: entries should begin flush left with subsequent lines indented. However, any other standard format such as AMS (American Mathematical Society), AIP (American Institute of Physics), ACS (American Chemical Society), etc. can also be accepted in their respective subjects but the format must be uniform throughout the thesis.

Typical style of writing the references and citations in APA format are given below.

**BOOKS:**

**One Author:**

Surname, initials, (year), Title of the book, Place, Publication

Gore, A. (2013). *An inconvenient truth: The Planetary emergency of global warming and what we can do about it*. Emmaus, PA: Rodale.

**Citation in the text:** (Gore, 2013) or Gore (2013) explained.....

**Two Authors:**

Michaels, P.J., & Balling, R.C. (2000). *The satanic gases: Clearing the air about global warming*. Washington, DC: Cato Institute.

**Citation in the text:** (Michaels & Balling, 2000) or Michaels and Balling (2000) stated that.....

**Three Authors:**

Sthapit, A., Yadav, R., & Khanal, S. (2013). *Fundamentals of Statistics*. Kathmandu, Ashmita Publications.

**Citations in the text:** (Sthapit, *et al.*, 2013) explained .....

**JOURNAL ARTICLES:**

**One Author:**

Khanal S. P. (2011). Achievements, Challenges and Opportunities of Statistics for the Twenty First Century. *Management Dynamics*, **15**(1), 15-21.

**Citations in the text:** (Khanal, 2011) or Khanal (2011) highlighted.....

**Many Authors:**

Thapa, S.S., Khanal, S.P., Paudel, I., Gurung, R., Ruit, S., & Van Rens, H.M.B.(2012). A Population based Survey of the Prevalence and Types of Glaucoma in Nepal: The Bhaktapur Glaucoma Study. *Ophthalmology*, **119**(4), 759-764.

**Citations in the text:** (Thapa et al., 2012) or Thapa et al.(2012) found that.....

*The names of the Journals should be typed exactly as the name of the journal such Stat Med, J Am Stat Assoc, J Chem Phys, Nat Commun, etc.*

**PH.D. /MASTER'S THESIS:**

Rajbhandari (Nyachhyon), A. (2011). *Investigation on Inorganic Salts based Ion Selective Electrodes* (Unpublished doctoral dissertation). Central Department of Chemistry, Institute of Science and Technology, Tribhuvan University, Kathmandu, Nepal.

**INTERNET ARTICLE BASED ON A POINT SOURCE (EXACT DUPLICATE) WITH DOI ASSIGNED:**

Stultz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. *American Journal of Orthopsychiatry*, 76(4), 482-488. doi:10.1037/0002-9432.76.4.482

**INTERNET ARTICLE (E-JOURNAL) WITH NO DOI ASSIGNED:**

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap/article/view/71/100>

Accessed on (dd/mm/yy).....



**Format of Examiner's Report**

**Examiner's Report (Internal)**  
**Institute of Science and Technology (IOST)**  
**Tribhuvan University, Nepal**  
**Recommendation of Ph.D. Thesis**

Name of the Candidate: \_\_\_\_\_

Title of the Thesis: \_\_\_\_\_

Please give your **specific recommendation** by ticking (✓) any one of the following, with signature underneath and enclose your **detailed report** on separate sheet(s) with your signature, name and address.

The thesis **be accepted** for the award of the Ph. D. degree subject to viva voce examination [ ]

OR

The thesis **is acceptable** for the award of the Ph. D. degree subject to the clarification of **certain points at the time of Viva-Voce**. (Please enclose the points) [ ]

OR

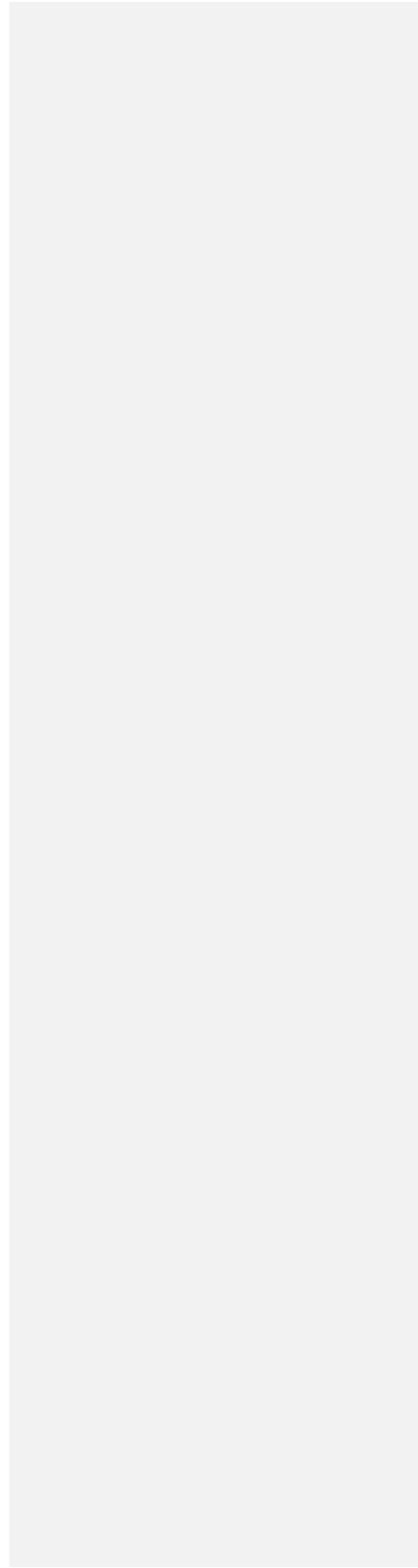
The thesis **is not acceptable in the present form but may be accepted** subject to **modification/clarification/revision**. (Please enclose your suggestions for modification etc. desired) [ ]

OR

The thesis **be rejected**. (Please enclose your comments). [ ]

Place : Signature of the Examiner: .....  
Date : Name of the Examiner: .....  
Designation:.....  
Organization:.....

Encl: (i) Detailed report on separate sheet(s),  
(ii) List of points for clarification.



**Format of Examiner's Report**

**Examiner's Report (External)**  
**Institute of Science and Technology (IOST)**  
**Tribhuvan University, Nepal**  
**Recommendation of Ph.D. Thesis**

Name of the Candidate: \_\_\_\_\_

Title of the Thesis: \_\_\_\_\_

Please give your **specific recommendation** by ticking (✓) any one of the following, with signature underneath and enclose your **detailed report** on separate sheet(s) with your signature, name and address.

The thesis **be accepted** for the award of the Ph. D. degree subject to viva voce examination [ ]

OR

The thesis **is acceptable** for the award of the Ph. D. degree subject to the clarification of **certain points at the time of Viva-Voce**. (Please enclose the points) [ ]

OR

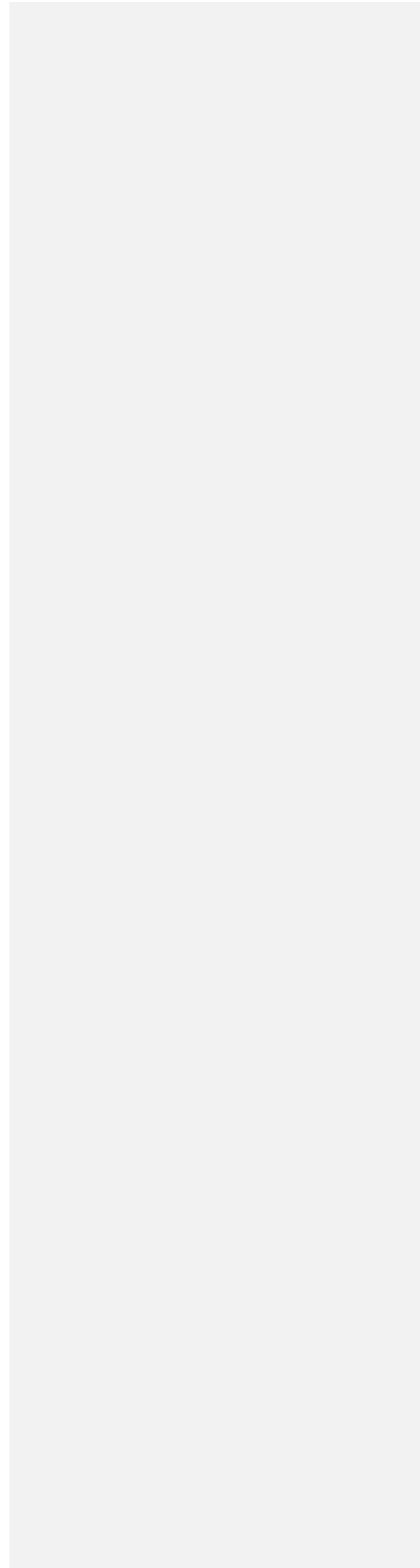
The thesis **is not acceptable in the present form but may be accepted** subject to **modification/clarification/revision**. (Please enclose your suggestions for modification etc. desired) [ ]

OR

The thesis **be rejected**. (Please enclose your comments). [ ]

Place : Signature of the Examiner: .....  
Date : Name of the Examiner: .....  
Designation:.....  
Organization:.....

Encl: (i) Detailed report on separate sheet(s),  
(ii) List of points for clarification.



**Format of Remuneration Receipt for Examiner**

**Institute of Science and Technology (IOST)  
Tribhuvan University, Nepal**

I have received amount of NRs.....(In words:.....)  
as a remuneration for the work of Ph.D. thesis evaluation and report preparation (Internal  
examiner/External examiner)/ viva-voce examiner/ format checking.

**IOST office Authority**

Signature:

Name:

Designation:

Date:

**Receiver's Details**

Signature:

Name:

Designation:

Institution:

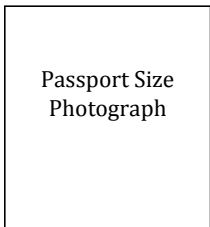
Date:

**(Ph.D. Application Form)**

**Tribhuvan University**  
**INSTITUTE OF SCIENCE AND TECHNOLOGY**  
**(IOST)**

**Dean's Office, Kirtipur, Kathmandu**

Tel: 4330844



Application form for the Enrolment in Ph.D. Programme

Central Department of.....

1. Full name (in block letters) : ..... 2. Sex : .....

3. Date of birth (D/M/Y) : ..... 4. Place : ..... 5. Nationality : .....

6. Permanent Address :

Zone: ....., District: ....., VDC/ Muni: .....

Ward: ....., Block : ....., Telephone: .....

7. Corresponding Address :

Zone: ....., District: ....., VDC/ Muni: .....

Ward: ....., Block : ....., Telephone: ....., Cell Phone:.....

E-mail:.....

8. Occupation: ....., Name of working Institution: .....

Address: ....., Telephone:.....

Position: ....., Nature of the job: Full time:....., Part time : .....

9. Academic Qualification:

Level	Board/ University	Year	Major Subjects	Division / Grade	% of marks CGPA
SLC					
PCL					
Bachelor					
Master					

Others					
--------	--	--	--	--	--

10. Research experience & Publications:

List of publications (Latest 3, if any):

- i. ....
- ii. ....
- iii. ....

11. Work experience & Trainings (if any):

- i. ....
- ii. ....
- iii. ....

12. Subject and Title of the Ph.D. Research Work:

Subject: .....

Title: .....  
 .....  
 .....

13. Expected Duration: ..... 14. Intended Place: .....

.....

15. Documents must be submitted by the applicant along with this application:

- i. Photo copies of certificates of Diploma, degree
- ii. Photo copy of citizenship
- iii. .... copies of Ph.D. proposal
- iv. .... copies of updated Curriculum Vitae of applicant
- v. Consent letter from the working authority

16. Declaration by the Applicant:

- i. The information provided above is true and accurate
- ii. All documents attached with this Application Form are authentic
- iii. I have understood all the guidelines about the Ph. D. program under Tribhuvan University, Institute of Science and Technology (IOST).

Date:

.....  
 Signature of the Applicant

Place:

17. Supervisor's Details:

Name: ....., Designation: .....

Department:.....

Supervisor's comment on proposed work: .....

.....  
.....  
.....

.....  
Signature of the Supervisor

18. Co-supervisor's details (if any):

(i) Name: ....., Designation: .....

Institution/ Department:.....

(ii) Name: ....., Designation: .....

Institution/ Department:.....

(iii) Name: ....., Designation: .....

Institution/ Department:.....

(Please attach short Curriculum Vitae of the Supervisor indicating research experience and publications)

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-----

**For official use only:**



- Copies of the documents submitted have been checked with the original documents.

Checked by : .....

- Comments of CDRC (Please attach separate paper if necessary).....

.....

- Signature of the Head of the Department : .....Date

.....

