

Preparation of Thesis, a Guideline in English for the Department of Islamic Studies & Arabic.

1. Volume of Thesis:

For M.A.	75 to 100 pg.	03 chapters.
For M-Phil	100 to 150 pg.	3 to 4 chapters.
For Ph D	200 to 250	4 to 5 chapters.

- But in exceptional cases the length of pages and chapters may be increased or decreased.

2. Abbreviations:

- 2.1 List of abbreviations must be given in the start.
- 2.2 Abbreviation must be as per the any standard.

3. Typing directions:

- 3.1 Paper size: A4, no header & footer, one inch from all sides while from left 1.25 inches.
- 3.2 Font Style: Arial.
- 3.3 Font Size: For Main Heading 16, capital, bold.
For Sub Heading 14, bold.
For General Text 12 & double spaced.

4. Pagination:

- 4.1 All pages must be numbered.
- 4.2 From acknowledgement to table of contents, pages should bear with Roman numbers (I, ii, iii, iv etc).
- 4.3 From Chapter no.1 to onward, pages should given Arabic numbers (1, 2,3 4,5 etc) in the center of the page at the bottom.

5. Distribution of Work:

Thesis must be written in the following order:

1. Title Page.
2. Page of Bismillah. (Mandatory)
3. Declaration.
4. Certificate by Supervisory Committee.
5. Acknowledgement.
6. Preface
 - 6.1 Introduction
 - 6.2 Scope & Importance of Research
 - 6.3 Research Methodology.
 - 6.4 Review of Literature.
 - 6.5 Hypothesis of Research.
7. List of Abbreviations.
8. Table of Contents.
9. Chapters.
10. Summary
11. List of Indexes.
 - 11.1 List of Holy Verses.
 - 11.2 List of Ahadith.

- 11.3 Ama'kin & Aa'lam.
12. Approved Transliteration Chart.
13. Appendices (if any)
14. References

Thesis writing instructions:

Preface & Foreword:

It should be based on following components:

- i. Introduction.
- ii. Scope & importance of Research.
- iii. Research methodology.
- iv. Review of literature.
- v. Hypothesis of research.

Summary:

The summary should be consisted on following:

- Detail of Number & Name of Chapters and Sub Chapters.
- What research have been done under the chapters.
- Conclusions, research findings and research recommendation.

Chapters:

- 1st chapter must be based on the introduction of the area of research.
- Last chapter must be concluded with recommendations, results, status of research hypothesis and the recommendations of new research horizons from this research.
- Chapter no. & Chapter name must be given.

List of References:

General Instructions for Synopsis and Thesis Writing 60

- The Holy Quran will write first in the references.
- Numbering will not be given in references or bibliography.
- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.
- For year of publication, give both dates Islamic and Christian if the both are available in the book i.e. (1385 H. / 1995).
- Abbreviation of Hijri date H. will be given in year of publication.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- If you have more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.
- Capitalize all major words in journal titles.
- When referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of title and subtitle, the first word after a colon or a dash in the title, and

proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.

- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

Please note: While the APA manual provides many examples of how to cite common types of sources, it does not provide rules on how to cite all types of sources. Therefore, if you have a source that APA does not include, APA suggests that you find the example that is most similar to your source and use that format. For more information, see page 193 of the Publication Manual of the American Psychological Association, sixth edition.

- The order of reference will be followed according to this:
Surname or Popular name, (Year of Publication), Name of Book in Italic, Name of Publisher, Place of Publisher. e.g. (s)

Al Quran

Ibn e Kathir, I. I.U. Hafiz (1385 H.) Tafsir ul Quran, Idara-e-Undilus, Beirut.

___ (1393 H.) Al Badaya Wn Nahaya, Dar ul Fikar, Beirut.

Muhali, M. A. J. & Syuti, A. A. J. (n.d.) Tafsir e Jalalain, Dar ul Kotob Al Illmiya, Beirut.

Sirhindi, A. M. A. S. (1970) Maktoobat e Imam Rabbani, Medina Publishing Company, Karachi.

Usmani, S. A. Sh. (n.d.) Fath e Mulhim, Maktab tul Hijaz, Karachi.

Zarkashi, B. M.A. Allama. (n.d.), Al Burhan Fi Uloom ul

Quran, Dar ul Fikar, Beirut.

List of Indexes:

i. List of verses:

List of Quranic Verses will be given along with Arabic text. It should also be prepared according the Quranic order; means Suarh Baqarah will come first than Surah Al-e-Imran.

ii. List of ahadith:

It should be prepared alphabetically.

iii. List of Ama'kin & Aa'lam:

Approved Transliteration chart:

Approved transliteration chart should be attached and the thesis will be written according to it where need.

Instruction for quotations:

- Indirect quotations will be encouraged.
- Inverted commas should be used for verses and ahadith.
- As it is translation must be given of Arabic, English, and French etc with small bracket ().

Reference Writing Style:

- Reference should be given as APA style. So the in text citation is recommended by using small brackets ().
- To explain something, the explanatory notes may be given in the form of foot note on the footer of the page.

1.From Al Quran:

(Surah Name: Verse no.) e.g.

1.1 (An-Nisa: 16)

1.2 (Yusuf: 02)

2.From Al-Hadith:

(Popular author name, Kitab of Hadith, Chapter of Hadith & if the hadith number is available then it may be given).

e.g. for text citation:

(Bukari, Kitab ut Tuheed, Chapter: Tafsir min Torat, Hadith no. 7542)

(Ibn Maja, Kitab ul Hudood, Chapter: Ar Rajum, Hadith no. 2553)

3.From other Revealed books.

(Injil Johannes, 8:3)

(Injil Lukas, 22: 6-10)

(Injil Markus, 5:2-6)

4.Citing of an author:

(Sur name or popular name of author, year of publication, p-12)

(Usmani, 1998, p-175)

Complete reference will be checked out or verified by author's name in the references.

5.If the same citation is repeating very next :

Using (Ibid), if the page number is changed than (Ibid, p-)

6.If there is volume of book:

(Sur name or popular name of author (year of publication. vol, p-12)

7.Citing of two authors:

(surname or popular name of 1st author and surname or

popular name of 2nd author, year of publication, p-12)

e.g.

(Muhali and Syuti, n.d., p-124)

(Al-Hilali and Khan, 1999, p-207)

In reference:

Al-Hilali, M.T. & Khan, M.M. (1999) The Noble Quran: Interpretation of the Meanings of the Noble Qur'an in the English Language, Darussalam Publishers, Riyadh.

8.Citing of three or more authors:

Use the first author's name followed by et al. in the signal phrase.

(1st author's name et. al., year of publication, p-)

9.Unknown authors:

(Anonymous, year of publication, P-)

Anonymous is used as author name in reference list or in bibliography.

10.Unknown Date:

If no date is given; use abbreviation n.d. (for no date)

11.Organization as an author:

1st citation----- (State Bank of Pakistan [SBP], (year of Publication). p-)

2nd citation ----- (SBP, (year of publication). p-)

12.Two or more work in the same Parentheses:

When your parenthetical citation includes two or more works, order them the same way but separated by a semi-colon.

(Suyti. (1975). p- ; Salehi, (1995), p-)

13. Authors with same last name:

To prevent confusion, use first initial with last/ surname/ popular names.

(H.Nadvi, 1935, p- ; S. Nadvi, 1946, p-)

14. Two or more work by the same author in the same year:

Using a, b, c after the year of publishing.

(Abbas, 2005a, p-48; 2005b, p-175; 2005c, p-84)

15. Translated work.

Sheikh Dehlawi, A. H. (n.d.) . Akhbar ul Akhyar (M. Subhan, Mulana & Fazil, M. Mulana) . Lahore, Akbar Book Seller.

16. Edited work.

17. Research Thesis & articles.

Reference will not be given from any unpublished research thesis and articles except only. The following method will be followed for the reference from published thesis and articles:

Islam, S. (2015). Tafseer-e-Raufi; Muta'la w Jaiza, G.C. University, Faisalabad, Pakistan.

In citation:

(Badran, 2005, p-10)

In references:

Badran, Margot. (2001). Understanding Islam, Islamism, and Islamic Feminism, Journal of Women 's History, 13(1), 47-52.

----- . (2002). Islamic Feminism: What's in a Name?