**SCHOOL OF SCIENCE**

**Guidelines and Format of the Synopsis**

**for MS/PhD Degree Program**

**Summary**

The abstract of the synopsis should provide a concise summary of your research project. It should briefly outline the purpose, scope, methodology, and significance of your study. Keep it focused and avoid excessive technical details or jargon. Aim to capture the essence of your research in a clear and engaging manner.

**Introduction**

* Begin with a concise and engaging introduction that provides an overview of the research project/synopsis.
* Clearly state the research topic, its significance, and the objective of the study.

**Literature Review**

Conduct a comprehensive literature review to familiarize a reader with the existing research and theories related to your topic. Summarize the key findings and debates in the field. Identify the strengths and weaknesses of previous studies and highlight any gaps or limitations that your research aims to address.

**Research Problem**

* Clearly define the research problem or question being addressed.
* Highlight the relevance and potential impact of the research in the respective field.
* Provide background information and context to help readers understand the significance of the problem.

**Research Objectives**

* Clearly state the specific objectives or aims of the research study.
* Break down the overall research goal into measurable and achievable objectives.
* Emphasize how the research objectives contribute to filling gaps in knowledge or addressing existing challenges.

**Methodology**

* Describe the methodology or experimental approach used to conduct the research.
* Explain the data collection methods, techniques, and instruments employed.
* Highlight any innovative or unique aspects of the methodology.

**Contribution to the Field /Significance of the Study**

* Highlight the originality and contribution of the research to the field of study.
* Emphasize how the research fills gaps in knowledge, expands existing theories, or offers practical applications.
* Discuss any potential applications for academia, industry, or society.

**Ethical Considerations: consent/access/and participants’ protection**

* List down issues like informed consent, anonymity, confidentiality of data, data storage, and the use of the results etc.
* Other can be study specific like intervention and advocacy etc.

**Limitations & Delimitations (if Applicable)**

* Limitations refer to limiting conditions or restrictive weaknesses.
* Delimitations refer to defining the limits or drawing the boundaries around the study, and showing clearly what is and what is not included.

**Time Frame of Dissertation**

Must be provided for planning.

**Words limit of Synopsis:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Program** | **Summary** | **Introduction** | **Literature Review** | **Experimental/Methods** | **Number of References** |
| **MS** | 150-250 | 500-1000 | 500-1000 | \*As given in the table note | 20-30 |
| **PhD** | 250-350 | 1000-2000 | 1000-2000 | \*As given in the table note | 30-50 |

\*. Experimental/Methodology: Words limit for the experimental/methodology chapter of the synopsis can be flexible depending on the specific requirements of your research area/subject.

**Format of the synopsis**

1. Font:
   * Use a Times New Roman font.
   * Maintain consistency in font style throughout the synopsis.
2. Font Size:
   * For the main body text, use a standard font size of 12 points.
   * Headings and subheadings should be 16 and 14 points, respectively.
   * Use a font size (12 points) for figure captions and table captions, and for footnotes use a smaller font size (10 Points). The Figure and Table number should be given in bold letters (like **Figure 1.1. Table 1.1.**), while the caption of figures and tables should not be given in bold letters.
3. Heading Styles:
   * Use a consistent and hierarchical heading structure.
   * Use bold letters for main section headings (e.g., Introduction, Methodology, Results).
4. Text Formatting:
   * Align the text to justify.
   * Use paragraphs to organize the text and improve readability.
   * No indentation for block quotes or paragraphs.
   * The caption of figures and tables should be centralized.
5. Figures and Tables:
   * Number and label figures and tables sequentially (e.g., Figure 1.1, Table 1.1 for Chapter 1, Figure 2.1, Table 2.1 for Chapter, and Similarly for Chapters 3 and 4).
   * Provide clear and concise captions for figures and tables, explaining their content.
   * Place figures and tables close to the relevant text and refer to them within the main body of the synopsis.
   * Ensure that figures and tables are of sufficient resolution and clarity.
6. Diagrams and Illustrations:
   * Use diagrams or illustrations to aid in the understanding of complex concepts or processes.
   * Label all elements within the diagrams clearly.
   * Include a brief explanatory caption or description for each diagram or illustration.
7. Margins and Spacing:
   * Set standard margins of 1 inch for top, bottom and right side, whereas 1.5 inches for left side of the document.
   * Use 1.5 line spacing for the main body text.
   * Leave adequate white space between paragraphs, sections, figures, and tables for better visual clarity.
8. Page Numbers:
   * Include page numbers at the bottom/Right Side of each page. As an example, please see the page number in this document.
   * Use a consistent format for page numbering throughout the document.
9. References:

For Journal article

* + Use APA style of reference mentioning all authors, Year in Bold, paper title, complete name of the journal, Volume, and starting and last page of the paper.

One example is given below:

Meyers, M. A., Mishra, A., and Benson, D. J. **(2006)**. Mechanical properties of nanocrystalline materials. *Progress in Materials Science*, *51*(4), 427-556. <https://doi.org/10.1016/j.pmatsci.2005.08.003>

For book

* Use the APA style for book as shown below;

Author, Initial. (Year). *Book title.*Edition,City of publication, Country/State: Publisher.

One example is given below

Gazda, G. M., Balzer, F. J., Childers, W. C., Nealy, A. U., Phelps, R. E., & Walters, R. P. (2005). *Human relations development: A manual for educators* (7th ed.). Boston, MA: Pearson Educational.

**For the title pages, please follow the format as given on next pages.**

Title of Synopsis

[Title should have time new roman font and 20 points size. Please follow the font size and style as given at each place]

Synopsis of MS/PhD



# By

NAME

ID: F201700000

SUPERVISOR

NAME

Co-Supervisor (If any)

Name

DEPARTMENT OF ……..

SCHOOL OF SCIENCE

UNIVERSITY OF MANAGEMENT AND TECHNOLOGY, LAHORE, PAKISTAN

202?

Title

**Synopsis of MS/PhD**

**in**

**[Subject]**

BY

NAME

ID

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SESSION: 2020-202?

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*Guidelines for header*.

Header should start from the page where “Table of content” is given.

Text in header should have Times New Roman font and 10 points size.

Table of Content 

*Guidelines for footer*.

Please follow the same format for the footer. However, the footer should contain a running tile (of one line). Also, logo of UMT should not be added in the footer. But Page Number must be at Top Right Corner

**Guidelines for the Presentation of PhD Synopsis for BASAR**

* Allowed time for presentation is five minutes. Please prepare your presentation accordingly.
* Please use the Arial font.
* The font size of the heading should be 36-40 points, depending on the requirement.
* Font size of slide content should be 22-24 points, depending on the requirement.
* The text color (heading and content) should be white. While the background should be blue.
* The template of the presentation is also available on the website of School of Science, UMT.