

Integrated instruction for thesis formatting

➤ Introductory section

The pages of this section are unnumbered and must be in the following order:

Thesis cover in English (it's just for hard copy when you're preparing electronic file, start from number one)

1. Blank page
2. In the name of God
3. Title page in English (download it from site)
4. Student declaration form
5. Oath of pharmacist, copy right and ownership (download it from site)
6. Minutes of the defense
7. Dedication (Max 2 pages)
8. Acknowledgements (Max 2 pages)
9. Abstract and keywords
 - Abstract includes: Title, Introduction, Material & Methods, Results, Conclusion, Keywords
 - Be on one page (up to 300 – 500 words)
 - Keywords include: Author keywords (up to 3 – 6), MeSH keywords (up to 3 – 6)
 - Search for MeSH keywords on the [MeSH Online](#)
10. Table of Contents (form number 3)
11. Abbreviations
12. List of Tables
13. List of Figures, Pictures and Maps
14. List of Appendixes

Contents

15. The main part (thesis text)

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Page numbering starts from this section and includes 5 chapters

16.1. Chapter One (Introduction)

- Preface
- Statement of problems
- The importance of research and its Distinctive features
- Aims of research
- research questions
- Research hypotheses
- Theoretical and operational definition of concepts and variables

16.2. Chapter Two (Review of Literature)

- Introduction
- Theoretical, conceptual, historical framework
- A review of research conducted in Iran
- A review of research conducted in other countries

16.3. Chapter Three (Methodology)

- Introduction
- Type of research
- Research community
- Research sample
- Sampling method and number of samples
- Research environment
- Data collection tools and methods
- Validity and reliability tools
- data analysis method
- Research limitations
- Ethical considerations

16.4. Chapter Four (Results)

- Statistical tables and graphs

16.5. Chapter Five (Conclusion)

- Review of findings
- Conclusion
- Practical suggestions for research findings

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- Suggestions for future research

16. References

17. Appendixes

18. Abstract in Persian

19. Article (optional)

20. Title page in Persian (download it from site)

21. Blank page

22. Thesis cover in Persian (it's just for hard copy)

23. Thesis spine includes: thesis title, student's full name

Text formatting and adjustment

Each chapter begins with the title of chapter in **times new roman bold 25 font**.

- **Margins and line spacing**

Margins for all pages: top and left 3.5 cm / bottom and right 2.5 cm

For quotes : left 4 cm/ right 3.5

Don't use header and border

	Line space
contents (Table of Contents, Abbreviations, List of Tables, List of Figures, Pictures and Maps, List of Appendixes)	single
abstracts in English and Persian	single
direct quote	single
footnotes	single
titel and text of tables, pictures and graphs	single
Appendixes	single
Text body	1.5
hierarchy of titles to each other (Chapter title, headings, sub-headings, ...)*	1.5
The distance between different sources	double
Line spacing for each source	single

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The distance between tables, pictures and graphs with the text before and after	double
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*If a title is longer than one line, the spacing between the lines should be set to single

- Font**

	Times new roman
Text body	12
Heading 1	14 bold
Heading 2	13 bold
Heading 3	12 bold
footnotes	11
The text below of tables, pictures and graphs	10

The first line of each paragraph should be one centimeter indented

Write description of tables above them

Write description of pictures and graphs below them

- Footnote and citation**

Ask the Supervisor or Advisor

- Mathematical formulas and equations**

Use MS Word Equation. Number it this way (chapter number- Equation number)

- Units**

Used units must be based on the international standard system of units (SI). If you use different unit , its equivalent in other systems must be write in [] .

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- **Title of picture**

Type the title below the picture on the left .Number it this way (chapter number-picture number)

- **Title of table or graph**

Type the title above the table or graph on the left. Number it this way (chapter number- table or graph number)

Notice: if there is an explanation for a table, be sure to include it in the footnote.

- **Numbering**

Insert page number in the middle and the bottom of the page

The pages before chapter one should be numbered with Greek letters (I, II, III, IV, V, VI, VII, VIII, IX, X)

The first page of chapter one takes “number 1” and then continues to the end

- Numbering the sections of each chapter

Each section is numbered with 2 numbers. The one on the right is related to chapter and the one on the left represents the section, also the numbers of sub-sections comes after section number

- Numbering the formulas

The first number on the right is related to chapter and the one on the left represents the number of formula in that chapter

- Numbering the appendixes

Appendixes take ordinal number and reference them in the text like: (appendix 3)

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- Bibliography

It titled “References” and starts with a separate page from other chapters. The writing pattern is based on Vancouver system

- Thesis cover

The contents of the thesis cover are based on the title pages in Persian and Latin

The contents of the cover of the thesis should be in English with “Times New Roman” font and golden

The contents of the back cover of the thesis should be in Persian with “B Titr” font and golden

The spine of thesis includes title of thesis and student’s full name which are located at a distance of 3 cm from top and down of spine

If the thesis pages exceed 600 pages, it should be printed in two volumes