* **Layout of the title and other pages**

Title of Study

BLOCK LETTERS, FONT SIZE 16, CENTER, TIME NEW ROMAN

Name of Student

Dissertation

Submitted to the

Faculty of (Management Sciences)

Shaheed Zulfikar Ali Bhutto Institute of Science and Technology

In partial fulfillment of the requirement for the degree of Doctor of Philosophy

Month / Year

**How to Structure your Research Report**

* Title page
* Table of contents
* Abstract / Executive summary
* Introduction
* Literature Review
* Research Methodology
* Data Analysis/ Discussion
* Conclusions and Recommendations
* Reference
* Appendix

(See attached chapter for further information)

**Table of Contents**

Acknowledgements

Abstract / Executive summary

1. **Chapter 1 Introduction**
   1. Background of the research / project
   2. Research Problem/ Problem Statement
   3. Research Objectives
   4. Research questions
   5. Justification/ Significance of the study
   6. Scope and Limitation of Research
2. **Chapter 2 literature Review**
   1. Introduction
   2. Literature Review on Subject Matter (Preferably from reputed sources)
   3. Research Gaps
3. **Chapter 3 Research Methodology**
   1. Introduction
   2. Research Design and Operationalization of Variables
   3. Conceptual Framework
   4. Research Hypothesis (if any)
   5. Data Collection Procedure
      1. Type and sources of data
      2. Population and sampling
      3. Instruments for data collection (questionnaire, interviews etc.)
      4. Strategy for Data Analysis
   6. Limitations and expected problems in research
   7. Time plan and budgeting (time and activity charges)
4. **Chapter 4 Data Analysis/ Discussion**
   1. Introduction
   2. Application of Data Analysis Techniques
   3. Tables and charts if applicable
   4. Analysis of results
5. **Chapter 5 Conclusion and Recommendations**
   1. Conclusion to the research questions and problem statement
   2. Recommendations to the objectives
   3. Future research recommendations
6. **Reference in APA Style**
7. **Appendices**
8. **List of tables**
9. **List of figures**
10. **Abbreviations**

**Research Report Format; Headings**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **Level** | **Format** | **Example** | | 1 | Centered, Boldface, Uppercase and Lowercase Headings | **Chapter 3: Introduction** (Level 1 Heading: 16 Font) | | 2 | Left-aligned, Boldface, Uppercase and Lowercase Headings | **3.1 Data Collection Procedure** (level 2 Heading: 14 Font) | | 3 | Indented, Boldface, Lowercase Heading with a period | **3.1.1 Type and Sources of Data** (Level 3 Heading: 12 Font) | | 4 | Indented, Boldface, Italicized, Lowercase Heading with a period | **3.1.1.1 *State Bank of Pakistan*** (Level 4 Heading: 12 Font Italicized) | | 5 | Indented, Italicized, Lowercase Heading with a period | 3.1.1.1Consumer Price Index(Level 5 Heading: 12 Font Italicized, un-bold) | |  |

Normal Text Font Size 12

Font Style Time New Roman

Line Space 1.5

Page Size A4

Color Black

Type of final binding Book format

Page Layout Left Margin = 1.5: Top Margin = 1

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