KATHMANDU UNIVERSITY
DEPARTMENT OF BIOTECHNOLOGY

GUIDELINES FOR SUBMITTING THE DISSERTATION

- The dissertation must be written using the word processing software Microsoft Word, or the equivalent.
- When writing the dissertation it is essential to follow the Department of Biotechnology requirements regarding format. See the Dissertation Format Template (PDF | DOC).

PAPER AND BINDING

- The dissertation should be printed on A4 (Width: 8.27 inches, Height: 11.69 inches) sized paper, and must be printed on single side only.
- The dissertation must be hard-bound.

MARGINS

- The Top, Bottom and Right margins must be 1.18 inches. The Left margin must be 1.77 inches to make space for the binding.

PAGINATION

- Preliminary pages, beginning with the Letter of Recommendation, should have page numbers in lower case Roman numerals (i, ii, iii…)
- The main text of the dissertation (i.e. from the title page of the Introduction) should have page numbers in Arabic numerals (1, 2, 3…).
- Page numbers should be located in footer position, 0.5 inch from the bottom edge of the page, throughout the text, except for the Cover page and title pages of the chapters.

TYPE SIZE, FONT AND PARAGRAPHS

- For reasons of simplicity, clarity and legibility, it is recommendable to use the font: Times New Roman
- See the Dissertation Format Template for several typographic possibilities (Line Spacing, Font Size, Text Alignment) to structure your dissertation.

SUBMISSION

- The students must submit at least 3 hard-bound copies (Department of Biotechnology – 1 copy, Kathmandu University Central Library – 1 copy, Project Supervisor – 1 copy per supervisor) of the dissertation to the Department.
- The digital copy of the dissertation should be supplied to the department in Adobe PDF format for the digital repository.