



MSS Thesis Guide

Department of Journalism and Media Studies
Jahangirnagar University

This document, tailored for students in the Department of Journalism and Media Studies, will serve as the guide for the master's thesis. This detailed guide is curated to ensure a consistent and polished final thesis, aligning with the department's high standards for academic excellence. Adherence to these guidelines is crucial for successfully completing and submitting a thesis.

Originality

The thesis must be an original work. Any form of plagiarism or academic dishonesty will be penalized as per the rules of the university.

Length

Ensure your thesis falls within the specified word count of 20,000 to 25,000 words, including references, to maintain depth and focus.

Font Size

- For English, use “Times New Roman” with a font size of 12 points in the body text.
- For Bangla, use the font “SutonnyMJ” with a font size of 14 points or “Kalpurush” with a font size of 12 points in the body text.

Line Spacing

Utilize 1.5 spacing consistently throughout the entire thesis, including the abstract, table of contents, main body, and references.

Paper Size and Margins

- The paper must be A4-size.
- Maintain one-inch (1) margins on all sides of the document.

Page Numbers

- Ensure that all pages in your thesis are numbered consecutively, excluding the title page. The title page should not display a page number (i.e., “i”).
- Use lowercase Roman numerals (e.g., ii, iii, iv) for the preliminary pages before the main body of the thesis and Arabic numerals (e.g., 1, 2, 3) for the main body and appendices.

- Page numbers should follow a strict sequence, starting from the preliminary pages and continuing seamlessly throughout the thesis.
- Center page numbers at the bottom of each page.

Mandatory Sections

All theses must contain the following components:

- Title page
- Abstract
- Table of contents
- Introduction
- Literature Review
- Methods
- Findings/Results
- Discussion/Conclusion
- Reference

Title Page

- On the title page or anywhere in the thesis, avoid mentioning the names of examinees or supervisors. Also, avoid the acknowledgments within the thesis.
- Include the thesis title, exam roll, registration number, degree, department name, university name, and submission date.

Abstract

- Craft a concise abstract of not more than 250-300 words, summarizing the thesis' key objectives, methods, and findings.
- The abstract comes immediately after the title page and is marked page "ii".

Content Page

- Every thesis must have a content page, followed by the Abstract.
- The content table should contain the titles and page numbers of the thesis sections.

Headings and Subheadings

Follow the hierarchical structure for headings to maintain consistency and clarity.

- Level 1: Centered, Bold, Uppercase (e.g., INTRODUCTION)
- Level 2: Left, Bold, Sentence case (e.g., 1. Sub-section title)
- Level 3: Left, Bold, Sentence case (e.g., 1.1 Sub-subsection title)
- Level 4: Left, Bold, Sentence case (e.g., 1.1.1 Sub-sub-subsection title)
- Level 5: Left, Bold, Sentence case (e.g., 1.1.1.1 Sub-sub-sub-subsection title)

Tables and Figures

- Number tables and figures consecutively in the main body of the thesis, providing clear captions. Include sources where applicable.

- If tables and figures are used in the thesis, their details with page numbers should be included after the table of contents page. They must be numbered consecutively (e.g., Table 1, 2, 3, Figure 1, 2, 3) in this section.

References

Use the APA (7th edition) citation style consistently for in-text citations and the reference list.

Footnotes

- If necessary, follow the APA (7th edition) guidelines for footnotes.
- Endnotes should not be used.

Appendices

Include appendices labeled with letters (e.g., Appendix A, Appendix B) for supplementary material.

Spelling and Grammar

- Prioritize correct spelling, grammar, and punctuation throughout the entire document.
- Use either British or American style of spelling.

Submission

- Submit the thesis within 60 days after the completion of the theoretical examination; late submissions will not be accepted.
- Submit five (5) hard copies with proper black bindings. The binding cover page should be the same as the thesis title page.

[Title of the thesis]

by

Exam roll: [roll number]

Registration: [registration number]

Session: [academic session]

A thesis submitted in partial fulfillment of the requirements of the degree of
Master of Social Science (MSS)
in
Journalism and Media Studies



Department of Journalism and Media Studies
Jahangirnagar University
Savar, Dhaka 1342

Submission date: [dd.mm.yyyy]

[খিসিসের শিরোনাম]

পরীক্ষার রোল: [রোল নং]

রেজিস্ট্রেশন: [রেজিস্ট্রেশন নং]

সেশন: [একাডেমিক সেশন]

জার্নালিজম এন্ড মিডিয়া স্টাডিজ বিষয়ে স্নাতকোত্তর (এমএসএস) সনদ প্রাপ্তির আংশিক শর্ত পূরণের লক্ষ্যে
জমাকৃত অভিসন্দর্ভ



জার্নালিজম এন্ড মিডিয়া স্টাডিজ বিভাগ
জাহাঙ্গীরনগর বিশ্ববিদ্যালয়
সাতার, ঢাকা ১৩৪২

জমাদানের তারিখ: [দিন/মাস/সাল]