

- (i) Preliminary pages of a thesis, starting from the title page should be numbered using small letter Roman numeric (i, ii, iii, etc.); the texts should be numbered using Arabic numeric (1, 2, 3, etc.).
- (ii) The first page should be the title page. This page should be counted "i" but should not be printed.
- (iii) The first page of the text should be counted "1" but the number should not be printed. Similarly, the first page of all chapters should be counted but the numbers should not be printed.
- (iv) If a thesis is made up of a number of parts, separating pages can be inserted but these pages should not be counted and numbered.

2.4 Numbering the Chapters and Sub-sections

All chapters and their sub-sections must be labelled and numbered. The chapters are numbered using Arabic numeric, i.e. Chapter 1, Chapter 2, Chapter 3, and so on. The sub-sections should not be indented but arranged in a structured manner not more than four levels as follows:

- 2 First level (Title of the chapter)
- 2.1 Second level (Title of the sub-section)
- 2.1.1 Third level (Title of the sub-sub-section)
- 2.1.1.1 Fourth level (Title of the sub-sub-sub-section)

If the length of a title of a chapter or any level is more than one line, same line spacing as in the text should be used. Sub-sections beyond level four should be labelled using characters. Examples are shown in Appendices T and U.

If a thesis is divided into parts, separation sheets should be used to separate them. The separation sheets should be printed with capital letters, i.e. PART 1, PART 2, PART 3, and so on.