

# **GUIDELINES FOR PREPARATION AND SUBMISSION OF Ph.D. THESIS**



**Maharaj Vinayak Global University**  
Dhand, Amer, Jaipur-Delhi Highway No. 11C, Jaipur-302028  
Rajasthan

## **PREAMBLE**

The content of the Thesis/Dissertation/Project report must be paid utmost attention, which is being submitted in partial fulfillment of the requirements of the Doctoral, Post-Graduation and Under-Graduation degrees respectively.

## GENERAL INSTRUCTIONS

- On completion of the research work, the PhD *Thesis* is prepared according to the format provided.
- The students are advised to strictly adhere to the format.
- Four copies of the Synopsis should be submitted at the time of DRC. If some changes are suggested by the DRC members, then four copies of the Synopsis must be submitted within 15 days after incorporating the corrections.
- The length of the *Thesis* should preferably be restricted to 250 printed pages.
- The students are advised to restrict the total number of References to less than 200.
- *Four* hardbound copies of the *Thesis* have to be submitted for evaluation.
- If the *Thesis* is declared eligible for award of the PhD degree, *two* hardbound copies of the *Thesis* have to be submitted to the Academic Division within *one month* of the viva-voce examination, after incorporating the corrections suggested by the examiners.
- The Guide and Co-guides have to be given a final copy of the *Thesis*.
- A final copy of the *Thesis* should also be given to the Institute Library.

## **SYNOPSIS**

The synopsis is a summary of the contents of the thesis. The synopsis is submitted prior to the DRC and will carry a cover page (format given in Appendix-I) It should be concise, and comprehensive, and should have the following details: The background and objectives, hypothesis, methods, major findings and significance/ implication of the findings

The results can include quantitative data. Citations are generally not included in the synopsis. The synopsis should not include internal headings, diagrams or other illustrations. Like the text, it must be double-spaced.

The length of the Synopsis should not exceed 20 pages.

## **Layout and Format for Preparation of the Thesis**

One of the most important requisites in preparation of the *Thesis* is consistency of format and adherence to the specific instructions given below.

### ***Font***

The Thesis should be written either in English or Hindi. It must be typewritten on A4 size paper (21 cm x 29.7 cm) in a clear and legible font (e.g., Times New Roman 12 or Arial 10). As far as possible, use the same font for the entire thesis but, if necessary, different fonts may be used within Tables, Figures, and Appendices. The Thesis has to be printed single-sided. Double-spacing should be used in the Abstract and text of the Thesis. Single spacing should be used in long Tables, block quotations separated from the text, footnotes, and bibliographical entries. Paragraphs should be indented, or an empty line left between paragraphs.

Larger size type may be used for the title of the Thesis and for Chapter headings, as long as it is not larger than 18 point. Boldface type may also be used on the title page and for headings, as well as in the text for special symbols or for emphasis. Reduced type may be used within Tables, Figures, and Appendices, but it should be at least 9 point in size and must be completely legible.

The Thesis should be free from grammatical, lexical and punctuation errors. In addition to the computer spellchecker, a thesis should be proof-read to check that errors do not remain that are not detected by the spellchecker. The thesis should consistently use either American or British spelling but should not alternate between the two. When using numbers in the text, if the first word of a sentence is a number, it should be written in words.

### ***Chapter and Page Layout***

Begin each Chapter on a new page. Do the same with each element of the front matter (list of Tables, Acknowledgments, etc.), the Reference section, and each Appendix. Avoid typing a heading near the bottom of a page unless there is room for at least two lines of text following the heading. The Chapters should begin on a new page, but sections and subsections should not. A "display" page (a page that shows only the Chapter title) can be placed at the beginning of Chapters or Appendices.

Pages should be numbered at the bottom in the centre, using Arabic numerals (1, 2, 3) beginning with 1 on the first page of the Introduction and continuing consecutively to the end of the manuscript including References. The preliminary pages are numbered in lower-case Roman numerals, beginning with the declaration page.

### ***Margins***

A margin of at least 4.0 cm must be left at the top and left side of each page and a margin of at least 2.5 cm on the right and bottom. The last letter or character in the longest line on the page determines the margin.

### ***Captions and numbering (Tables and Figures)***

Each Table should carry a number and a title clearly describing the data presented. Similarly each Figure / Illustration should carry a number and caption that clearly describes the nature of data presented. The caption should be at the bottom of the Figure. Number them consecutively throughout, in the order in which they are placed in the text. The Figures, Graphs, Tables should be embedded in the text of the thesis, immediately after the first mention of it in the text, on the same page if there is room, or on the following page.

Captions and titles of Figures and Tables should appear on the same page as the material itself. Tables should be numbered consecutively with Arabic numerals throughout the thesis. Figures and Illustrations should also be numbered consecutively in the order of presentation. All Tables and Figures must be referred to in the text by numbers and not by a phrase such as "the following table".

Tables or Figures of peripheral importance to the text may be placed in an Appendix.

### ***Appropriate use of headings and subheadings***

Headings should be distinguished from the surrounding text by a larger font size, a different font, bolding, italics, or a combination of these. All headings of the same level, the same style, and headings at lower levels should be less prominent than those at higher levels. *Example:*

Chapter Title (Arial 14 point/ Times New Roman 16 point -Bold Small caps)

Heading for section (Arial 12 point/ Times New Roman 14 point - Bold Italic) Heading

for sub-section (Arial 10 point /Times New Roman 12 point - Bold)

Heading for part of subsection- (Arial 10 point/ Times New Roman 12 point- Bold Italic)

All headings should be left aligned, except chapter headings, which may be centered. The headings and subheadings can be numbered, if necessary.

## **OUTER COVER OF THE THESIS** (Format given in **Appendix II**)

### **COLOUR OF THE FRONT PAGE**

- i. Faculty of Arts & Social Sciences- Red
- ii. Faculty of Science including Biotechnology & Biochemistry-Light Blue
- iii. Faculty of Commerce & Management-Yellow
- iv. Faculty of Law-Purple
- v. Faculty of Dentistry-Dark Blue
- vi. Faculty of Nursing-Dark Blue
- vii. Faculty of Physiotherapy-Dark Blue
- viii Faculty of Occupational Therapy-Dark Blue
- ix. Faculty of Education-Black

## **DECLARATION OF AUTHORSHIP** (Format given in **AppendixIII**)

The student should make this declaration.

**CERTIFICATE BY THE RESEARCH SUPERVISOR** (Format given in **Appendix IV**) The Supervisor has to provide a certificate and if Co-Supervisor is present, separate certificates have to be given by the Guide and Co-guide.

## **APPROVAL OF THESIS** (Format given in **Appendix V**)

To be signed by Supervisor, Co-Supervisor and External examiner

### **ACKNOWLEDGEMENTS**

The acknowledgement of the thesis is written in gratitude to all those who were instrumental in bringing the thesis to fruition. The language used should be formal. Acknowledge those who have assisted technically (including materials, supplies), intellectually (assistance, advice) and financially (for example, funding agency institutional support, travel grants) etc.

## TABLE OF CONTENTS

The thesis must have a table of contents page listing chapter headings, section headings and sub-headings as well as appendices and their corresponding page number, as illustrated below. Indent subheadings as shown below

### TABLE OF CONTENTS

1	Declaration by student
2	Certificate of guide
3	Acknowledgements
4	List of Figures
5	List of Tables
6	Abbreviations
7	Introduction
	Subheads ...
8	Review of Literature
	Subheads ...
9	Materials and Methods
	Subheads ...
10	Results
	Subheads ...
11	Discussion
	Subheads ...
12	Conclusion
13	Summary
14	Bibliography
15	List of publication from thesis
16	Curriculum vitae
17	Appendices
	Title....
	.....



Separate list of Figures, Tables, or Illustrations should be included on a separate page immediately following the table of contents.

### **LIST OF FIGURES**

Figure No.	Caption	Page
------------	---------	------

### **LIST OF TABLES**

Table No.	Title	Page
-----------	-------	------

### **LIST OF ABBREVIATIONS:** (optional)

If a large number of abbreviations are used in the thesis, which may be unfamiliar to a reader, a list of abbreviations may be useful.

### **THE TEXT OF THE THESIS**

The text of the thesis is usually divided into chapters with subheadings within the chapters to indicate the orderly progression of topics and their relation to each other.

All chapter headings should be typed consistently. When there are subheadings, each level of heading should be clearly distinguished typographically from the other levels, and the variations should be selected so as to reflect in an obvious way the hierarchy of headings (that is, higher level headings should look more important). Always allow at least one extra line of space above subheadings, and preferably below as well.

**INTRODUCTION:** The title of Chapter-1 shall be Introduction. It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the report. It may also highlight the significant contribution from the investigation.

**REVIEW OF LITERATURE :** The title of Chapter-2 shall be the Review of Literature because the contents of this chapter are based on published material. The purpose of the literature review is to summarize, evaluate and compare the main developments and current debates in the field, which are specifically relevant to the subject of research embodied in the thesis. Literature review should also aim at and ways to address these issues with the present research program.

**DESIGN OF STUDY (Material And Methods):** The following information is meant to serve as a general suggestion and not as a rigid prescription. The supervisor and the student may decide how this part of the dissertation should be structured.

Although this section varies depending on method and analysis technique chosen, the chapter describes and justifies the methods chosen for the study and why this method was the most appropriate.

Following description of the research design, provide a detailed description of the procedure followed. Citations in this section should be limited to data sources and references of where to find more complete descriptions of procedure.

Description of the statistical analysis and tests performed are also to be given.

**RESULTS:** The results are actual statements of observations, including statistics, tables and graphs. Mention negative results as well as positive. Use S.I. units throughout the thesis. Break up results into logical segments by using subheadings. Key results should be stated in clear sentences. Do not repeat in the text all the values given in tables. Do not present the same data as graph as well as table. Use one of the appropriate styles of presentation.

**DISCUSSION:** The purpose of this chapter is not just to reiterate the findings, but discuss the observations in relation to the theoretical body of knowledge on the topic. This chapter should also address the implication of the findings. Interpret results in terms of the background laid out in the introduction. Include the evidence or line of reasoning supporting each interpretation Break up the section into logical segments by using subheads

Outline the limitations of the study, and propose areas for future research.

**CONCLUSION:** The conclusion should provide answers or solutions to the questions or problems raised in the introduction. The argumentation of the thesis should be summarized briefly, and if appropriate, elaborate on how the research findings and results will contribute to the field in general and what sort of broader implications these may have. Suggestions may be made for further research where appropriate, but this is not a requirement

**SUMMARY:** Start with a few sentences that summarize the most important results and conclude by giving the strongest and most important statement that highlights the outcome of the study.

**LIST OF REFERENCES:** All publications cited in the thesis should be presented in a list of references following the text. Students are advised to restrict the total number of references to 200.

Citation of References in the text should be given by author's last name (no initials) followed by the year. When two or more citations are given, list them in chronological order. When there are two authors, include both names, separated by "&"; when there are three or more names, give only the first author followed by "et al." If there are two or more papers by the same author(s) in the same year, identify them by "a", "b", etc. (and be sure to include the identifying letters in the Reference List). All References cited in the text (including those included in figure legends and tables) should be listed in References.

Start the References on a separate page, and arrange citations in alphabetical order by the first author's last name; do not number the citations. List *all* the authors (do not use "et al." in the reference list). When there are two or more references to the same author(s), list them in chronological order.

For journal references, the names of authors (last name and initials) should be followed by the date (in parentheses), title of the article, journal name (in italics-use PubMed abbreviations), volume number (followed by a colon) and pages (first - last page numbers). Reference to electronic material should include author name(s), date, article title, and journal (as above); where volume and/or page numbers are not available, substitute Digital Object Identifier (DOI) number.

Illustrative examples of entries in a Bibliography or list of References are given below:

**Journal**

*Example:*

Gopinath B, Radhakrishnan K, Sarma PS, Jayachandran D, Alexander A (2000) A questionnaire survey about doctor-patient communication, compliance and locus of control among South Indian people with epilepsy. *Epilepsy Res* 39: 73-82.

### **Chapter in a Book**

Wenzel HJ, Schwartzkroin PA (2006) Morphologic approaches to the characterization of epilepsy models. In: Pitkanen A, Schwartzkroin PA, Moshe SL (eds) *Models of seizures and epilepsy*, Elsevier Academic Press, San Diego, pp. 629-652.

### **Book**

*Example:*

Pechenik JA (1987) *A short guide to writing about biology*. Harper Collins Publishers, New York.

### **Book in a series**

Bhattacharjee M (1998) *Notes of infinite permutation groups, Lecture notes in mathematics* no.1698, Springer, New York.

### **Encyclopedia articles**

Varley DH, Immelman RFM (1972) Libraries. *Standard Encyclopaedia of Southern Africa*, vol.6, p.618-619

### **Thesis/dissertation**

Smithers RHN (1997) *The mammals of Botswana*. DSc thesis. University of Pretoria.

### **Conference proceedings**

Bourassa S (1999) 'Effects of child care on young children', *Proceedings of the third annual meeting of the International Society for Child Psychology*, International Society for Child Psychology, Atlanta, Georgia, pp. 44-6.

### **Citations from Internet**

The following elements in sequence must be considered: Author (if known), Date of publication/last updated, Title of article or document on website Type of medium [Online], Available from (website), Access date in brackets

Harris P (2005) Reaching the top of the mountain. [Online]. Oxford University Press: Oxford. Available: <http://www.netLibrary.com/openbook/093456/html> [Accessed 8 January 2008]

Useful tips for referencing. [Online]. Available: <http://www.referencetips.org.za> [Accessed 5 November 2008].

Lawrence JJ (2005) Cholera epidemics in central Africa. *The Times*, 26 June 2005. [Online]. Available: <http://thetimes.com> [Accessed 27 June 2005].

## **Patents**

Author(s) of patent – surname and initials Year of issue, *Title of patent- italicized*,  
Number of patent including country of issue

Cookson AH (1985) *Particle trap for compressed gas insulated transmission systems*, US Patent 4554399.

## **THE ANNEXURE**

### ***List of publications:***

List of publications obtained by the student from the PhD work should be included in the Thesis. Students are strongly encouraged to place the accepted versions of the manuscripts (maximum two), which were integral part of thesis work.

### ***Curriculum vitae (optional):***

Provide one page giving academic qualifications, academic achievements and list of publications.

### ***Appendices (optional):***

Appendices may include the formulas, diagrams, protocols, or any similar data that are not contained in the body of the thesis. The number can be given as A-1,A-2 and listed as such in the table of contents.

**Appendix I - Cover page of Synopsis**

TITLE OF THESIS



SYNOPSIS

by

NAME

For Ph.D. Degree in Faculty of \_\_\_\_\_

**Maharaj Vinayak Global University Jaipur**  
**Rajasthan**

**Appendix II** - For approval of the outer page of the thesis.

TOPIC

.....

.....

.....



THESIS SUBMITTED IN PARTIAL FULFILLMENT OF THE AWARD OF  
DEGREE OF DOCTOR OF PHILOSOPHY  
IN THE FACULTY OF.....

SUBMITTED BY

CO-SUPERVISOR

SUPERVISOR

**MAHARAJ VINAYAK GLOBAL UNIVERSITY**

DHAND, AMER, JAIPUR-302028 (RAJASTHAN)

YEAR .....



**Appendix III-** Format for declaration by student

CERTIFICATE

I..... hereby certify that I had personally carried out the work depicted in the thesis entitled, “.....”, except\* .....

No part of the thesis has been submitted for the award of any other degree or diploma prior to this date.

**Signature**

*Name of the Candidate*

*Date*

*(\* If external help was sought declare and acknowledge)*

**Appendix IV**- Format for declaration by Guide:

Name of the guide  
Division/Department

This is to certify that .....in the department/division of .....of this Institute has fulfilled the requirements prescribed for the Ph.D degree of the Maharaj Vinayak Global University, Jaipur.

The thesis entitled, “.....” was carried out under my direct supervision. No part of the thesis was submitted for the award of any degree or diploma prior to this date.

\*Clearance was obtained from the Institutional Ethics Committee/ Institutional Animal Ethics for carrying out the study

Signature  
Date

\* *As and when applicable.*  
*If an external/ Co-Supervisor was present a similar declaration should be given*

# **Viva-voce of Ph.D. student**

Date: \_\_\_\_\_

The thesis entitled

.....

Submitted by

.....

For the degree of

Doctor of Philosophy in faculty of

.....

is evaluated and approved by

**Co-Supervisor**

**Supervisor**

**Examiner**