

Mewar University

Chittorgarh, Rajasthan

Ph.D Thesis Preparation Manual

2016

1. GENERAL

The purpose of this manual is to provide broad guidelines to the Ph.D. candidates for the preparation of their thesis. It lists the general and specific requirements for the thesis preparation including guidelines for structuring the contents. Further, for style, structure and presentation of a very special type of work specific to a particular field, the scholar may refer to additional style manuals or reference guides and to the published literature in their respective fields of study.

2. ARRANGEMENT OF THE CONTENTS OF THESIS

The sequence in which the thesis contents should be arranged and bound should be as follows:

1. *Cover Page and Colour*
2. *Inner Cover Page*
3. *Candidate Certificate for Self Declaration*
4. *Certificate by Supervisors*
5. *Plagiarism Report*
6. *Copy Right Transfer Certificate*
7. *Acknowledgements*
8. *Table of Contents**
9. *List of Symbols, Figures and Tables, if any*
10. *Preface of the thesis*
11. *Introduction*
12. *Literature Review*
13. *Chapters covering the work*
14. *Conclusions*
15. *References*
16. *Appendices*
17. *List of Publications*
18. *Copies of Manuscript/reprints of Papers*

***Note: Please see details of each items of table of content in Annexure-V.**

3. MANUSCRIPT PREPARATION

• Cover Page/ Title Page

A specimen of the cover/title page is given in the **Annexure-I**. It carries the pattern and font size required for cover page. The **colour of cover page** should be **Pink**.

• Inner Cover Page

Colour print of front page in normal paper.

• Candidate Certificate for Self Declaration

The Certificate from Candidate is should be there as per format available in **Annexure-II**. The heading **CERTIFICATE** Times New Roman font size 14 bold in the center should start about 60mm -70mm from the top of the page.

- **Certificate by Supervisor/ Supervisors**

The Certificate of Supervisor/supervisors of the thesis by the supervisor(s) should be there as per the format shown in **Annexure-III**. The heading **CERTIFICATE** Times New Roman font size 14 bold in the center should start about 60mm -70mm from the top of the page.

The certificate shall carry the supervisor's signature in original and shall be followed by the supervisor's name, academic designation as per format.

- **Plagiarism Report**

The scholars must check and scan his/her thesis completely with an authentic plagiarism software before final submission and submit a certificate regarding same duly signed by scholar along with supervisor and co-supervisor.

- **Copy Right Transfer Certificate**

The copy right transfer certificate should be there as per format available in **Annexure-IV** duly signed by Research Scholar/ candidate.

- **Acknowledgements**

Acknowledgements shall be brief and should not exceed one page when typed in single spacing Times New Roman with font size 12 within the specified margin of the page. The signature of the candidate shall be made at the bottom right end above his/her name typed in title case

- **Table of Contents**

The table of contents should list all the contents following this section as per the format available in **Annexure-V**.

- **List of Symbols, Figures and Tables, if any**

The list of symbols, figures and tables should be placed in thesis as per format available in **Annexure-VI**.

- **Preface of the Thesis**

Preface should be an essay type of narration not exceeding four pages outlining the research problem, the methodology used, summary of the findings, possible applications of the research and suggestions/directions for future research.

- **Introduction**

It should cover the background, statement of problems, definition, purpose of study, theoretical basis, and contribution of the study along with future perspectives.

- **Literature Review**

It covers the chronological, categorical or related theoretical viewpoints related to topic or area of research.

- **Chapters covering the work**

This part of thesis includes the research design and approach, methodology, experimental details,

analytical study including data analysis with procedures, results and discussion of findings along with limitations.

- **Conclusions**

This part summarizes the whole research efforts, purpose of study and research, importance of work along with future application and suggestions for further research and development in concern area. This must leave an impression on the reader/expert/examiners.

- **References**

References should be followed by any standard International organization pattern such as APA/IEEE/ CHEMICAL ABSTRACT/CURRENTCONTENTS/PHYSICSABSTRACT/MLA etc.

- **Appendices**

Appendices in thesis are provided to give supplementary information, which if included in the main text may serve as a distraction and could tend to dilute the central theme under discussion. It includes maps, questionnaires, raw data etc.

- **List of Publications**

The candidate must provide a list of papers published, accepted and communicated by the research findings of the thesis and attach copy of reprint of published papers.

4. **Style and Form (Other than HINDI AND SANSKRIT)**

- **Paper:** Use high-quality acid-free A4-size paper, with only one side of the paper.

- **Printing:** A high-quality laser printer should be used for the final copy.

- **Headings:**

In disciplines where section numbering is normally used, the following guidelines apply:

Chapter title: 18 – 24 pt size, bold.

Main Section Headings: can be numbered as chapter-number. Section-number

(e.g., 3.2 for chapter 3, section 2) in 14 pt size, bold. Second Headings: can be numbered as x.y.z (e.g., 3.2.4 for chapter 3, section 2, and subsection 4) in 12 pt size, bold.

First Subheadings: can be numbered as w.x.y.z (e.g., 3.2.4.1 for chapter 3, section 2, subsection 4, and sub-subsection 1) in 12 pt size, regular. Second Subheadings: preferably unnumbered, 12 pt, italics.

- **Text Font:** Acceptable fonts generated by word processing programs include, but are not restricted to: Times Roman 12, Helvetica 12, and Letter Gothic 12. The font provided through LaTeX is acceptable. Bold and italics should not be used excessively in the text. Furthermore, colored text should not be used.
- **Spacing:** Double or one and a half spacing is required for the text. Only footnotes, long quotations, bibliography entries (double space between entries), table captions, and similar special material may be single spaced.

- **Margins:** Left, 4 cm; top, bottom, and right, 2.5 cm. These are necessary to allow for binding and trimming.
- **Page Numbering:** Preliminary pages of the thesis, that is, those preceding the text are to be numbered in Roman numerals. The first page must not show its page number. Pages of the text itself and of all items following the text should be numbered consecutively throughout in Arabic numbers, beginning with number 1 on the first page of the first chapter. Page numbers should be placed in the lower right corner or center of the page. Only the number should appear, not page 9.
- **Tables and Figures:** Figures and tables should be inserted at the appropriate place in the text. Figures must have numbers and captions under the figures. Tables have their titles and numbers above.
- **Drawings:** Any material which cannot be typed or computer generated should be drawn with permanent black ink in neat and heavy lines. Photographs of drawings are acceptable. Xerox reproductions of drawings are acceptable if they are of high contrast.
- **Photographs:** Mount small photographs with glue. Do not use rubber cement or tape. High-clarity Xerox copies of photographs are also acceptable. However, high-quality scanned e-images can also be inserted into the thesis text.
- **Footnotes:** In disciplines where footnotes are normally used, they should appear at the bottom of the same page as their reference. Footnotes should be numbered in Arabic numerals. The footnote reference is superscripted and the explanation at the bottom of the page begins with the footnote reference number. Footnotes should have a smaller font size than the text (e.g. 10 pt).
- **CDs and DVDs:** identify with title, name of student, and date.
- **Computer Software:** Describe in separate section in prefatory pages (e.g., list of figures and tables). If applicable, state requirements for the use of the software (e.g., hardware, screen resolution type) and any other information necessary for proper viewing of the software.
- **Oversized Material:** Oversize foldout pages may be included, though ample margins for binding must be included. Leave oversize page unfolded. The bindery will fold and insert them. All pages must appropriately numbered if found in the text.
- **Binding:** Binding will be arranged by the library, for a fee, in order to ensure consistency. At least two copies of the thesis should be submitted to the library of the campus concerned.

5. Style and Form of thesis in Hindi – (only for Hindi and Sanskrit)

- **Paper:** Use high-quality acid-free A4-size paper, with only one side of the paper.
- **Printing:** A high-quality laser printer should be used for the final copy.
- **Headings:**

In disciplines where section numbering is normally used, the following guidelines apply: Chapter title: 18-24pt size, bold. Main Section Heading: can be numbered as chapter-number. Section number (e.g., 3.2 for chapter 3, section2) in 14pt size bold. Second Headings: can be numbered as x.y.z (e.g. 3.2.4 for

chapter 3, section 2 and subsection 4) in 12pt size, bold. First Subheadings: can be numbered as w.x.y.z (e.g., 3.2.4.1 for Chapter 3, Section 2, subsection 4 and sub-subsection 1) in 12pt size, regular. Second Subheadings: preferably unnumbered, 12pt, italics.

- **Text Fond of thesis in Hindi:** Should be M.S. Word 2007, Font- Kruti dev 010, size 16. Bold and italics should not be used excessively in the text. Furthermore, coloured text not be used.
- **Spacing:** Double or one and half spacing is required for the text. Only footnotes, long quotations, bibliography entries (double space between entries), table captions, and similar special material may be single spaced.
- **Margins:** Left, 4 cm; top, bottom and right, 2.5 cm. These are necessary to allow for binding and trimming.
- **Page Numbering:** Preliminary pages of the thesis, that is, those preceding the text are to be numbered in Roman numerals. The first page must not show its page number. Page of the text itself and of all items following the text should be numbered consecutively throughout in Arabic numbers, beginning with number 1 on the first page of the first chapter. Page numbers should be placed in the lower right corner or center of the page. Only the number should appear, not page9.
- **Tables and Figures:** Figures and tables should be inserted at the appropriate place in the text. Figures must have numbers and captions under the figures. Tables have their titles and numbers above.
- **Drawings:** Any material which cannot be typed or computer generated should be drawn with permanent black ink in neat and heavy lines. Photographs of drawings are acceptable. Zerox reproductions of drawings are acceptable if they are of high contrast.
- **Photographs:** Mount small photographs with glue. Do not use rubber cement or tape. High-clarity Xerox copies of photographs are also acceptable. However, high-quality scanned e-image can also be inserted into the thesis text.

Annexure-I

(A typical Specimen of Cover Page & Title Page)

TITLE

<1.0 line spacing>

A Thesis

Submitted

<Italic>

In Partial Fulfillment of the Requirements for
the Degree of

<1.0 line spacing>

DOCTOR OF PHILOSOPHY

<Arial>



Supervisor

Co-Supervisor

Research Scholar

DEPARTMENT OF.....
FACULTY OF
MEWAR UNIVERSITY, CHITTORGARH

<Arial><1.0 line spacing>

Year

ANNEXURE- II: Declaration by the Candidate

CERTIFICATE

I, hereby, declare that the work presented in this thesis, entitled “.....” in fulfillment of the requirements for the award of Degree of Doctor of Philosophy of Mewar University, Chittorgarh, Rajasthan is an authentic record of my own research work carried out under the supervision of Dr.....(Supervisor) and Dr.....(Co-Supervisor).

I, also declare that the work embodied in the present thesis is my original work and has not been submitted by me for any other Degree or Diploma in any University/Institution.

Date

Name & Signature of the candidate

ANNEXURE-III: Certificate of the Supervisor(s)

CERTIFICATE

This is to certify that the thesis, entitled “.....”
submitted by Mr/Ms.....embodies the findings of his/her
original research work carried out under my/our supervision and it fulfills all the conditions
prescribed by Mewar University, Chittorgarh, Rajasthan for the award of Doctor of
Philosophy Degree inTo the best of my/our knowledge, the
matter embodied in this thesis has not been submitted elsewhere for the award of any other
degree or diploma.

Signature

(Name of Supervisor)

(Designation)

Signature

(Name of Co-Supervisor)

(Designation)

Date

Plagiarism Report duly signed by scholar, Supervisor and Co-supervisor

ANNEXURE-IV

COPYRIGHT TRANSFER CERTIFICATE

Title of the Thesis:

Research Scholar Name:

Copyright Transfer

The undersigned hereby assigns to the Mewar University all rights under copyright that may exist in and for the above thesis submitted for the award of the Ph.D. degree.

Signature of Research Scholar

Note: However, the author may reproduce or authorize others to reproduce material extracted verbatim from the thesis or derivative of the thesis for author's personal use provided that the source and the University's copyright notice are indicated.

Annexure-V: Table of Content

(A typical Specimen of Table of Contents)

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