

CHANDIGARH UNIVERSITY UTTAR PRADESH, INDIA



Guidelines for Preparation and Submission of Ph.D. Thesis



1. General Instructions

- a) On completion of the research work and after approval of presentation of Pre Ph.D. submission by the Research Advisory Committee (RAC) the final Ph.D. thesis shall be prepared according to the format provided.
- b) The students are advised to strictly adhere to the format.
- c) The students are advised not to restrict the total number of References.
- d) Only soft copy of the thesis and its summary will be submitted to the "Research Advisory Committee (RAC) at the time of evaluation.
- e) The soft copy of the thesis shall be sent for evaluation by external expert.
- f) After evaluation of the Ph.D. thesis by external experts, if there are any changes suggested, these need to be incorporated in the thesis; and an Action Taken Report in the prescribed format duly signed by supervisor/co-supervisor along with four copies of the final thesis be submitted to RAC by the Ph.D. scholar. Out of these four hard copies, one will go to the Examination Department; one to the Central Library for the purpose of record; one to the external Expert and one to be retained in the RAC after viva-voce.

2. Layout and Format for Preparation of the Thesis

The Ph.D. thesis shall be prepared as per the guidelines given below:

i) Font and Font Size

The thesis must comply with the following format:

- a. Size of paper: A4
- b. Margins: Top: 1.5 Inch, Left: 1.5 inch, Right: 1 inch and Bottom: 1 inch (Always keep in mind binding while setting the margins for thesis/dissertation)
- c. Paper Quality: Executive bond Binding:
Hard-half leather. Color:
- d. Cover printing should be in Maroon with Fonts Gold.
- e. Font : Times New Roman.
- f. Line Spacing :1.5 line in place of 2.0
- g. Printing: Both Sided
- h. Page numbering: Arabic numerals (1,2----) may be used throughout the dissertation.
Alignment: Centered at the bottom
Preliminary pages like Declaration/Certificate/Abstract/Preface/Table of Contents/ List of Tables/List of Figures/List of Appendices may be numbered in lower case Roman numerals. Alignment: Centered at the bottom
- i. Number of pages in a thesis/dissertation: the candidate should bear in mind that a thesis is more likely to suffer from being too bulky. Its length will depend on the subject and quality of research conducted and published.
- j. Consistency in detail: Consistent form of language, spelling, numbering, symbols etc. should be used throughout a thesis/dissertation
- k. The thesis should be written either in English or Hindi.
- l. 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.

ii) 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.

iii) Captions and Numbering (Tables and Figures)

Each Table should carry a number (1.1,1.2, 2.1, 2.2 etc) 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.

iv) Appropriate use of headings and subheadings

Headings should be distinguished from the surrounding text. 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 (Times New Roman 14 point -Bold Small caps)

Heading for section (Times New Roman 13 point - Bold) Heading for sub-section (Times New Roman 13.5 point - Bold)

Heading for part of subsection- (Times New Roman 12 point- Bold)

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

3) Outer Cover of the Thesis and 1st Inner Page (Format given in Appendix I)

a) Colour of the Front Page of the Thesis for all the school/college is Maroon with Golden Fonts

b) **Declaration of Authorship** (Format given in **Appendix II**). The student should make this declaration.

- Certificate by the Research Supervisor and Co- Supervisor (Format given in **Appendix III and Appendix IV**) the Supervisor has to provide a certificate and if Co-Supervisor is present, **separate** certificates have to be given by the Supervisor and Co-Supervisor.

- **Certificate for Plagiarism** (Format given in **Appendix V**)
- **Anti-plagiarism Software (Turnitin) report of Ph.D. thesis** (certified by Dean Research)
- **Certificate of Successful Completion of Viva –Voce of Ph.D.** (Format given in **Appendix VI**) To be signed by Supervisor, Co-Supervisor and External examiner.
- **Undertaking for submission of Ph.D. thesis.** (Format given in **Appendix VII**)

c) Abstract

It should provide a synopsis of the thesis, stating the nature and scope of the work undertaken and the contribution made to knowledge in the subject treated. This section may include objectives, state of purpose, hypothesis etc. **Length: Between 1000 to 3000 words**

d) 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.

e) 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 (Heading Font 18, Text -14, Times New Roman)

Recommended Sequencing of the thesis is as given below

1	Declaration by student
2	Certificate by the Supervisor /Co Supervisor (if any)
3	Certificate For Plagiarism
4	Anti-plagiarism Software (Turnitin) Report of Ph.D. Thesis (certified by Dean/Director Research)
5	Certificate of Successful Completion of Viva –Voce of Ph.D.
6	Undertaking for Submission of Ph. D. Thesis
7	Abstract
8	Acknowledgements
9	List of Figures
10	List of Tables
11	Abbreviations
12	Introduction
	Subheads ...

	Review of Literature
13	Subheads ...
14	Materials and Methods
	Subheads ...
15	Results
	Subheads ...
16	Discussion
	Subheads ...
17	Conclusion
18	Summary
19	References
20	Appendices (optional) Title.....
21	List and copy of Research Paper Published
22	Certificate of one (01) Paper Presentations in Conferences/Seminars

f) 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

g) 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.

4) 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.

a) 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.

b) 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.

c) 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.

d) 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.

e) 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. Implication of the study may be theoretical/experimental

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

f) 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

g) 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.

h) List of References:

i) Recommended Referencing styles:

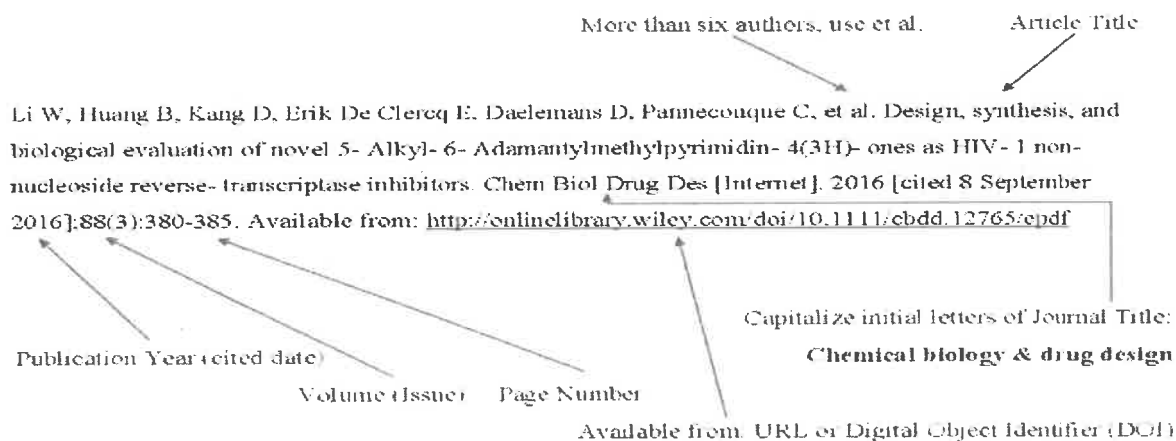
There are literally hundreds of different referencing styles from which to choose when you are citing the sources of your research material. Different academic disciplines have differing priorities of what is important to the subsequent reader of an academic paper, and different publishing houses have differing rules about the citation of sources.

Candidates submitting a paper for publication in a journal should check the journal's Instructions for Authors, which will normally be available on the journal's website.

ii) List of Style Guides (Discipline wise):

- a) Chemistry: American Chemical Society.
- b) Mathematics: American Mathematical Society
- c) Physics: American Institute of Physics, Style Manual for Guidance in the Preparation of Papers.
- d) Languages: The Modern Language Association of America, MLA handbook for Writers of Research Papers.
- e) **Management/Commerce/Economics:** APA style 7th edition
- f) **Engineering subjects like CSE:** IEEE (Institute of Electrical and Electronics Engineers)
- g) **Microbiology:** American Society for Microbiology
- h) **Biology:** CBE Style Manual: A Guide for Authors, Editors and Publishers in the Biological Sciences.
- i) **Medical and Health Sciences:** Vancouver, APA, American Medical Association Reduced the formats
- j) **Education and Physical Education:** APA Style Referencing Examples (6th edition)
- k) **Other Social Sciences:** APA Style Referencing Examples (6th edition)

Example of Vancouver Style: Added



Note: The thesis template provided by INFLIBNET is attached with these guidelines. For further reference please check link mentioned below <http://shodhganga.inflibnet.ac.in/>

i) Bibliography: The bibliography is a separate list from the reference list and should be arranged. A bibliography lists sources not cited in the text but which are relevant to the subject and used for background reading.

When writing a reference list in “Vancouver style”:

- Number all references.
- Arrange your list in the order in which the references appear in your text.
- If there are more than 6 authors, list the first 6 authors followed by “et al.”
- Use official abbreviations for titles of journals (if available).

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*. D.Sc. 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.

j) The Annexure

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.

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.

Note: No page numbering is needed for the list of Publications.

Appendix I - Cover page and 1st inner Page of thesis

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**Thesis submitted in partial fulfillment of the Award
of Degree of Doctor of Philosophy
in “Name of Specialization”**

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**Submitted by
Name of Ph.D. Scholar**

CO-SUPERVISOR
(Font 14 Times New Roman all Bold all caps)

SUPERVISOR

**Chandigarh University
Uttar Pradesh
Year.....**

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Appendix II- Format for declaration by student

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DECLARATION BY THE STUDENT

I, (Name), declare that the thesis entitled-----
-----is my own work conducted under the supervision
of Dr. -----
------(Supervisor/Co-supervisor) at-----
-----Department-----
approved by RAC

I further declare that to the best of my knowledge the thesis does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University/ Deemed University without proper citation.

Besides this:

I have successfully completed the Course work of one semester as per UGC-Regulation 2022 norms.

I have also given a pre-Ph.D. presentation and successfully incorporated the changes suggested on the basis of feedback and comments received.

I have also published one research paper in a journal from the research work of the thesis and presented two papers in Conferences/Seminars and has produced an evidence of the same in the form of acceptance letter/or the reprint.

Font 12 Times New Roman not bold not caps

Signature

Name of Candidate

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Appendix III- Format for declaration by supervisor:

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CERTIFICATE

This is to certify thatin
the..... of this University has fulfilled the
requirements prescribed for the Ph.D. degree of the Chandigarh University Uttar
Pradesh.

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 University Ethics Committee/ University Animal
Ethics for carrying out the study

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Appendix IV- Format for declaration by Co-supervisor

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prescribed for the Ph.D. degree of the Chandigarh University Uttar Pradesh.
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 University Ethics Committee/ University Animal
Ethics for carrying out the study

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Name of Co- Supervisor

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CERTIFICATE FOR PLAGIARISM

It is certified that Ph.D. thesis entitled _____ by _____ has been examined by us. We undertake & declare that:

- a. This thesis has significant new work/knowledge as compared to already published or are under consideration to be published elsewhere. No sentence, equation, diagram, table, paragraph or section has been copied verbatim from previous work unless it is placed under quotation marks and duly referenced.
- b. The work presented is original and own work of the author. No ideas, processes, results or words of others have been presented as Author’s own work.
- c. There is no fabrication of data or results which have been compiled/analyzed.
- d. There is no falsification by manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- e. The thesis has been checked using TURNITIN (copy of originality report attached).
- f. The plagrisum report of the thesis found -----%

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Signature

Signature

Signature

Name of the Candidate

Name of the Co-supervisor

Name of Supervisor

Font 14 Times New Roman bold not caps

Appendix- VI Cove page and 1st inner Page of thesis submission

Font 20 Times New Roman all Bold & Caps

CERTIFICATE OF VIVA-VOCE OF Ph.D. STUDENT

“ABCDEFGHIJKLMNOPQRSTUVWXYZ”

Submitted by

ABCDEFGHIJ

For the degree of
Doctor of Philosophy in faculty of

.....

is evaluated and approved by

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CO-SUPERVISOR

SUPERVISOR

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EXAMINER



Undertaking for submission of Ph. D. thesis

I solemnly declare that research work presented in the thesis titled
“Title.....”

is solely my research work with no significant contribution from any other person. Small contribution/help wherever taken has been duly acknowledged and that complete thesis has been written by me.

I understand the zero - tolerance policy of the Chandigarh University Uttar Pradesh (CU-UP) towards plagiarism. Therefore, I as an Author of the above titled thesis declare that no portion of my thesis has been plagiarized and any material used as reference is properly referred/cited.

I undertake that material of the thesis submitted in hard bound and soft copy are same and no alteration has been done. If found guilty in future University may take any action against me.

I undertake that if I am found guilty of any formal plagiarism in the above titled thesis even after award of PhD degree, the University reserves the rights to withdraw/ revoke my PhD degree.

Student/Author Signature.....

Name.....

Roll No.....

Address.....

