

### **THESIS FORMAT GUIDELINES**

This guide is designed to facilitate research scholars with the formatting requirements for all theses which helps in bringing uniformity and improves aesthetics of reports. It covers structure, layout, form, and style. Departments may use additional requirements that do not conflict with the guidelines provided in this document.

#### **1. THESIS REPORT ARRANGEMENT**

Assemble the thesis report in this order:

1. Cover page & Side Page with University Logo ( Attached)
2. Thesis must contain following certificates at the beginning.
  - i. Certificate by the Supervisor and Co-Supervisor (in any) countersigned by Director, DRC
  - ii. Declaration by the Research Scholar in terms of originality of research work.
  - iii. Acknowledgement
3. Research Supervisor and Co-Supervisor allotment letter, if any change is done after the initial allotment as per registration certificate.
4. Ethical Committee approval letter (wherever applicable)
5. Plagiarism check certificate.
6. Candidate Declaration
7. Preface
8. Table of Contents
9. List of Tables
10. List of Figures
11. List of Graphs/Diagrams
12. List of Abbreviations
13. List of Annexure
14. Chapter from I to VI ( Introduction, Aims and objectives, Hypotheses/ Research Question, Review of literature, Research Methodology, chapter preferably one from each objective, Analysis and Interpretation of Data Findings, Discussion, suggestions, conclusion Future scope of study, Social Relevance ( As per Need)
15. Bibliography /References
16. Appendix
  - i. Questionnaire
  - ii. List of Publications along with copy of published research paper in journals and conference /seminar ( kindly attach certificate also)
  - iii. Plagiarism Report
  - iv. Synopsis
  - v. Registration letter

- vi. Course work mark sheet
- vii. One curriculum vitae ( Only academic profile)

## 2. Layout

The following information is offered as a general guideline for a thesis. Students are advised to consult their Supervisor for additional guidelines. In particular each chapter should start on a new page.

1. **Introduction:** background; statement of the problem; definition of terms; purpose of the study; theoretical basis; contributions of the study; organization of the remainder of the study.
2. **Review of Literature:** chronological, categorical or related theoretical viewpoints related to topic.
3. **Methodology:** research design or approach (quantitative, qualitative or algorithmic); population and / or sample; collection and tabulation of data; and data analysis procedures, formulae, quantitative techniques.
4. **Solution Validation, Analysis of the Data, Results, and Discussion:** presentation and discussion of the findings, including limitations.
5. **Conclusions, Recommendations:** summarizes the entire research effort; addresses the initial purpose of the study (stated in the introduction); stresses the importance of the work accomplished; leaves a concluding impression on the reader. It can also include social relevance and suggestions for future work.
6. **Bibliography/References:** references should acknowledge any work done by someone other than the author. The reference should also include work performed by the author if presented or published at an earlier date. References should adopt one of the standard international styles (MLA/APA), the American Psychological Association style for references.

## 7. Referencing Pattern

References should be arranged chronologically in alphabetical order. Typical style of writing the references is given below.

### (i) For single author:

Binge. R.R. (1986). "Two photon spectroscopy of protein - bound chromospheres".. *Acc Chimeras* 19.106-138 i.e. Surname, Initials(Year) Title of article, Journal's name correctly abbreviated and set in italics Volume No. set in bold font, pages(start page-end page).

**(ii) For two authors:**

Jones, R.D. and P.R. Callis(1989),"Two-photon spectra of inductively perturbed naphthalene's"Chem. Phys. Left., 144,158.- 164. i.e., Surname initials of 1st author followed by initials and surname of 2nd author (year) Title of article. Journal's name correctly abbreviated and set in italics. Volume No, set in bold font, pages (start page-end page)

**(iii) For more than two authors:**Hirschfield, M.S.S. C. L. K.Johnson, A Mary, A.A. Smith and S. A. Short(1991)," Use of site - directed mutagenesis to enhance -shielding effect of covalent modification of proteins with polyethylene glycol". . Proc. Nat, Acad. Sci, USA,88, 7185-7189. i.e., Surname, initials of 1st author followed by initials and surnames of 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> ..... authors followed by initials and surname of last author (year) Title of article . Journal's name correctly abbreviated and set in italics. Volume No, set in bold font, pages (start page-end page)

**(iv) For Books:**

Metzger D. E. (1977), "Biochemistry.The Chemical Reactions of Living Cells". p.931. Academic Press. New York i.e. Name(a) of authors as in journal references( Year) Name of the Book set in italics with all major words starting with capital letter, page number(s), Name of publisher, place of publication.

**(v) For Book Chapters:**

Leegood, R.C. and R. Malkin (1970)." Isolation of sub cellular photosynthetic systems, In Photosynthesis: Energy Transduction (Edited by M. F. Hipkins and N.R. Baker)pp. 9-26. IRL Press, Oxford.

i.e. Name(s) of chapter author(s) as in journal references (Year) Chapter title set in normal font with only the 1st word starting with capital letter. Followed by: In Book title set in italics with all major words starting with capital letters followed by (name(s) editor(s) of the book), page number(s), Name of publisher, place of publication.

**(vi) For thesis citation:**

Name as in single author case(Year) Thesis title set in italics with all major words starting with capital letters, page number(s).Name of University/Institute, place,

**(vii) For thesis chapter citation:**

Name as in single author case (Year) Chapter title set in normal font with only the word starting with capital letter. Followed by: In Thesis title set in

italics, with all major words starting with capital letters, followed by: page number(s), Name of University/ Institute, place,

**(viii) For patents:**

Name (s) as in journal references (Year) patents authority name set italics with all major words starting with capital letters, patent Number, followed by Chemical Abstract citation set as: Chem. Abstr. Vol.(Year) page nos.

**(ix) Citation of reference in the text:**

While citing the references in the text, the following format should be followed: Surname (Year) or Surname et.al.(Year). The names of the Journals should be typed as per the style followed by standard international organization/abstracting. Journal such as IEEE/ Chemical Abstracts/ Current Contents/ Physics Abstracts, etc.

**(x) Format of Cover-page& Inner Cover page:**

The cover page and Inner cover page should have the following matter printed on mainly block letters:

**Guidelines for the Text and Page Format**

1. Times New Roman 12 size font
2. 1.5 spacing between the text lines
3. 2-inch space for the binding side and 1-inch space on above, below and non-binding side
4. Page number in center below
5. Tables/figure/graphs/diagrams on the left page preferable on photo sheet
8. **Appendices:** material too detailed or lengthy for inclusion in the body of the study (e.g. questionnaires, maps). Appendices may also contain information that might clarify the thesis but is routine in nature or indirectly related to the thesis. Raw data and examples of calculation could be incorporated.

**3. STYLE AND FORM**

**(i) Paper:** Use High-quality A4-size (21 cm x 29.7 cm) white paper not less than 100

GSM and it should be acid-free paper.

**(ii) Printing:** A high- quality printer should be used for the final copy and print all text with only one side of the paper.

**(iii) Headings:**

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

Chapter Title::24 pt. size, **bold**.

Main Section Headings: can be numbered as chapter-number. Section-number in 14 pt. SIZE, **BOLD**.

Second Headings: can be numbered as x.y.z in 12 pt. size, **bold**.

First Subheadings: can be numbered as .x.y.z. in 12 pt. size, **regular**.

Second Subheadings: preferably unnumbered, 12 pt. **italics**.

**(iv) Text Font:** Times New Roman 12.

**(v) Spacing:** 1.5 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.

**(vi) Margins:** Left, 1.5" (inch); Top, Bottom, and Right, 1.0" (inch). These are necessary to allow for binding and trimming.

- a) Left: 1.5" (inch);
- b) Top: 1.0" (inch).
- c) Bottom 1.0" (inch).
- d) Right 1.0" (inch).

**(vii) Pagination:** 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 center of the page. Only the number should appear, not page 9.

**(viii) 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.

**(ix) 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.

**(x) 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.

**(xi) 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.).

**(xii) Pen Drive:** identify with title, name of student, and date.

**(xiii) 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.

**(xiv) Binding: Leather colour**

The Colour of the cover of the thesis to be submitted in various disciplines shall be as follows:

<b>Humanties and social Science =</b>	<b>Pink</b>
<b>Sciences and Ariculhure =</b>	<b>Sky blue</b>
<b>Management/Commerce =</b>	<b>Yellow</b>
<b>Pharmacy =</b>	<b>Green</b>
<b>Law, Computer &amp; IT =</b>	<b>Black</b>
<b>Education =</b>	<b>Brown</b>

## **Guidelines for thesis Submission**

1. While submitting the thesis, the scholar shall submit the following:

The spiral bound hard copies and a soft copy (in CD/pen drive) of the thesis written in English or any other appropriate language with about 600 words describing the salient features of his/her investigation and contents of the thesis.

2. The research scholar may submit the copies of the synopsis two months before the submission of the thesis in order to begin the process of evaluation.

- a. The research scholar shall be required to have two research papers published in peer reviewed journal (s) of repute as adjudged by the DRC based on the standing of the journals in subject concerned, at least two research paper based on his/her research work before submitting the thesis. The reprint (s)/acceptance letter (s) along with pre-print (s) of the research paper (s) shall be attached at the end of the thesis. A copy of which shall also be submitted separately to the research department at the time of submission of thesis.

- b. The Research Scholar shall also submit one copy each of the thesis and the synopsis to the supervisor and Co-Supervisor (if any)

- c. No part of the thesis shall have been submitted for the award of any other degree or diploma of any university.

- d. The thesis shall contain a copyright certificate at the beginning of the thesis on a separate page. A sample copyright format is given below:

“Copyright © Faculty of \_\_\_\_\_,  
Lords University, Alwar\_\_\_\_\_ (year).  
All right reserved”

- e. A thesis once submitted cannot be re-submitted except when the examiner recommends for the revision of the thesis.

- f. The Director Research shall examine whether all the requirements for submission of thesis, as laid down have been fulfilled. If any deficiency is found, the research scholar will be asked to fulfill the same. After satisfying himself/herself regarding compliance of all the requirements by the scholar, the Director Research shall seek action for evaluation of the same from the President.
- g. Six hard bound copies of the thesis and a soft copy in a pen drive of the thesis has to be submitted after successful completion of Pre-Ph.D. Viva-Voce Presentation.

The thesis and its synopsis shall be submitted in English unless permission for submission in some other language has been accorded by the respective DRC, if the thesis and its synopsis are submitted in some other language, four hard copies and four soft copies (on CD/Pendrive) of the synopsis and abstract of the thesis shall also be provided.





**CANDIDATE'S DECLARATION**

I, ....., certify that the work embodied in Ph.D. thesis entitled, “.....” , is my own bonafide work carried out by me under the supervision of ..... and the co-supervision of ..... for a period of ..... from ..... to ..... at Lords

(Name of the Institution where work has been carried out partly or fully)

University and..... The matter embodied in this Ph.D. thesis has not been submitted for the award of any other degree/diploma to any other University/Institutes.

I declare that I have faithfully acknowledged, given credit to and referred to the research workers wherever their works have been cited in the text and the body of the thesis. I further certify that I have not willfully lifted up some other's work, para. text, data, results, etc. reported in the journals, books, magazines, reports, dissertations, theses, etc., or available at web-sites and included them in this Ph.D. thesis and cited as my own work.

Date: .....

(Signature of the Candidate)

Place : Alwar

(Name of the Candidate)



**Certificate from the Supervisor/Co-Supervisor**

This is to certify that the work in this thesis entitled, “.....”, submitted by ..... has been carried out under my guidance and supervision for the degree of Doctor of Philosophy in ..... of Lords University, Alwar, Rajasthan India. The thesis has not been submitted for award of any degree/diploma to any other University/ Institute.

.....

(Co-Supervisor signature  
Name & Designation )

.....

( Supervisor’s s  
Name & Designation)



## **COPYRIGHT TRANSFER CERTIFICATE**

Title of the Thesis :

Candidate's Name :

Copyright Transfer

The undersigned hereby assigns to the Lords 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 the Candidate

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.

# TITLE OF THE THESIS



A

THESIS

Submitted to

**Lords University, Alwar**

In Partial Fulfillment of the Requirements for the Degree

**Doctor of Philosophy**

in the Faculty of

SCIENCE/HUMANITIES & SOCIAL SCIENCES/COMMERCE/EDUCATION/COMPUTER  
APPLICATION/PHARMACEUTICAL SCIENCES/LAW & MANAGEMENT

Submitted by :

Name of Research Scholar

Enrolment No.

Supervised by :

Name of Supervisor

Designation

LORDS UNIVERSITY, ALWAR  
ALWAR-BHIWADI HIGHWAY, CHIKANI, ALWAR  
RAJASTHAN INDIA -301028

Month, Year

**(SIDE COVER)**

**TITLE OF THE THESIS**



**Ph.D.  
(Social Science)  
2022**