

INDUS INTERNATIONAL UNIVERSITY UNA HP

FORMAT TO BE USED FOR PREPARATION OF THESIS (M.Phil. & Ph.D.)

1. ARRANGEMENT OF CONTENTS:

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

1. Cover page
2. Inner cover page
3. Dedication (optional)
4. Candidate's Declaration
5. Acknowledgement
6. List of publications out of thesis
7. Abstract
8. Table of contents
9. List of tables
10. List of figures/graphs
11. List of abbreviations
12. Body of the thesis consisting of various chapters
13. Conclusion and Further Scope of Research
14. References
15. Appendices
16. Research protocol format

2. PAGE DIMENSION, TYPING AND BINDING SPECIFICATIONS

- a. The paper of the thesis should be in A4 size.
- b. The student should submit the copies of the thesis in a fully bound form (soft cover) for evaluation of their Ph. D. After the acceptance of the thesis and Viva-voce examination, it is the student's responsibility to get the thesis properly bound for depositing the copies in the Academic Section. The accepted Thesis should be hard bound with outer cover page printed in Golden Letters in specified format.
- c. Photographs, if necessary, should be suitably mounted on the same quality paper as the thesis.
- d. The chapter numbers should be indicated in Roman.
- e. Six copies of the Thesis bound in hard cover and Pre-Submission synopsis along with one copy on CD in PDF format must be submitted. In case, Research Scholar is being supervised by more than one Guide, appropriate number of additional copies must be submitted.
- f. The general text shall be typed in the font style 'Times New Roman' and Font size 12. Use 1.5 spacing between the regular text and quotations.
- g. Fonts

Regular text – Times Roman 12 pts. And normal print

Chapter heading- Times Roman 16 pts., bold print and all capitals

Section headings- Times Roman 12 pts., bold print and all capitals

Subsection headings – Times Roman 12 pts., bold print and leading capitals i.e. only first letter in each word should be in capital. Single line spacing should be used for typing the general text.

- h. The margins for the regular text should as follows:
Front Side - LEFT = 1.50”, RIGHT = 1.00”, TOP = 1.00”, BOTTOM = 1.00”
Back Side - LEFT = 1.00”, RIGHT = 1.50”, TOP = 1.00”, BOTTOM = 1.00”
- i. International format may be followed as to their branch/specialization. Entire reference list should be typed in single line spacing.

3. PREPARATION FORMAT

- 3.1 Cover Page - A specimen copy of the cover page of thesis is given in **Appendix-A**.
- 3.2 Inner Cover Page - A specimen copy of the inner cover page of thesis is given in **Appendix-B**.
- 3.3 Dedication - A specimen copy is given in **Appendix-C**.
- 3.4 Candidate’s Declaration cum supervisor’s certificate – A specimen copy of Declaration certificate is given in **Appendix-D**. The certificate shall carry the Guide’s signature and shall be followed by the Guide’s name, academic designation department etc.
- 3.5 Acknowledgment – A specimen copy of Acknowledgement certificate is given in **Appendix-E**.
- 3.6 List of Publications out of thesis –A specimen copy of the list of publication out of thesis is given in **Appendix-F**.
- 3.7 **Abstract** – Abstract should be one or 2 pages synopsis of the thesis typed in one and a half line spacing, Font Style Times new Roman and Font Size 12. A specimen copy abstract of the thesis is given in **Appendix-G**.
- 3.8 **Table of contents** – The table of contents should list all material following it as well as and material which precedes it. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the Table of Contents is given in **Appendix-H**
- 3.9 **List of Tables** – The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the list of Tables is given in **Appendix-I**.
- 3.10 **List of Figures** – The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the List of Figures is given in **Appendix-J**.
- 3.11 **Body of the thesis** - The chapters may be broadly divided into 5 parts (i) Introductory chapter including over view of the concerned area and organization of the thesis (ii) Literature review (iii) Scope and objective, methodology of the thesis (iv) Chapters developing the main theme of the thesis work (v) Conclusion and future scope of work.

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

- The chapter title is the first-order heading. A chapter may be divided into section each of which has a section title (second-order heading). For example, in Chapter 3, the sections will be numbered 3.1, 3.2, etc. If at all possible do not further subdivide a section.
- Use subsections (third-order headings) only if unavoidable. For instance, in section 3.2, the subsections will be numbered 3.2.1, 3.2.2, etc. Do not further subdivide beyond this

point For example, subsection 3.2.2 may not be further divided into sub-subsections 3.2.2.1, 3.2.2.2 etc.

- Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.

3.12 List of Abbreviations- A specimen copy of **ABBREVIATIONS** is given in **Appendix L**

3.13 References- A specimen copy of **REFERENCES** is given in **Appendix M**.

3.14 Appendices – A specimen copy of Appendices is given in **Appendix N**.

IIU THESIS (M.Phil. & Ph.D.) FORMAT

TITLE OF THESIS

<Times New Roman, Font Size 18><1.5 line spacing>

A THESIS

< Times New Roman, Font Size 14><1.5 line spacing>

**Submitted in partial fulfillment of
the requirements of the degree of**

< Times New Roman, Font Size 14><Italic>

DOCTOR OF PHILOSOPHY

< Times New Roman, Font Size 16>

to

< Times New Roman, Font Size 14 ><Italic>

Indus International University, Una

< Times New Roman, Font Size 14><Italic>

by

< Times New Roman, Font Size 14 ><Italic>

NAME OF THE CANDIDATE

(Registration No.....)

< Times New Roman, Font Size 14>

Under the Supervision of

< Times New Roman, Font Size 14 ><Italic>

**NAME OF THE SUPERVISOR/ CO- SUPERVISOR
DESIGNATION OF SUPERVISOR/ CO- SUPERVISOR**

<Times New Roman, Font Size 14><1.5 line spacing>



*Creating futures,
Changing lives*

Name of the Department

Name of the School

Indus International University, Una

< Times New Roman, Font Size 12><1.5 line spacing>

MONTH, YEAR

< Times New Roman, Font Size 14, Bold>

TITLE OF THESIS

<Times New Roman, Font Size 18><1.5 line spacing>

A THESIS

< Times New Roman, Font Size 14><1.5 line spacing>

**Submitted in partial fulfillment of
the requirements of the degree of**

< Times New Roman,Font Size 14<>Italic>

DOCTOR OF PHILOSOPHY

< Times New Roman,Font Size 16>

to

< Times New Roman,Font Size 14 <>Italic>

Indus International University, Una

< Times New Roman,Font Size 14<>Italic>

by

< Times New Roman, Font Size 14 <>Italic>

NAME OF THE CANDIDATE

(Registration No.....)

< Times New Roman, Font Size 14>

Under the Supervision of

< Times New Roman, Font Size 14 <>Italic>

**NAME OF THE SUPERVISOR/ CO- SUPERVISOR
DESIGNATION OF SUPERVISOR/ CO- SUPERVISOR**

< Times New Roman, Font Size 14<>1.5 line spacing>



*Creating futures,
Changing lives*

Name of the Department

Name of the School

Indus International University, Una

< Times New Roman,Font Size 12><1.5 line spacing>

MONTH, YEAR

< Times New Roman, Font Size 14, Bold>

DEDICATION

Body Text

to

My Parents/.....

IIU THESIS (M.Phil. & Ph.D.) FORMAT

(A typical specimen of Declaration on University letter head)

CANDIDATE’S DECLARATION

Body Text

I hereby certify that the work which is being presented in the thesis entitled “**TITLE OF THESIS**” in partial fulfilment of the requirements for the award of the Degree of Doctor of Philosophy and submitted in the Name of the Department, Indus International University Una, is an authentic record of my own work carried out during a period from Starting_Month Starting_Year to End_Month End_Year under the supervision of **Dr. Supervisor’s Name**, Supervisor’s Designation, Name of the Department, Indus International University Una, H.P.

The matter presented in this thesis has not been submitted by me for the award of any other degree of this or any other Institute/University.

Sd/-
(NAME OF THE CANDIDATE)

This is to certify that the above statement made by the candidate is correct to the best of my knowledge.

Date: _____ Sd/-
(Dr. Supervisor’s Name)
Supervisor’s Designation

The Ph.D. Viva-Voce Examination of <u>Name of the Candidate</u> , Research Scholar, has been held on	
Signature of Supervisor(s)	Signature of External Examiner

ACKNOWLEDGEMENT

Body Text

I would like to express my sincere gratitude to my Supervisor **“Name of Supervisor”** / Co-Supervisor **“Name of Co-Supervisor”** for giving me the opportunity to work in this area. It would never be possible for me to take this thesis to this level without his/her innovative ideas and his/her relentless support and encouragement.

.....

.....

(Name of Student)
Registration No. _____

IIU THESIS (M.Phil. & PH.D.) FORMAT

LIST OF PUBLICATIONS OUT OF THESIS

Body Text

List of Published Papers

Sl. No.	Authors	Title of Paper	Name of Journal where published	Volume & Issue	Page No.	Year
1.						
2.						
3.						
4.						

List of Accepted Papers

Sl. No.	Authors	Title of Paper	Name of Journal where accepted	Volume & Issue	Page No.	Year
1.						
2.						

List of Communicated Papers

Sl. No.	Authors	Title of Paper	Name of Journal where Communicated	Present Status	Year
1.					
2.					

ABSTRACT

Body Text

IIU THESIS (M.Phil. & Ph.D.) FORMAT

TABLE OF CONTENTS

Candidate's Declaration	i.
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Contents /Body of Thesis

(Suggested format for chapters, which may be modified as per requirement)

1. Introduction
2. Literature Review
3. Research Design/Methodology
4. Data Analysis
5. Summary of Results
6. Conclusion and future scope

IIU THESIS (M.Phil. & Ph.D.) FORMAT

LIST OF TABLES

Table		Page No
Table 1.1	<Title of Table 1.1>	
Table1.2	<Title of Table 1.2>	

IIU THESIS (M.Phil. & Ph.D.) FORMAT

LIST OF FIGURES/GRAPHS

Figure

Page No.

Figure 1.1 <Title of Figure 1.1>

Figure 2.1 <Title of Figure 2.1>

.....

.....

IIU THESIS (M.Phil. & Ph.D.) FORMAT

LIST OF ABBREVIATIONS

This table describes the significance of various abbreviations and acronyms used throughout the thesis. The page on which each one is defined or first used is also given.

Abbreviation	Meaning	Page No
WTO	World Trade Organisation	07

IIU THESIS (M.Phil. & Ph.D.) FORMAT

REFERENCES

International format should be followed as to their branch/specialization. Preferred format in Sciences & Technology: IEEE style and in Arts & Management: Harvard style. Entire reference list should be typed in single line spacing

For example IEEE style listed below:

- [1]. M. M. Sondhi and D. A. Berkley, "Silencing Echoes on the Telephone Network," *Proceedings of the IEEE*, vol.68, no.8, pp. 948-963, 1980.
- [2]. J. Benesty, T. Gansler, D.R. Morgon, M.M. Sondhi, and S.L. Gay, "Advances in network and acoustic echo cancellation", Springer-Verlag, 2001.
- [3]. J. Benesty, Y. Huang *Adaptive Signal Processing Applications to Real World Problems*, Springer-Verlag, 2003.
- [4]. J. Benesty, D. R. Morgan, and M. M. Sondhi, "A better understanding and an improved solution to the specific problems of stereophonic acoustic echo cancellation," *IEEE Trans. Speech Audio Processing*, vol. 6, pp. 156–165, Mar. 1998.

For example Harvard style listed below:

Journal articles: Surname, Initial(s) and Surname, Initial(s) (Year) 'Title of article', *Title of journal in italics*, volume (issue), page.

For Example-

Kwan, I. and Mapstone, J. (2004) 'Visibility aids for pedestrians and cyclists: a systematic review of randomised controlled trials', *Accident Analysis & Prevention*, 36(3), pp. 305-312.

Kwan, I. and Mapstone, J. (2004) 'Visibility aids for pedestrians and cyclists: a systematic review of randomised controlled trials', *Accident Analysis & Prevention*, 36(3), pp. 305-312. [Online] DOI: 10.1016/S0001-4575(03)00008-3 (Accessed: 29 March 2004).

Book: Surname, Initial(s) (Year) *Book title in italics*. Edition - if available. Place: Publisher.

For Example-

Dybvig, D.D. and Dybvig, M. (2003) *Det tenkende mennesket. Filosofi- og vitenskapshistorie med vitenskapsteori*. 2nd edn. Trondheim: Tapir akademisk forlag.

Bick, J. (2000) *101 Thing You Need To Know about Internet Law*. Ebrary [Online]. Available at:<http://site.ebrary.com/lib/ntnu/> (Accessed: 30 March 2004).



APPENDICES

Body Text

Research protocol format

1. Covering Page
2. Index
3. Introduction
4. Literature Review
 - Summary of Literature Review
 - Gap in Literature
5. Statement of the problem
6. Objectives of study
7. Hypotheses/Assumptions
8. Limitations of the study
9. Scope of study
10. Research Design and Methodology
 - Sampling Technique
 - Sample Size
 - Tools and Techniques
11. Time Plan
12. References