

A template containing detailed Print Requirements and Formats for Ph.D Thesis

Preparation has been prepared to facilitate preparation of Thesis by Ph.D

scholars

Dr. Rammanohar Lohia Avadh University Ayodhya

Print Requirements and Formats for Ph.D. Thesis Preparation

5 copies of the thesis in hard cover binding must be submitted in the Department.

1. Cover page (hard cover binding with golden print) – Annexure - I
2. The format for the spine/back bone (written as **Ph.D. Thesis** (left) **Name of the Scholar** (Center) **Year** (Right))
3. Inner cover page (same as cover page, printed on white A4 sheet)
4. Undertaking from the Ph.D. Scholar - Annexure - II
5. Declaration Certificate - Annexure - III
6. Certificate from the Supervisor (in Department's letter head) – Annexure - IV
7. Certificate from the Co-Supervisor (if any in her/his Department's letter head) – Annexure - V
8. Pre-submission seminar completion certificate - Annexure - VII
9. Copyright transfer Certificate - Annexure - VIII
10. Acknowledgement
11. Preface
12. Table of Contents -
13. List of Abbreviations, Symbols, Figures and Tables
14. Abstract of the thesis
15. Text (usually divided into chapters and sections)
16. References
17. 5 CD/DVD with Soft copy in pdf format (one complete thesis and splitted chapters as shown in Annexure IX at hard cover of Thesis)

18. Note: No Thesis will be submitted without plagiarism report of the University.

- The citation style must be consistent with most recent edition. Scholars are advised to follow their respective citation style of their domain as under:

S. N.	NAME OF THE DRC	CITATION STYLE
1.	Faculty of Management Studies	American Psychological Association (APA)
2.	Faculty of Bio-Sciences & Biotechnology	Vancouver
3.	Faculty of Law	Indian Law Institute (ILI)
4.	Faculty of Education	American Psychological Association (APA)
5.	Engineering & Technology Domain	IEEE
6.	Science & Technology Domain	IEEE

7.	Faculty of Applied Arts, Journalism & Communication, Humanities & Social Sciences	American Psychological Association (APA) Modern Language Association (MLA)
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19. List of paper published/ accepted/ presented

- (i) **In Journals** - Minimum two research papers out of his / her Ph.D. work in refereed Journals (indexed in reputed database such as Scopus, Web of Science, ABDC, PubMed, etc.) as First Author and Supervisor as corresponding author/co-author as per DR. RAMMANOHAR LOHIA AVADH UNIVERSITY AYODHYA Ph.D. Regulations.
- (ii) **In Conferences** - Two research paper presentations in conferences/seminars related to Ph.D. research work.

20. Copies of acceptance letter in case the paper is accepted.

21. Copies of first page of manuscripts/reprints of the papers published/ accepted.

22. A personal profile not exceeding one page with photograph of the candidate.

PRINT REQUIREMENTS:

- Text must be set in 12-point Times New Roman.
- One side printed
- Font Size (Chapter Separator): Times New Roman 22

PAPER REQUIREMENTS: The original report to be printed on regular white A4 sheet (80gsm - 100gsm).

MARGINS

- The text of the document must be justified.
- The left and right margin will be set at 1.25". The top and bottom margin will be set at 1".
- A subheading at the bottom of a page will be followed by at least two full lines of type. If space does not permit two lines plus a 1" margin, the subheading will begin on the next page. Similarly, a new paragraph toward the bottom of a page will run for at least two lines or be started on the next page. The final few words of a paragraph will not be continued on the next page. At least two full lines of type are required to continue a paragraph on the next page.

PAGINATION

- Each page must be numbered, with the exception of the Title Page, which counts as page i but does not show a number.
- The preliminary pages—including the undertaking from the scholar, self-declaration from the scholar, certificates from Supervisor and Co-Supervisors, Copyright transfer certificate, Table of Contents, List of Tables, List of Figures, Abstract, etc. —will be numbered with lower-case Roman numerals (ii, iii, iv, etc.) centred 0.83" from the bottom edge of the page. The first page that will show a page number is page ii.
- All remaining pages—including text, illustrations, appendices, and references—carry consecutive numerals (1, 2, 3, etc.). The page number will be - Bottom Centre.

SPACING

- The text of the document will follow line spacing of 1.5”.
- Exceptions are made for the following material, which will be single-spaced:
 - Table and figure captions
 - Tabular material as necessary
 - Appendix material as appropriate

CENTRING

Centred material is to be centred between the left and right margins.

INDENTATION

The first line of all paragraphs of running text will be indented 0.5”.

TABLES AND FIGURES

Definitions

- The word “Table” is used for tabular data in the body of the thesis and in the appendices.
- The word “Figure” designates all other illustrative material used in the body and in the appendices, including, for example, graphs, charts, drawings, images, and diagrams.

Preparation

- All figures and tables, including numbers and captions, will fit within a 6” by 9” area in order to comply with margin regulations.
- Where material for figures and tables is too large to fit within margin requirements, it may be reduced either by xerography or by means available to the word processing programs (reduction of point size in fonts). Care must be taken that the final reduction is clear and legible.
- Page numbers, table titles, and figure captions must be the same size as the rest of the text (not reduced).

Placement

- Tables and figures that must be positioned horizontally (landscaped) will face the outer edge of the page, with the widest margin at the binding edge.
- Tables and figures less than one half-page in length will be included on the same page with the text whenever possible, separated from the text above or below by double spacing. If they exceed a half-page in length, they will be placed on a separate page. Two or more small tables or figures may be placed on a single page.
- The placement of the table or figure does not affect the position of the page number.

Numbering

- Tables and figures appearing in the body of the report must be referred to in the text, and will follow as closely as possible the first reference to them.
- Table numbers and titles will be consistent with APA/IEEE/CHICAGO/MLA/ILI/Vancouver format.
- Figure numbers and captions will be consistent with APA/IEEE/CHICAGO/MLA/ILI/Vancouver format.

- Tables and figures are numbered in separate series. Each table and figure, including any in the appendices, has a number in its own series. Each series is numbered consecutively in Arabic numerals within chapters (e.g., Figure 10.1, Figure 10.2, and Figure 10.3).
- Each table and figure will be separately numbered. Figures will be complete on one page.
- If a table continues to the following page, the top line should read “Table 10.1 (continued).” The title is not repeated. Column headings should be repeated.

Titles and Captions

- Tables will be identified by the word “Table” and be numbered consecutively using Arabic numerals. Double space after the table number and type the table title in italics. Capitalize all major words of the table title, including prepositions of four or more letters (e.g., use “With” and “Between” and “of” and “to”). See the APA/IEEE/CHICAGO/MLA/ILI/Vancouver manual for sample table titles.
- Figures will be identified by the word “Figure” and be numbered consecutively using Arabic numerals. The word “Figure” and its corresponding number are typed in italics. Captions for figures are continued on the same line as the figure number. The captions are not italicized. Figure captions are placed *below* the figure and must follow APA/IEEE/CHICAGO/MLA/ILI/Vancouver style for capitalization: capitalize *only* the first word of the caption, any proper noun or adjective, and the first word after a colon.
- These titles/captions will appear in the preliminary pages in the List of Tables or List of Figures

Citations

- When referring to a table or figure in the text, the full word and number will be used (e.g., Table 10 or Figure 6). The table or figure reference must *precede* the table or figure itself.

TITLE <Capital letters, font Arial bold 18>

Thesis Submitted For the Award of the Degree of

DOCTOR OF PHILOSOPHY <capital letters, font Arial 16>

(Name of Area)

By

<NAME OF THE Ph.D. SCHOLAR> <capital letters, font Arial bold 16>

Under the Supervision of

<NAME OF THE SUPERVISOR> < capital letters, font Arial 16>

<NAME OF THE CO-SUPERVISOR(s)> < capital letters, font Arial 16>



<NAME OF THE INSTITUTION, > <capital letters, font Arial 14>

Dr. RAMMANOHAR LOHIA AVADH UNIVERSITY AYODHYA

UTTAR PRADESH <capital letters, font Arial 14>

INDIA <capital letters, font Arial 14>

20__ __

UNDERTAKING FROM THE Ph.D. SCHOLAR

I hereby declare that I,, have completed the
Ph.D. thesis work on the title
“.....
.....
.” under the supervision ofandfor the degree of
Doctor of Philosophy, Dr. Rammanohar Lohia Avadh University Ayodhya Uttar
Pradesh.

This is my own work & I have not submitted it earlier elsewhere.

Date:

<Sign of the Scholar>

Place:

<Name of the Scholar>

DECLARATION CERTIFICATE

I, <Name of Scholar> S/o / D/o <Name of Father>, and <Name of Mother> certify that the work embodied in this Ph.D. thesis is my own bonafied work carried out by me under the supervision of <Name of Supervisor> and <Name of Co-Supervisor> for a period of <Month, Year> to <Month, Year> at Dr. Rammanohar Lohia Avadh University AyodhyaUttar Pradesh. The work embodied in this Ph.D. thesis has not been submitted for the award of any other degree/ diploma except where due acknowledgement has been made in the text.

I, hereby declare that I have faithfully acknowledged, given credit to and refereed to the research workers wherever their works have been cited in the text and the body of 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, thesis, etc. or available at websites and included them in this Ph.D thesis and cited as my own work.

Date :

<Sign of the Scholar>

Place :

<Name of the Scholar>

<Enrolment No.....>

Date of Registration: DD:MM:YYYY

Date of Submission: DD:MM:YYYY

CERTIFICATE FROM THE SUPERVISOR

This is to certify that research work embodied in this thesis entitled “_____” submitted to Dr. Rammanohar Lohia Avadh University Ayodhya Uttar Pradesh, for the award of the degree of **Doctor of Philosophy (<Name of Area>)** has been carried out by <Name of Scholar> under my supervision at <Name of Institution> <Location>, **Dr. Rammanohar Lohia Avadh University Ayodhya** from _____ to _____.

To the best of my knowledge and belief, this work is original and has not been submitted so far in part or in full for the award of any degree or diploma of any University/ Institute.

<Date:.....>

<Signature of Supervisor>

<Name of Supervisor>

<Designation, Name of Institution>

CERTIFICATE FROM THE CO-SUPERVISOR

This is to certify that research work embodied in this thesis entitled “_____” submitted to Dr. Rammanohar Lohia Avadh University Ayodhya Uttar Pradesh, for the award of the degree of Doctor of Philosophy (<Name of AREA>) has been carried out by Ms./Mr. _____ under my co-supervision at <Name of Institution> **Dr. Rammanohar Lohia Avadh University Ayodhya**, from _____ to _____.

To the best of my knowledge and belief, this work is original and has not been submitted so far in part or in full for the award of any degree or diploma of any University/Institute.

<Date:>

<Signature of Co-Supervisor>

<Name of Co-Supervisor>

<Designation, Name of Institution/Organisation>

COURSE WORK AND COMPREHENSIVE EXAMINATION

COMPLETION CERTIFICATE

This is to certify that, Enrollment No....., a bonafide Ph.D. Scholar of *<Name of Institution >* has successfully completed the course work and comprehensive examination, which is part of his/her Ph.D. programme.

<Signature of the HoD>

<Name of the HoD>

<Name of the Institution >

Date:

PRE-SUBMISSION SEMINAR COMPLETION CERTIFICATE

This is to certify that Mr./Ms....., Enrollment No....., Ph.D Scholar of <Name of Institution, > has successfully completed the pre-submission seminar (held on) requirement, which is part of his/her Ph.D programme on his/her thesis entitled, “ ”

<Signature of the HoD>

<Name of the HoD>

<Name of the Institution >

Date:

COPYRIGHT TRANSFER CERTIFICATE

Title of the Thesis:

Ph.D. Scholar's Name:

Enrollment No.....

COPYRIGHT TRANSFER

The undersigned hereby assign to the Dr. Rammanohar Lohia Avadh University AyodhyaUttar Pradesh copyright that may exist in and for my thesis submitted for the award of the Ph.D degree.

<Signature of the Scholar>

<Name of the Scholar>

Date.....















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 provide that the source and the University's copyright notice are indicated.

Important Notice

Thesis in pdf format on CD/DVD is to be attached at end cover with each copy of thesis submitted.

The content of thesis in pdf format should be on the CD/DVD must be as described below:

- 1) One file of complete thesis in pdf format not more than 8 MB in size
- 2) Separate Chapters of the thesis as shown below

Name	Type
 01_title.pdf	PDF File
 02_certificates.pdf	PDF File
 03_acknowledgements.pdf	PDF File
 04_contents.pdf	PDF File
 05_preface.pdf	PDF File
 06_list of tables figures.pdf	PDF File
 07_chapter 1.pdf	PDF File
 08_chapter 2.pdf	PDF File
 09_chapter 3.pdf	PDF File
 10_chapter 4.pdf	PDF File
 11_chapter 5.pdf	PDF File
 12_chapter 6.pdf	PDF File
 13_chapter 7.pdf	PDF File
 14_references.pdf	PDF File