Yenepoya University

GUIDELINES FOR THE PREPARATION OF Ph.D. Thesis

THESIS

The arrangement of parts of Ph.D. Thesis

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

- 1. Cover page
- 2. Inside cover page
- 3. Dedication page (Optional)
- 4. Certificates from Research Guide and co-guide on letter head
- 5. Declaration by the candidate
- 6. Acknowledgements
- 7. Table of Contents
- 8. Abstract
- 9. List of Tables
- 10. List of Figures
- 11. Annexures
- 12. List of Symbols, Abbreviations or Nomenclature (Optional)
- 13.Chapters (1) Introduction, (2) Literature review, (3) Methodology, (4) Results, (5) Discussion, (6) Summary and Conclusion
- 14. References
- 15. List of papers based on Thesis (Published /acceptance letter for publication) hard copies to be Submitted.
- 16.Doctoral Committee

The formats in various headings are given below

Cover page See Appendix I	
Inside cover page	Same as Cover page
Dedication page (if Any)	Should not exceed one page
Bonafide Certificate Guide	See Appendix II
Bonafide Certificate CoGuide	See Appendix III
Declaration of the Candidate	See Appendix IV
Abstract	Should not exceed two pages (about 600 words and should contain a maximum of 6 key words)
Acknowledgements	Should not exceed two pages
Table of Contents	See Appendix V
List of Tables	
List of Figures	
List of Symbols, Abbreviations or	
Nomenclature (Optional)	
Contents (Sample)	See Appendix VI

GUIDELINES FOR PREPARATION OF THESIS

RECOMMENDATION : TOTAL NUMBER OF PAGES IN THE THESIS NOT TO EXCEEED 200- 250

THESIS FORMAT:

The thesis manuscript has three sections basically :

- the preliminary pages
- the Chapters
- the reference list.

PRELIMINARY PAGES :

The preliminary pages consist of the :

- I. Title Page
- II. Certificate from Research Guide
- III. Certificate from Research Coguide
- IV. Declaration Certificate
- V. Abstract
- VI. Acknowledgements
- VII. Dedication (optional)
- VIII. Table of contents

IX. Abstract (start numbering pages in small roman numerals)

- X. List of tables
- XI. List of figures

XII. Other lists if any.

Preliminary pages are numbered separately from the rest of the text.

Numbering of Pages :

- The title page has no number but is counted for the toal number of pages.
- Page numbers shall be placed in lowercase, Roman numerals centered at the bottom of the preliminary pages. This numbering is continued in all the preliminary pages (up to the first page of the text).

ORDER OF PRELIMINARY PAGES:

1. Title Page

- The title of the thesis should be as concise and congruent in every respect including punctuation, capitalization, hyphenation, on the abstract, approval forms and other documents submitted along with the thesis.
- On the title page, the identical title must appear in all capital letters with every line centered on the page.
- The month in which the thesis is submitted, e.g., May / August / January with the year of submission is to be printed at the bottom of the page (as shown in the annexure).

2. Abstract

• The abstract should provide a brief, descriptive account of the thesis not exceeding 600 words, 1.5 spaced lines and should adhere to the same style as the thesis manuscript. The abstract may include specific names of places and other proper nouns.

3. Dedication (optional)

• The dedication is brief, single-spaced, and centered on the page (horizontally and vertically). Dedication customarily begins with the word "To".

4. Acknowledgement

- Title of this page ACKNOWLEDGEMENTS is centered in all capital letters. The following maybe thanked in this section :
- Persons who have been rendered help to the student in completing the degree requirements.
- Acknowledgement of grants and special funding from funding agencies, received in support of the research.

5. Table of Contents

- The words TABLE OF CONTENTS must be centered, page two inches from the top of the first page only.
- The Table of Contents must include all chapter headings, the bibliography and appendices.
- Line spacing : in an entry 1.15; between two different Entries 1.5.
- The headings of major sections (i.e., chapters, bibliography, references, appendices) are written in all capital letters.
- Headings must be identical to both in the Table of Contents and in the text.

6. List of Tables (if tables appear in the thesis)

- The heading, LIST OF TABLES, appears centered on the page two inches from the top of the first page only.
- All table numbers and captions are listed exactly as they appear in the text.

7. List of Figures (if figures appear inthe thesis)

- The heading, LIST OF FIGURES, appears centered on the page two inches from the top of the first page only.
- All figure numbers and captions are listed exactly as they appear in the text.

8. List of Abbreviations (nomenclature) used:

- The heading, ABBREVIATIONS, appears centered on the page two inches from the top of the first page only.
- Symbols used, their meaning, and units are given in this section
- The expansions of all the abbreviations, symbols used should be listed in alphabetical order.

9 Other Lists (Definitions, Glossary of terms, etc.)

• The appropriate title in all capital letters is centered two inches from the top of the first page only for each of these sections.

10. References:

- The references should be in VANCOUVER style
- For eg: Miller DJ, Shugars DA. The Health of the Dental Professional: American Dental Association Councils. J Am Dent Assoc. 1987; 114(4):515-8.
- line spacing in the references should be 1.15 and the spacing between the references 1.5

PAGE DIMENSIONS AND MARGIN

QUALITY OF THE PAPER : Good quality white paper preferably not lower than 80 gsm. SIZE OF THE PAPER : Standard A4 size (210 mm X 297 mm) paper should be used for preparing the copies. DIMENSIONS OF THE PAGE MARGINS: Top edge : 1 inch (25 mm) Left side : 1 ½ inch (38 mm) [For binding] Bottom edge : 1 inch (25 mm) Right side : 1 inch (25 mm) Size (200 mm) : 2 aserjet /Inkjet printer, the text having been processed using a standard text processor.

STANDARD FONT TYPE	standard text processor. : Times New Roman	C	1	U
FONT SIZE	: 12 pts			
LINE SPACING	: 1.5			

The text must be 1.5 lines spaced and printed on only one side of each page.

TEXT

- The text must be divided on a style that is followed consistently throughout the document.
- Chapter organization as practiced by the discipline should be followed.
- The larger divisions and more important minor divisions are indicated by suitable, consistent headings / sub-headings.
- The student, the Guide, the co-guide and the academic department are responsible for the quality and content of the text.

Some specific requirements for text presentation :

1. Headings and Subheadings

- Headings (Font Size 14, bold, Times New Roman) and sub-headings (Font Size 13, bold, Times New Roman) maybe used to subdivide chapters or sections, but a consistent sequence of headings as identified in the style selected by the Research Guide must be followed.
- The student shall not change the sequence and style of headings from chapter to chapter.
- Once the sequence is chosen, it must be followed consistently throughout the thesis.

2. Pagination

- No number appears on that title page.
- In the subsequent pages, lower-case, Roman numerals are used sequentially to number all the preliminary pages preceding the text.
- Beginning with the first page of the text, all pages are to be numbered with Arabic numerals, positioned at the bottom of the page, centered between the margins, consecutively, throughout the thesis document, including the appendix, the bibliography, list of references.
- Page headers or running heads may not be used in the thesis.

3. Tables and Figures (Floaters):

- "Table" refers to a columnar arrangement of information, often data sets, organized to save space and convey relationships and comparisons at a glance.
- The tables should be numbered in Arabic numericals in sequential order as they appear in the text as shown in example cited below.
- Each table should have a title (header) comprising of a brief description, highlighting the relationships of the data contents in the table.
- For eg : Table 1.3 : A comparison of the enzyme activity at 30° C and 37° C. (table number 1.3, 1 stands for chapter number and .3 for the table number in the chapter).
- The term "figure" refers to graphs, drawings, diagrams, charts, maps, illustrations or photographs.
- The figures should be numbered in Arabic numericals in sequential order as they appear in the text.
- Each figure should have a legend below the figure / picture / graph, comprising of a brief description, of the figure / picture / Illustrations / photographs / graph with experiment.
- For eg : Fig. 1.6 : Effect of temperature on enzyme activity at 30° C and 37° C. (table number 1.6, 1 stands for chapter number and .6 for the figure in the chapter).
- The header (**bold**) and the legend should be in font size 10, italics, Times New Roman and 1.15 line spacing.
- Tables and Figures should be inserted in the text near where they are first mentioned.
- A table or figure may appear on the same page as the text that refers to it or on a separate page. However, each figure or table must be numbered and have a legend or title respectively.

4. Illustrations

- Every illustration material
- must be referred to in the text
- must be placed after and as near as possible to the first reference to it in the text.
- must be prepared on paper that is the same weight (or stronger).
- use the same font type as elsewhere in the manuscript.
- If illustrations are mounted
- dry mounting must be used.
- may not be mounted with rubber cement, staples, mucilage, or photomounting corners.
 - Illustrations must be
- drawn or computer-generated in black ink.
- may be laser-printed or drawn in waterproof, permanent ink.
- Color should be used only if it is essential to the thesis.

5. Photographs

- High quality, high contrast copying machine should be used to reproduce photographic material for submission in lieu of photographs.
- Original photographs should be printed on single-weight, fiber-based paper with a matte finish.
- Photographic prints must be processed for established standards for chemical permanence.
- Black-and-white prints are preferable.
- Photograph page number placement follows the standard pagination style.

6. Appendix / Appendices

• The appendix or a series of appendices maybe included immediately following the main

text.

- The appendix includes material that is helpful to the reader of the thesis but is too lengthy for inclusion in the text or footnotes.
- The title, APPENDIX, appears only on the first page of the section, in capital letters centered two inches from the top.
- Examples of such material include questionnaires, letters, original data, sample forms and vitae.
- Appendix is numbered with roman numericals, uppercase, as follows Appendix I.
- Each appendix is a separate subdivision of the text and must begin on a separate page
- The materials in the Appendix should be referred to in appropriate places in the text as follows (Appendix I) .
- Each appendix must be listed in the List of Appendices.

ORGANISATION OF THE THESIS

- The thesis shall be presented in a number of *chapters, starting* with **Introduction** and ending with **Summary and Conclusions.**
- Each of the chapters shall have an accurate title indicating the contents of the chapter.
- A chapter may be subdivided into *sections, sub- sections and subsub-section* so as to present the content systematically and with due emphasis.
- Each chapter shall begin on a fresh page
- However the sections / subsections in the chapter will be numbered as follows :

1. Chapter and Section format : Introduction

- The title of **CHAPTER 1** shall be **Introduction**. Introduction justifies and highlights the problem poser and defines the research problem / topic, the aim, objectives and scope of the work presented in the thesis. It may also highlight the significant contributions from the investigation.
- Chapter numbering should be centered on the top of the page using large bold print using only Arabic numerals.

Constitution of a chapter :

- A chapter can be divided into **Sections, Sub-sections and Sub-sub-sections** so as to present different concepts separately and in a sequential manner.
- Sections and sub-sections can be numbered using decimal points, e.g., 3.2 for the second Section in Chapter 3 and 3.2.4 for the fourth Subsection in second Section of Chapter 3.
- Only Arabic Numerals with decimals may be used.
- Section numbering should be left justified using large bold print.

2. Review of Literature

- This is normally the **CHAPTER 2** and presents an critical overview of the previous work published in the literature pertaining to the topic of the investigation. The extent and emphasis of the chapter shall depend on the nature of the investigation to be done in the project.
- Each literature discussed shall have a backup with the appropriate reference inserted in Vancouver style.

• For Example,

Several researchers attempted to develop mathematical models to simulate the activated sludge process. Some of these models simulate the organic removal mechanisms in wastewater treatment field (4 -7) [the appropriate references in the reference list will be numbered from 4 to 7].

The oxygen transfer mechanism has an important place in the activated sludge process. An estimation technique for the oxygen transfer capacity has already been established (8).

3. Methodology:

- The chemicals, reagents used in the study shall be listed in alphabetical order with the names of the manufacturing company
- The source from which the data was collected for the study with names of Instituitions involved. For example, in clinical settings, it may be patients in hospitals, or in community settings, or it may be households or it may be laboratory based study.
- The method of collection of data. interview / study of records / by animal experiments / by performing tests or laboratory Investigations / even through some intervention.
- In case of human / animal study, mention the inclusion and exclusion criteria. If there were any issues involved, mention them and state how you overcame.
- The sampling procedure and sample size.
- The parameters studied and the procedures used with appropriate references. The procedures shall be in a format such that the experiment could be repeated preferrably with similar outcome with the given protocol.
- Give the operational definitions.

4. Results:

- This chapter shall comprise of results of the investigations carried out in the form of figures (either graphs, tables, histograms, piecharts, etc) in sequential order of the experiments outlined in the materials and methods section.
- Every figure will have a number followed by a legend (printed in the specification already mentioned) below it.
- Figure should be in the vicinity of the referral text.
- The Figure number shall be quoted in the appropriate text.
- The inference of every figure has to be mentioned in the referred text of the figure

Table / Figure Format

- As far as possible tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text. However, larger figures / tables may be presented on separate pages.
- Table and figures shall be numbered chapter –wise.
- For example, the fifth figure in Chapter 4 will bear the number *Fig. 4.5*
- Table number and title will be placed above the table while the figure number and caption will be located below the figure.
- Reference for Table and Figures reproduced from elsewhere shall be cited in the last, for e.g. [12].

Equations

• All the equations should be typed in equation editor and should be properly numbered For Example, $\Delta X \alpha X \Delta t$ (2.1)

5. Discussion :

• This shall form the penultimate chapter of the thesis and shall include a thorough evaluation of the results of the investigation carried out and highlight the contributions from the study.

- The discussion should logically lead to inferences of the results of the study leading to the conclusions.
- The conclusions should also lead way to the scope for possible further future work.

6. Summary and Conclusions

- This is the final chapter of the thesis.
- 6.1 A concise report of the work dones.
- 6.2 Findings of the study from results.
- 6.3 logical analysis presented in the discussion
- 6.4 Conclusions & limitations of the study.
- 6.5 Scope of the future work should be clearly stated.

Appendices:

Should include scanned copies of the original ethical clearances obtained, permission letters to collect data from all the centers (if data has been collected from one or more centers), Request letter for validatation of the tools, Copy of the tools used, Request letter for conducting the pre-testing, reliability and pilot study, copy of the informed consent, letter requesting the conducting of the study proper.

Binding

The thesis shall have a black laminated cover with golden letters.

Front Covers

The front cover shall contain the following details:

- Full title of thesis Font size :20; Style : Times New Roman; Position : center justified and at the top, one and a half inches from the top edge.
- Full name of the candidate in 14 point's size font properly centered at the middle of the page. 1" below the title.
- A 1.25 " \times 1.25 " size of the University emblem.
 - Name of the Department
 - Name of the Institute
 - The year of submission

each in a separate line, Times, New Roman, Bold, Capital, Font size 14 and properly centered and located at the bottom of the page.

Appendix I

TITLE OF THE THESIS

A thesis submitted for the award of the degree of

DOCTOR OF PHILOSOPHY (Ph.D) in

Name of the Department

by

Name of the Ph.D Scholar workplace address of the Ph.D Scholar

UNIVERSITY EMBLEM

NAME OF THE DEPARTMENT YENEPOYA MEDICAL COLLEGE YENEPOYA UNIVERSITY MANGALORE 575018 KARANTAKA, INDIA.

AUGUST 2011

Appendix II

CERTIFICATE

This is to certify that the thesis entitled **TITLE OF THE THESIS submitted by NAME OF THE CANDIDATE** to the Yenepoya University, Mangalore 575 018, for the award of the degree of **Doctor of Philosophy (PhD)** is a bonafide record of research work carried out by him under my / our supervision. The contents of this thesis, in full or in parts, have not been submitted to any other Institute or University for the award of any degree or diploma.

Place: Mangalore Date:

(Name of the Guide)

Research Guide

Department of Name of Institute, Yenepoya University Mangalore 575 018.

CERTIFICATE

This is to certify that the thesis entitled **TITLE OF THE THESIS submitted by NAME OF THE CANDIDATE** to the Yenepoya University, Mangalore 575 018, for the award of the degree of **Doctor of Philosophy (PhD)** is a bonafide record of research work carried out by him under my / our supervision. The contents of this thesis, in full or in parts, have not been submitted to any other Institute or University for the award of any degree or diploma.

Place: Mangalore Date:

(Name of the Coguide)

Coguide

Department of Name of Institute, Yenepoya University Mangalore 575 018.

Appendix IV

DECLARATION

I further declare that I have not submitted any of the results of the study for the award of any other degree or diploma.

Place: Mangalore Date: Name & Signature of the Ph.D Scholar

Appendix V

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