

## FORMAT FOR THESIS

1. The thesis must represent a coherent body of original work by the student. It must display a scholarly approach and thorough knowledge of the subject.
2. Plagiarism in any form is completely unacceptable. The candidate should aim 0% Plagiarism. The Plagiarism maximum limits are (1) 10-15% for Introduction (2) 20-25% for literature survey, (2) 5% for Result and discussion (3) 10% for all other chapters (4) 2% Conclusion and Future scope. The maximum limit for the complete thesis report is 15-20%.

### 3. GUIDELINES

#### A. GENERAL GUIDELINES

- a) **Language:** English.
- b) **Style:** A style appropriate to the subject matter should be followed consistently. American or British spelling is acceptable, but one form must be used consistently throughout the thesis.
- c) **Paper:** A4 size, portrait (vertical) orientation. The thesis must be printed on good quality white paper (20-40 lb. bond) on both side of the paper with all the figures and tables in line with the text. In a way, the thesis shall look like a book. Oversize or undersize pages (e.g., maps) can be included but should not be bound into the thesis—they may be placed in a pocket at the back of the thesis.
- d) **Margins:** For copying and binding purposes, the margins of every page of thesis must be kept within the following:

Top: 1"      Bottom: 1"

Right: 1.5"      Left: 1.5"

To insure that margins are correct:

Header = 1.3"      Footer = 1.1"

All manuscript materials must fit within these margin requirements (including tables, headers and footers, figures, graphs and page numbers). When full-page prints of photographs are desired, the image area of the print must conform to the same margins as the text.

- e) **Font:** For the main body of the text, a standard, easily legible, 12-point Times New Roman font is preferred. Footnotes can be 10 or 12-point font. The thesis must be

printed in black ink; printing should be laser printer or better quality. The title of thesis must be in Title Case or ALL CAPS. The title of all entries in the Table of Contents must be in Title Case.

- f) **Page Numbers:** All pages must be numbered in sequence. There must be no missing, blank, or duplicate pages. Specific page number formats, where applicable, are indicated below. Minimum font size is 10-point and must be consistent throughout the text. Chapter 1 must start on page 1.
- g) **Line Spacing:** 1.5
- h) **Order of Items in Entire Thesis:** The following order of items is common to both Standard and Publication thesis formats.

Preliminary Pages (numbered with lower case Roman numerals):

Title Page

Certificate

Abstract

Dedication (optional)

Acknowledgement

Table of Contents

List of Figures

List of Tables

List of Abbreviations and Symbols Used (If applicable)

Main Pages (numbered with Arabic numerals):

Body of Text – divided into chapters

Final Pages:

Endnotes (optional) (continuation of Arabic numerals)

Bibliography/References

Appendices (optional)\* (***Final Entry in Table of Contents***)

List of publications from the thesis

Author's Bio-Data (one page)

## B. PRELIMINARY PAGES

- a) **Page Numbers:** The page numbers in the preliminary material are to be in lower case

Times New Roman numerals, centered at the bottom of the page, except for the title page, which is not numbered.

- b) **Title Page:** This must be in standard format. There is no page number written on this page, but it is considered to be page one (i).
- c) **Certificate** (page ii): This must be in standard format. The original copy must bear original signatures.
- d) **Dedication** (if applicable): The content and format of this page are up to the student.
- e) **Acknowledgement:** The content and format of this page are up to the student.
- f) **Table of Contents:** For clarity, use 12 point font. For the ordering of items in the Table of Contents, please see section 3A.h (above). All chapter titles, headings and subheadings should appear in the Table of Contents. Insert the word —Chapter in front of chapter numbers in the table of contents and in the main body of text. Chapter 1 should be entitled Introduction, for example, Chapter 1: Introduction and the last chapter entitled Conclusions (or Discussion) and Future Scope. Line spacing of 1.5 should be maintained between entries. Text within the titles must not hang over the Table of Contents' page numbers; the column of page numbers must be free of any text from the titles. Right align page numbers. Each appendix (if applicable) should be listed separately in the Table of Contents.
- g) **List of Tables and List of Figures** (if applicable): line spacing of 1.5 should be maintained between entries. The lists should include any material inserted in a back pocket. When listing the Tables and Figures make sure that text within the titles must not hang over the page numbers; the column of page numbers must be free of any text from the titles. Figures and Tables must be numbered separately. For example: Figure 1. Database contexts; Table 1. Input data. Figure captions are to be *below* the figures. Table titles are to be *above* the tables. Do not put the figures and tables at the end of the document. A figure/table should appear at or near the place where it is referred to in the text for the first time.
- h) **Abstract:** This part of the thesis will be the most widely published and most read because it will be published in Dissertation Abstracts International. It is best written towards the end, but not at the very last minute because it will probably need several drafts. It should be a distillation of the thesis: a concise description of the problem(s) addressed and the method of solving it/them, the results and conclusions. An abstract must be self-contained. Usually it does not contain references. When a reference is necessary, its details should be

included in the text of the abstract. The number of words may be limited to 2000 not exceeding four pages of spacing 1.5 and font type Times New Roman with size 12.

- i) **List of Abbreviations and Symbols Used** (if applicable).
- j) **Acknowledgements:** The author of the thesis can acknowledge the help and guidance received from different persons in this section. Any financial support received from funding agencies in the preparation of the thesis should definitely stated here.

### C. MAIN PAGES (BODY OF TEXT) – STANDARD FORMAT

- a) **General:** The thesis should be organized as chapters, and should follow the general guidelines and order of items listed in section 3A. Chapter 1 must start on page 1. All chapters should start from the right hand side page as the thesis is opened.
- b) **Page Numbers:** All pages must be numbered in sequence. The font size is 10-point. It is normal practice for the page numbers in the main body of the text to appear in bottom centre, although lower right or the upper right corners are also acceptable. Page numbers must be at least 0.5 inches (1.3 cm) from the bottom of the page.
- c) **Line Spacing:** 1.5, except where indicated otherwise. Short sections (e.g., quotations, equations, footnotes) may require more or less than this.
- d) **Chapter Titles, Headings, and Sub-headings:** All chapter titles, headings, and sub-headings must appear in the table of contents. For each level of title or heading, consistent format in font size and style, numbering or lettering, and placement should be maintained throughout the thesis text. Each chapter should begin on a new page. Chapter title should be Times New Roman, 16 point Boldface Uppercase.

**First-order headings:** Times New Roman 14-point boldface, upper case, flush left, with one blank line before, and one blank line after. Use a period (.) after the heading number, not a colon.

**Second-order headings:** As in this heading, they should be Times 14-point boldface, sentence case Times New Roman, flush left, with one blank line before, and one after.

**Third-order headings:** Third-order headings, as in this paragraph, are discouraged. However, if required, use 12-point Times New Roman bold face, sentence case, flush left, preceded by one blank line, followed by a period.

**Fourth-order headings:** If required, use 12-point Times New Roman boldface, italicized, sentence case, flush left, preceded by one blank line, followed by a period.

e) **Tables and Figures:**

- **General:** The content, placement, and format of figures and tables are determined by discipline practice. Sources of any figures or tables not original to the thesis must be cited. Lettering in tables and figures should be legible at the scale of reproduction in the thesis. Figures may be in colour or grey-scale, as appropriate to the subject matter.  
**Figure and table should be embedded in the text.**
  - **Captions:** Captions must be directly placed above the table and below the figure. Captions can be in sentence form, without capitalizing all major words and should be self-contained in all respects.
  - **Page Setup:** Figures, tables, and captions may be embedded in the text or appear on separate pages as appropriate. Landscape or portrait orientation is acceptable, although the page itself must appear in portrait (vertical) orientation. Margin width and page number placement should be consistent with the rest of text.
  - **Numbering:** All figures and tables are to be listed at the beginning of the thesis except those appearing in the appendices. Numbering or lettering style (if any) should be in accordance with discipline practice, and consistent throughout the thesis.
  - **Other:** Oversize tables, charts, maps, or diagrams are to be inserted into a back inside pocket; these should be included in the list of illustrations or tables.
- f) **Header and footer:** Header and footer formatting should be consistent throughout the thesis.

D. FINAL PAGES (ENDNOTES/REFERENCES/APPENDICES)

a) **Endnotes:** If used, must be placed before the Bibliography and Appendix.

b) **References/Reference List:** All cited references must be listed at the end of the thesis. The thesis must contain a complete reference list or bibliography, citing all the literature and other sources referred to in the thesis and appendices, including websites.

**Format and placement of reference citations:** The citation should be consistent throughout the thesis, and should conform to a scholarly style consistent with discipline practice. References in the text should be written this way:

- Active citation: 'Johansen (1982)'. Example: —as discussed in Johansen (1982).
- Passive citation: '(Johansen, 1982)'. Example: —as discussed in the literature (Johansen, 1982).

Reference to journal articles and papers in serial publications should include last name of each author (upto two authors) or last name of first author followed by et. al. followed by year of publication.

Reference to textbooks and monographs should include last name of each author (upto two authors) or last name of first author followed by et al. followed by year of publication.

### **Reference List:**

Reference to Journals should include:

- last name of each author followed by their initials
- year of publication
- full title of the cited article in quotes
- full name of the publication in which it appears in italics
- volume number (if any) in boldface (Do not include the abbreviation, "Vol.")
- issue number (if any) in parentheses (Do not include the abbreviation, —No.)
- inclusive page numbers of the cited article (include -pp.)

Reference to text-books and monographs should include:

- last name of each author followed by their initials
- year of publication
- full title of the publication in italics
- Edition
- publisher
- city of publication
- inclusive page numbers of the work being cited (include -pp.)
- chapter number (if any) at the end of the citation following the abbreviation, -Chap.

Reference to individual conference papers, papers in compiled conference proceedings, or any other collection of works by numerous authors should include:

- last name of each author followed by their initials
- year of publication
- Month and date of conference
- full title of the cited paper in quotes,
- individual paper number (if any)

- full title of the publication in italics
- Conference name and place (City, State and Country and URL)
- Initials followed by last name of editors (if any), followed by the abbreviation, –eds.
- publisher
- city of publication (if applicable)
- volume number (if any) in boldface if a single number, include, –Vol. if part of larger identifier (e.g., –PVP-Vol. 254)
- inclusive page numbers of the work being cited (include –pp.)

Reference to theses and technical reports should include:

- last name of each author followed by their initials
- year of publication
- full title in quotes, title capitalization
- report number (if any)
- publisher or institution name, city

Online References

- Name of Author/agency (if applicable)
- Name of Article
- Name of website
- Date of Access of Website

### **Citation Sample References:**

#### **For journal -**

[1]Andreff, W. (2000), “The evolving European model of professional sports finance”, *Journal of Sports Economics*, 1(3), pp. 257–276.

[2] Ning, X., and Lovell, M. R., (2002), “On the Sliding Friction Characteristics of Unidirectional Continuous FRP Composites”, *ASME J. Tribol.*, 124(1), pp. 5-13.

#### **For Book and monograph-**

[1]Smith, T. (2020). *The citation manual for students: A quick guide* (2nd ed.). Wiley.

[2] Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association.

[3] Ganster, D. C., Schubroek, J., Sime, W. E., and Mayes, B. T. (1991). The nomological validity of the Type A personality among employed adults [Monograph]. *Journal of Applied Psychology*,

76, 143-168

**For Conference-**

A. L., Quirk, A., Gallop, R., Hoyle, R. H., Kelly, D. R., & Matthews, M. D. (2019), "Cognitive and noncognitive predictors of success", *Proceedings of the National Academy of Sciences, USA*, 116(47), 23499–23504.

Lee, Y., Korpela, S. A., and Horne, R. N., (1982), "Structure of Multi-Cellular Natural Convection in a Tall Vertical Annulus", *Proc. 7th International Heat Transfer Conference*,

**For Thesis-**

Tung, C. Y., (1982), *Evaporative Heat Transfer in the Contact Line of a Mixture*, Ph.D. thesis, Rensselaer Polytechnic Institute, Troy, NY.

**For Website -**

[1] Smith, R., (2002), –Conformal Lubricated Contact of Cylindrical Surfaces Involved in a Non-Steady Motion, from web site <http://www.cas.phys.unm.edu/rsmith/homepage.html> accessed on 12/08/2007.

c) **Appendices:** Each appendix should be listed separately in the Table of Contents.

- **General:** Appendices may include data tables, source codes, analytical procedures, survey forms, or any other supplementary material approved by the supervisory committee. Content and format should be in accordance with discipline practice.
- **Copyright Permission:** Where a thesis includes copyrighted material (e.g., publications), copyright permission letters should be included as a separate appendix. Reprints may be included in the appendices, provided copyright permission is obtained. If there is any conflict in the copy right, then the candidate will be sole responsible for the same.

d) **Pagination:** Pages should be numbered in sequence with the rest of the thesis.

e) **Line Spacing:** spacing between entries should be 1.15. Individual reference entries must not be split over two pages.

f) **Font Size:** Font size for both endnotes and cited references should be consistent with the rest of the thesis text. Other details of format (italics, punctuation, etc.) should be compatible with discipline practice and should be consistent through the entire list.



E. SUPPLEMENTARY MATERIAL (INCLUDED IN THESIS)

- a) **Electronic supplements:** read-only CD/DVD-ROM (in hard case) labeled with student name, thesis title, and date, for back pocket of the thesis, written description of electronic supplements (if any), oversized pages for back pocket.
- b) **Copyright agreement letters** (if applicable – to be included in an appendix)

3.7. ELECTRONIC FORMATS OF THESIS

- a) **General:** candidates should include following material in a CD-ROM or DVD-ROM (read-only), containing this material should be submitted in a hard case and will go in the back pocket of the thesis. A description of the supplementary material, including file names, formats, and a brief description of the contents, should be included as an appendix in the paper copy of the thesis and as a "read-me" file on the CD/DVD-ROM.
- b) **Labeling:** The CD/DVD-ROM must include both electronic and physical labels that list the thesis title, author, institution, and date.

3.8. The thesis shall be hard bound with cover page in **maroon background and golden text** color.

The name of the candidate, roll number and year of submission, shall be printed on the spine of the bound thesis @ Times New Roman font size 16

The candidate will submit the hard bound thesis for: the department, Central library, candidate, supervisor and co-supervisors.

\*\*\*\*\*

<THESIS TITLE, BOLD, CENTERED, TIMES NEW  
ROMAN 14 POINT>

**A  
THESIS**

**SUBMITTED IN PARTIAL FULFILLMENT  
OF THE REQUIREMENTS FOR THE  
DEGREE OF**

**DOCTOR OF PHILOSOPHY  
IN  
<STREAM>**

**by**

**Name of Candidate**

**REGISTRATION NO. -----**



**DEPARTMENT OF .....**

**SHAHEED BHAGAT SINGH STATE UNIVERSITY, FEROZEPUR**

**<Times New Roman 14 in UPPERCASE>**

**(Month, year) <Times New Roman 14>**

## CERTIFICATE

It is certified that the work contained in the thesis entitled “ -----” is an original contribution by me and has not been submitted in part or full for any other degree at this or other university/institute.

The assistance and help received during the course of the thesis work have been acknowledged.

(Name of Candidate)

Date:

(Registration No.:----)

I, the undersigned, Supervisor/Co-Supervisor of -----, Registration No. -----, a candidate of degree of Doctor of Philosophy, agree that the thesis entitled “ -----” may be submitted in partial fulfillment of the requirements for the degree.

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

(Name of the Co-Supervisor)

(Name of the Supervisor)

Co-Supervisor

Supervisor

Deptt of ....., <University >, <City>

Deptt of ....., SBSSU, Ferozepur

The Ph.D. Viva-Voice examination of Mr/Ms. \_\_\_\_\_ Research Scholar, has been held on

\_\_\_\_\_

Sign. of Co-Supervisor

Sign. of Supervisor

Sign. of External Examiner

(Co-Supervisor Name)

(Supervisor Name)

(Expert Name)

Co-Supervisor

Supervisor

External Examiner

Deptt of .....,

Deptt of .....,

Deptt of .....,

<University >, <City>

SBSSU, Ferozepur

<University >, <City>