

GUIDELINES FOR THESIS PREPARATION

Oriental University, Indore
Research Cell

Revised and updated in February, 2024
(enforced w.e.f. Feb., 24,2024)

Oriental University, Indore

Research Cell

Sequence of documents for Thesis (Check list)

1. Front(Title) Page
2. Forwarding Letter of Head of the Department
3. Declaration by the candidate
4. Certificate of the Supervisor & Co-Supervisor (if any)
5. Colored copy of Coursework Certificate issued by the Oriental University
6. Expression of Gratitude
7. Table of Content
8. List of Tables
9. List of Charts
10. List of Figures
11. List of Graphs
12. List of Abbreviations(sorted in alphabetical order)
13. List of Symbols (in order of their use in text)
14. Abstract of Thesis (Max 400 words & also indicate Keywords maximum 6)
15. Chapters
16. Conclusions and Future Work
17. References (For Engineering- IEEE Style & for all other streams-APA Style)
18. Webliography (Date wise and hyperlink- which you have actually referred)
19. Bibliography (If you have referred books)
20. Appendices (Where included)
21. List of Publications
22. Research Papers (only front page)
23. Plagiarism Report

Note: CD containing complete thesis material is to be pasted on inner side of Cover of thesis. Hard bind copies of final thesis (5 Nos.) to be submitted in research cell, duly signed by all concerned.

Pre Submission Documents Committee (PSDC) meeting shall be fixed after the candidate has paid the requisite fee and submitted the following documents in the research cell.

1. Summary in 5 copies (On A4 photocopier paper, stapled and covered with black tape)
2. Draft thesis in 2 copies in above sequence (Spiral bind on A4 photocopier paper)
3. Request for Pre Ph.D. Presentation (PSDC) based on Draft Thesis
4. Affidavit for plagiarism Rs.100 stamp paper
5. Six monthly progress report and presentation in the Department
6. Photographs (6 Nos.)

Oriental University, Indore

Research Cell

GENERAL GUIDE LINES FOR THESIS PREPARATION

1. Structure and formatting aspects of thesis

Purpose

This document, herein after referred to as the Thesis Guide, lists the general and specific requirements governing thesis preparation including guidelines for structuring the contents for style, structure and presentation of the thesis.

Specifications for the Thesis Format

- (a) The thesis needs to be prepared using standard text processing software like MS Word or LATEX. It shall be printed on one of pages. Uniformity in font sizes, fonts, spacing, and margins must be ensured. Thesis should be free from typographical errors.
- (b) Times New Roman font will be used throughout the text of the thesis with 12 font size. However, the captions/footnotes of the tables/figures/diagrams/graphs etc. will be in 11 font size.
- (c) A4 size bond paper of 100 GSM is to be used. However, for draft thesis before PSDC, photocopier A4 size paper with 70-75 GSM may be used with paper back or spiral binding.
- (d) The top, bottom and right side margins should be 1 inch (25 mm), whereas the left side margin should be 1.5 inch (35 mm) for both textual and non-textual (e.g., figures, tables) pages.
- (e) Content should not extend beyond the bottom margin except for completing a foot note, last line of chapter/subdivision, or figure/table caption.
- (f) A sub-heading at the bottom of the page should have at least two full lines of content below it. If the sub-heading is too short to allow this, it should begin on the next page.
- (g) All tables and figures should conform to the same font size as used in the text. Color may be used for figures. If tables and figures are large, they may be reduced to the standard size (provided the reduced area is not less than 50% of the original).
- (h) From beginning of the first page of the thesis (Chapter 1) to the appendices, all pages should be numbered consecutively and consistently in Arabic numerals.
- (i) Page numbers prior to Chapter 1 should be in lower case Roman numerals. The title page is considered to be page i but the number is not printed.
- (j) All page numbers should be placed without punctuation in the upper right hand corner, 12mm from the top edge and with the last digit even with the right hand margin.
- (k) The general text of the thesis should be in double spacing (3 lines per inch). Longtables, quotations, footnotes, multi-line captions and bibliographic entries (references) should be in single spacing (6 lines per inch).
- (l) All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams, etc.) should be prepared, wherever possible, on the same page used to type the

- text and conform to the specifications outlined in point no. 'g'. They should be inserted as close to the textual reference as possible.
- (m) Tables, figures and equations should be numbered sequentially either throughout the thesis or chapter-wise using Arabic numerals. They are referred to in the body of the text capitalizing the first letter of the word and number, as for instance, Table 17, Figure 24, Equation (33), or Table 5.3, Figure 3.11, Equation (4.16), etc.
 - (n) If tables and figures are of only half a page or less, they may appear on the same page as text but separated above and below by triple line spacing. Font size used in tables and figures should be the same as used in text text.
 - (o) Good quality figures must be drawn using standard software that provides vector rather than bit-map graphics. Figures must be scalable.
 - (p) Images, Photographs etc. must be scanned in resolution exceeding 200dpi with 256 greyscale for the monochrome images and 24 bit per pixel for the color images.
 - (q) Block diagrams and other figures (wherever possible) should be drawn on your own.
 - (r) All the headings are centered (without punctuation) 25mm down the top edge of the page. The subsequent type-setting begins four spaces below the heading.
 - (s) Thesis must not exceed 80,000 words, and will normally be over 60,000 words. This word limit includes footnotes and endnotes, but excludes appendices and reference list / bibliography.
 - (t) Typically, a thesis contains the chapters such as introduction, literature review, methods, results, discussion, and conclusion. Thesis should contain 5-8 chapters depending on the nature of study.
 - (u) A chapter can be divided into Sections, Sub-sections, Sub-sub Sections and Sub-sub-sub Sections so as to present different concepts separately. Only three times Sub-section of a Section is allowed. 'CHAPTER 1,2,3.. etc.' will be in bold capital letters with 14 font size and centered. Section and Sub-sections should be in 12 font size bold side headings.
 - (v) Only front page of plagiarism check/ similarity index report be included in thesis.
 - (w) Description of base papers (3 to 5 papers) should be included in the literature review.

Sequence of Contents

The following sequence for the thesis organization should be followed:

Preliminaries

- (i) Front(Title) Page
- (ii) Forwarding letter of Head of Department
- (iii) Declaration by the candidate
- (iv) Certificate of the supervisor and Co-supervisor (if any)
- (v) Colored copy of the certificate of course work issued by Oriental University
- (vi) Expression of Gratitude
- (vii) Table of content
- (viii) List of Tables
- (ix) List of Charts
- (x) List of Figures

- (xi) List of Graphs
- (xii) List of Abbreviations (sorted in alphabetical order)
- (xiii) List of Symbols (in order of their use in text)
- (xiv) Abstract of thesis (Max 400 words and also indicate keywords maximum 6)
- (xv) Chapters
- (xvi) Conclusions and Future Work
- (xvii) References(For Engineering- IEEE Style & for all other streams-APA Style)
- (xviii) Webliography (Date wise and hyperlink- which you have actually referred)
- (xix) Bibliography (If you have referred books)
- (xx) Appendices(Where included)
Required to Attach
- (xxi) List of Publications
- (xxii) Research Papers(only front page)
- (xxiii) Plagiarism Report

Note: CD containing complete thesis material be pasted on inner side of Cover of thesis.
Final thesis 5 Nos. to be submitted in research cell duly signed will be hard bind.

Pre Submission Documents Committee (PSDC) meeting shall be fixed after the candidate has paid the requisite fee and submitted the following documents in the research cell.

1. Summary in 5 copies(On A4 photocopier paper, stapled and covered with black tape)
2. Draft thesis in 2 copies in above sequence(Spiral bind on A4 photocopier paper)
3. Letter for PSDC(As per appendix 5)
4. Affidavit for plagiarism Rs.100 stamp paper
5. Six monthly progress report and presentation in the Department
6. 6 Photographs

Abstract

- (a) A Ph.D. thesis should contain an abstract not exceeding 400 words (about one page).
- (b) An abstract shall be prepared in double space with the heading “ABSTRACT” in font size 14 and bold in uppercase followed by certain preliminary information and the text in font size 12.
- (c) Abstract should be complete by itself and contain no citations.

Table of Content

- (a) The table of content lists all material that follows it. No preceding material is listed. Chapter titles, sections, first and second order sub-divisions, etc must be listed in it.
- (b) Tables, figures, nomenclature, if used in the thesis, are listed under separate headings.

The Text of the Thesis

Introduction

Introduction may be the first chapter. In either case, it should contain a brief statement of the problem investigated. It should outline the scope, aim, general character of the research and the reasons for the student's interest in the problem.

The Body of Thesis

This is the substance of the dissertation inclusive of all chapters, tables, figures, etc.

Conclusions and Future Work

If required, it can be given as the last chapter of the thesis.

Reference material

The list of references should appear as a consolidated list with references listed either alphabetically or sequentially as they appear in the text of the thesis. If pertinent works have been consulted but not specifically cited, they should be listed as Bibliography. References should be in single line spacing with consistent font size, and there should be double spacing between two different references.

Reference Format

APA style

For referencing book

Wells, A.F. (1975). Structural inorganic chemistry (4th ed.). Oxford: Clarendon Press.

For referencing Journal

Brunner, F.H. (1949). Synthetic gasoline from natural gas. *Industrial and engineering chemistry*, 41(11), 2511-2515.

For referencing Web

Holland, M., (2002). Guide to citing internet sources. Retrieved November 2, 2002, from: <http://www.bournemouth.ac.uk/library/using/guidetocitinginternetsourc.html>

IEEE style

For referencing book

U. J. Gelinas, Jr., S. G. Sutton, and J. Fedorowicz, *Business Processes and Information Technology*. Cincinnati: South-Western/Thomson Learning, 2004.

For referencing Journal

IEEE [1] F. H. Brunner, "Synthetic gasoline from natural gas," *Ind. Eng. Chem.*, vol. 41, no. 11, pp. 2511-2515, Nov. 1949.

For referencing Web

[1] M. Holland. (2002, November 2). Guide to citing internet sources [Online] Available: <http://www.bournemouth.ac.uk/library/using/guidetocitinginternetsourc.html>

Listing your references

General advice

Your references should appear in a section headed References that appears after the main body of your text. If you are asked to list other works that you have read, but not cited in your text, list those in a separate section headed Bibliography.

Name/date styles

List your references alphabetically by author's surname. If you have more than one work by the same author, list those works in order of year-of-publication (earliest first).

APA style

Barratt, A. (1987). *Between two worlds: a critical introduction to 'The Master and Margarita'*. Oxford:

Clarendon. Ericson, E.E. (1991). *The apocalyptic vision of Mikhail Bulgakov's 'The Master and Margarita'*. New York:

Edwin Mellen. Milne, L. (1977). *'The Master and Margarita': a comedy of victory*. Birmingham: University of Birmingham.

IEEE style

List your references in numeric order (in order of first appearance in your work), based on the number you have given each citation within the text.

[1] E. E. Ericson, *The apocalyptic vision of Mikhail Bulgakov's 'The Master and Margarita'*. New York: Edward Mellen, 1991.

[2] L. Milne, *'The Master and Margarita': a comedy of victory*. Birmingham: University of Birmingham, 1977.

[3] A. Barratt, *Between two worlds: a critical introduction to 'The Master and Margarita'*. Oxford: Clarendon Press, 1987.

Conference Proceedings

Chaudhuri, S., & Biswas, A. (2017). External terms-of-trade and labor market imperfections in developing countries: Theory and evidence. *Proceedings of the Academy of Economics and Economic Education*, 20(1), 11-16.

Theses

J.L. Johnson, *Densification, Microstructural Evolution, and Thermal Properties of liquid Phase Sintered Composites*, Ph.D. Thesis, The Pennsylvania State University, University Park, PA, USA, 1994.

Patents

V. Oenning and I. S. R. Clark, U. S. Patent No. 4988386, 1991.

Appendix or Appendices

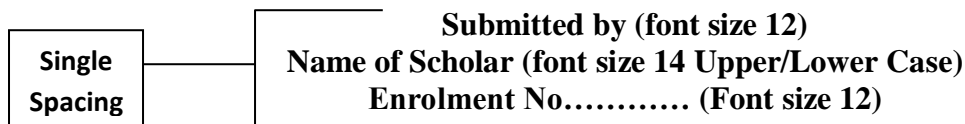
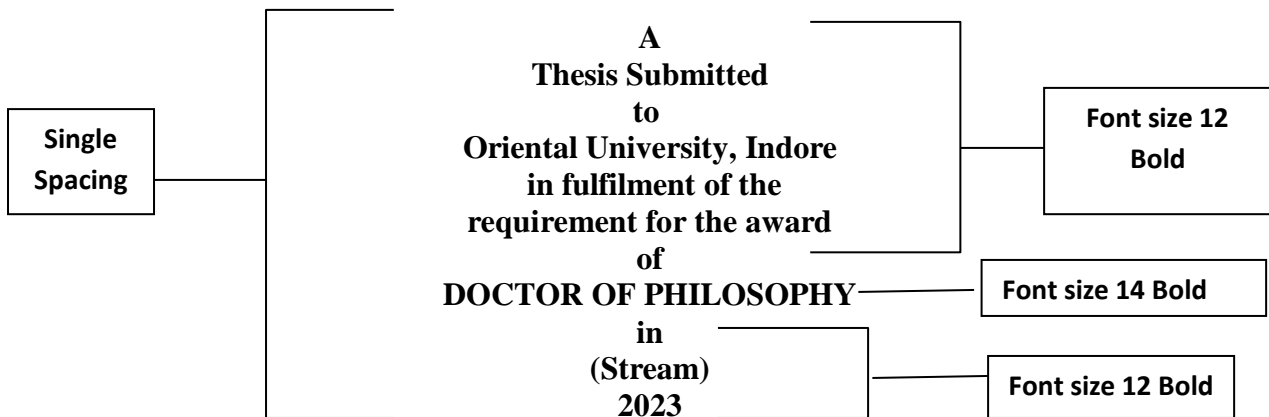
Supplementary illustrative material, original data, and quotations too lengthy for inclusion in the text or which is not immediately essential to an understanding of the subject can be presented in Appendix or Appendices (as Appendix A , Appendix B, etc.)

Each appendix with its title should be listed separately in the table of contents. Likewise, tables and figures contained in the Appendices are to be included in the lists of tables and figures, respectively.

Concluding Remarks

These thesis guidelines list only the basic requirements for preparing the thesis. Over and above the aforementioned points, a thesis should be reader-friendly in both its appearance and presentation. Any other aspect if not included in these guidelines may be taken from the standard literature of his/her area of research specially in using dimensions, units and notations.

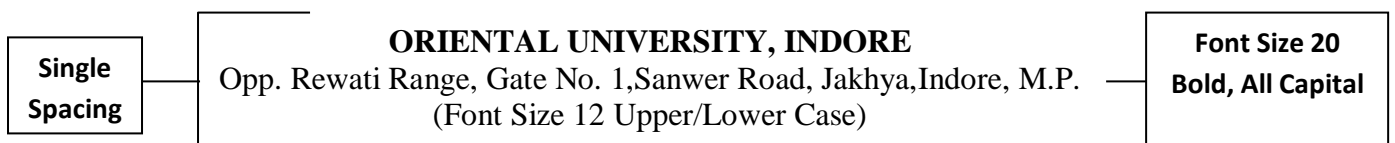
**Title as approved in RDC font size 20 bold
(Font-Times New Roman-Upper/Lower Case)**



**Under the Guidance of (Font size 12)
Name of Supervisor/Guide (font size 14 Upper/Lower Case)**



(3x1.5 cm)



Note: Entire matter on this front page must be distributed as depicted in this page

Declaration by the Candidate
(Font size 14 bold Upper/Lower Case)

I,, Enrolment No. hereby declare that the work presented in this thesis entitled, “.....**Title of Thesis**.....” is based on my own work conducted under the supervision of, (Supervisor). I have put in more than 240 days of attendance with supervisor at the Centre.

I further declare that to the best of my knowledge, the thesis does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University without proper citation.

Place: Indore
Date:

(Name of Scholar)
Enrollment No.

- Entire text should be in Font Size 12.

Certificate of Supervisor
(Font size 14 bold Upper/Lower Case)

This is to certify that the thesis entitled, “.....**Title of Thesis**.....is a piece of research work done by Enrolment Nounder my/our guidance and supervision for the award of degree of Doctor of Philosophy in Faculty of.....at the Department of....., Oriental University, Indore (M.P) India. I certify that the candidate has put in an attendance of more than 240 days with me.

To the best of my knowledge and belief, the thesis;

- i. Embodies the work of the candidate himself/herself
- ii. Has duly been completed
- iii. Fulfills the requirement of the ordinance 10 of Oriental University, Indore.

Date:
Place: Indore

(Signature of Supervisor)

- Entire text should be in Font Size 12.

Request for Pre Ph.D. Presentation (PSDC) based on Draft Thesis

The Registrar,
Oriental University, Indore

Subject: Request for making Pre-Ph.D. Presentation based on draft thesis.

Reference: Ph.D. registration letter No

Title

Sir,

With reference to above, the details of my Ph.D. thesis are given below:

1 Name of the candidate:

2 Name of supervisor and Co-supervisors:

3 Subject:

4 Place of work: Oriental University, Indore

5 Title of thesis:

My draft thesis is complete and I want to make Pre Ph.D. presentation. Kindly arrange for the same.

Date:

(Signature of the candidate)

Place:

Name and Address

(Signature of the Supervisor)

Name and Address:

- Entire text should be in Font Size 12.

Forwarding Letter by Head of the Department
(Font size 14 bold - Upper/Lower Case)

The Ph.D. thesis entitled, “.....**Title of Thesis**.....” submitted by..... is forwarded to the Oriental University. The candidate has paid the necessary fees and there are no dues outstanding against him/her. Thesis conforms to the guidelines for thesis preparation.

Date:

.....
Head of Department

Place:

Countersigned by

Date:

.....
Dean of Faculty

Place:

- Entire text should be in Font Size 12.

Attach a color photocopy of your coursework certificate

Expression of Gratitude
(Font Size 14 bold Upper/Lower Case)

The Candidate is free to use his/her acknowledgement. It is desirable that the name & designation of supervisor and co-supervisor are included. Candidate must acknowledge those organizations who have contributed for his/her research work in any manner. If included, the correct names of University officials should be used as given hereunder:

Vice-Chancellor : Prof. (Dr.) Sunil. K. Somani

Pro Vice-Chancellor: Prof. (Dr.) Dhruva Ghai

Dean Academics: Prof. (Dr.) Garima Ghai

Dean Research: Prof. (Dr.) D.P. Tiwari

Registrar: Dr. Pradyumna Yadav

Signature of Candidate
(Name)

- Entire text should be in Font Size 12.

Table of Content
(Font Size 14 bold Upper/Lower Case)

No.	Description	Page No.

- Entire text inside the table should be in Font Size 12.

List of Tables
(Font Size 14 bold Upper/Lower Case)

No.	Description	Page No.

- Entire text inside the table should be in Font Size 12.

List of Figures
(Font Size 14 bold Upper/Lower Case)

No.	Description	Page No.

- Entire text inside the table should be in Font Size 12.

List of Graphs/Charts
(Font Size 14 bold Upper/Lower Case)

No.	Description	Page No.

- Entire text inside the table should be in Font Size 12.

List of Abbreviations
(Font Size 14 bold Upper/Lower Case)
Abbreviations should be in alphabetical order

Abbreviation	Full Form

- Entire text inside the table should be in Font Size 12.

ABSTRACT

(In centre font size 14 bold 25mm below the top)

Text begins 4 spaces below heading

The theory of relativity was initially conditioned by the unfinished electrodynamics theory. In the theory of relativity Albert Einstein kept some ideas in his mind which was important for the modification of Physics (font size 12 double spacing).

Note :

Abstract should be maximum **400** words. Candidate may include essence of the thesis of his/her research containing glimpses of entire research through which reader can understand what has been done and written in the thesis. Abstract shall have minimum 6 keywords.

- Entire text should be in Font Size 12.

Expect the Unexpected: The Results of Rereading Romantic Literature

3.1 The Literature

3.1.1 Prose

3.1.1.1 Novels and Short Stories

Table 6.1: Effect of initial concentration on removal of MG dye by four types of adsorbents

Fig. 4.2: First order model for four adsorbents

Equation numbering (for third equation of Chapter 2)

$dQ = dU + dW$ (2.3)

Page numbering such as i,ii,iii.... 1,2,3, 13,14,121,122... (should be in the upper right hand corner, 12mm from the top edge and last digit 12 mm from right edge)

Literature Review Format

S.No.	Author(s) / Year	Title	Name of Journal	Source/ Publisher	Findings /Relevance	Research Gap

Note:-

1. At least 20 relevant research papers published in preceding 5 to 10 years should be quoted in literature review.
2. Your research work should be mainly based on research gap.
3. For PSDC/ open Viva-voce examination, number of slides for presentation should be restricted to 4-6 Nos. per chapter and for complete work presentation it should be restricted to maximum 35 slides.
4. Thesis length may be restricted to 60,000 to 80,000 words (excluding the documents annexed).

List of Publications of Candidate
(In centre font size 14 bold 25 mm below the top)
Text begins 4 spaces below heading

Note:

The candidate should publish minimum two research papers for his/her thesis in the journals approved by UGC CARE / Scopus Index / Elsevier etc. List out all the publications of the candidate after his/her registration for Ph.D and have reference with the thesis.

- Entire text inside the table should be in Font Size 12.