

MANGALAYATAN UNIVERSITY, ALIGARH

GUIDELINES FOR PREPARING THE PH.D THESIS (2023)

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. Certificate of the Guide
6. Acknowledgement
7. List of publications out of thesis
8. Abstract
9. Table of contents
10. List of tables
11. List of figures/graphs
12. List of photographs
13. List of abbreviations
14. Body of the thesis consisting of various chapters
15. Conclusion and Further Scope of Research
16. References in Harvard style
17. Appendices
18. Research protocol format

2. Page Dimension, Typing and Binding Specifications

- a. The paper of the thesis should be in A4 size.
- b. Photographs, if necessary, should be suitably mounted on the same quality paper as the thesis.
- c. References in updated Harvard style should be given in a style (as per the Synopsis guidelines of the MU).
- d. The chapter numbers should be indicated in Roman.
- e. Three copies soft bound in time of final submission for the evaluation and after getting evaluation report-
- f. Five copies of the Thesis bound in hard cover along with one copy on CD/Pendrive in PDF format of Sodhganga must be submitted. In case, Research Scholar is

being supervised by more than one Guide, appropriate number of additional copies must be submitted.

- g. The Thesis should be hard bound in below mentioned Cover with outer cover page printed in Golden or Visible Color Bold Letters in specified format. The color of the binding as prescribed below.
- A. Commerce and Management -  Pink
 - B. Faculty of Humanities -  Golden Brown
 - C. Institute of Applied Science/ INPS -  Maroon color
 - D. Institute of Biomedical education and Research -  Green
 - E. Engineering and Agriculture –  Sky Blue
 - F. Faculty of Law  dark Black
- h. University logo, Ph.D. thesis, title of thesis, scholar name and year of submission should be also printed on spine of the thesis with golden printing.
- i. 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.
- j. **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.
- k. **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”
- l. **The thesis should be prepared on good quality white paper preferably not lower than 80gsm**

3. Preparation Format

- A. Cover Page - A specimen copy of the cover page of thesis is given in **Appendix-A**.
- B. Inner Cover Page - A specimen copy of the inner cover page of thesis is given in **Appendix-B**.
- C. Dedication - A specimen copy is given in **Appendix-C**.
- D. **Candidate's Declaration** – A specimen copy of Declaration certificate is given in **Appendix-D**.
- E. **Certificate of the Guide / Co Guide** – A specimen copy of Title page of certificate is given in **Appendix-E**. The certificate shall carry the Guide's / Co-Guide's signature and shall be followed by the Guide's name, academic designation department etc.
- F. **Acknowledgment** – A specimen copy of Acknowledgement certificate is given in **Appendix-F**.
- G. **List of Publications out of thesis** –A specimen copy of the list of publication out of thesis is given in **Appendix-G**.
- H. **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-H**.
- I. **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-I**
- J. **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-J**.
- K. **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-K**.
- L. **List of photographs** –A specimen copy of the List of photographs is given in **Appendix L**.

- M. **Body of the thesis** - The chapters may be broadly divided into 5 parts
- N. Introductory chapter including over view of the concerned area and organization of the thesis
- O. Literature review
- P. Scope and objective, methodology of the thesis
- Q. Chapters developing the main theme of the thesis work
- R. Conclusion and future scope of work.
- S. The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.
- T. 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.
- U. 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.
- V. Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
- W. List of Abbreviations- A specimen copy of ABBREVIATIONS is given in **Appendix M**
- X. References in Harvard style – A specimen copy of REFERENCES is given in **Appendix N**.
- Y. Appendices – A specimen copy of Appendices is given in **Appendix O**.

Appendix-A

(Thesis Cover)

TITLE OF THESIS

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

THESIS / SYNOPSIS

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

Submitted in partial fulfillment of the requirement of the degree

Of

DOCTOR OF PHILOSOPHY

IN (Subject) < Times New Roman, Font Size 16>

by

< Times New Roman, Font Size 14 <Italic> NAME OF THE CANDIDATE

ENROLMENT 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>



Name of the Department

Name of the Faculty

Mangalayatan University, Beswan, Aligarh

MONTH, YEAR

< Times New Roman, Font Size 14, Bold>

(Thesis Cover)

TITLE OF THESIS

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

THESIS

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

Submitted in partial fulfillment of the requirement of the degree
Of

DOCTOR OF PHILOSOPHY

IN (Subject) < Times New Roman, Font Size 16>

by

< Times New Roman, Font Size 14 <>Italic> NAME OF THE CANDIDATE

ENROLMENT 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>



Name of the Department

Name of the Faculty

Mangalayatan University, Beswan, Aligarh

MONTH, YEAR

< Times New Roman, Font Size 14, Bold>

DEDICATION

Body Text

 to
My Parents/.....

DECLARATION

Body Text

I hereby declare that this thesis entitled “***TITLE OF THESIS***” by NAME OF STUDENT, being submitted in fulfillment of the requirements for the Degree of Doctor of Philosophy in NAME OF SUBJECT under Faculty of Department of..... Mangalayatan University, Beswan, Aligarh, during the academic year _____, is a bonafide record of my original work carried out under guidance and supervision of NAME OF SUPERVISOR, DESIGNATION, DEPARTMENT and Co- supervision of NAME OF SUPERVISOR, DESIGNATION, DEPARTMENT has not been presented elsewhere.

(Name of Student)

Enrolment No. _____

Appendix-E

CERTIFICATE

<Font-Style Times New Roman, size – 16>

This is to certify that this Thesis entitled “TITLE OF THESIS” by NAME OF STUDENTS, submitted in fulfillment of the requirement for the Degree of Doctor of Philosophy in NAME OF THE BRANCH under Faculty of of Mangalayatan University, Beswan, Aligarh , during the academic year_____, is a bonafide record of work carried out under my guidance and supervision.

Dated

(Signature of Supervisor)

Name of Supervisor

Designation

Department of _____

Faculty of

Mangalayatan University, Beswan,
Aligarh

Appendix-E -I

CERTIFICATE

<Font-Style Times New Roman, size – 16>

This is to certify that this Thesis entitled “TITLE OF THESIS” by NAME OF STUDENTS, submitted in fulfillment of the requirement for the Degree of Doctor of Philosophy in NAME OF THE BRANCH under Faculty of of Mangalayatan University, Beswan, Aligarh , during the academic year_____, is a bonafide record of work carried out under my guidance and Co-supervision.

Dated

(Signature of Co-Supervisor)

Name of Co- Supervisor

Designation and name of Institute

- **Co- Supervisor certificate should be separate**

Appendix-F

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)

Enrolment No. _____

LIST OF PUBLICATIONS OUT OF THESIS

Body Text

List of Published Papers

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

List of Accepted Papers

Sl. No.	Title of Paper	Name of Journal where accepted	No.	Volume & Issue	Year
5.					

List of Communicated Papers

Sl. No.	Title of the Paper	Name of Journal	Present Status	Year
6.				

ABSTRACT

Body Text

TABLE OF CONTENTS

Candidate's Declaration

- i. Certificate of the Guide
- ii. Acknowledgement
- iii. List of Publications
- iv. Abstract
- v. Table of Contents
- vi. List of Tables
- vii. List of Figures
- viii. List of Photographs
- ix. List of Abbreviations
- x. 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

LIST OF TABLES

Table Page No

Table 1.1 <Title of Table 1.1>

Table1.2 <Title of Table 1.2>

Appendix-K

LIST OF FIGURES/GRAPHS

Figure Page No. Figure 1.1 <Title of Figure 1.1>

Figure 2.1 <Title of Figure 2.1>

.....

Appendix-L

LIST OF PHOTOGRAPHS

Photograph Page No. Photograph 1.1 <Title of Photograph 1.1>

Photograph 2.1 <Title of Photograph 2.1>

.....

.....

Appendix-M

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 Word Trade Organisation 07

REFERENCES IN HARVARD STYLE

REFERENCES IN HARVARD STYLE

When writing a reference list in the Harvard style you need to remember the following:

- Arrange your list alphabetically according to surname and Start the reference list on a new page.
- Cite the references in the text in brackets as (Surname, Year); e.g. (Watson, 2007)
- Use italics for title of journals and book title
- Examples of various References
- **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).
- Anthology (book with articles): An anthology is a book with one editor, but where the chapters are written by several different authors. Surname author, Initial(s) (Year) 'Title of chapter', in Surname editor, Initial(s) (ed.) Book title in italics. Edition. Place: Publisher, page.

For Example

Beizer, J.L. and Timiras, M.L. (1994) 'Pharmacology and drug management in the elderly', in Timiras, P.S. (ed.) *Physiological basis of aging and geriatrics*. 2nd edn. Boca Raton: CRC Press, pp. 279-284.

Fermann, G. (ed.) (1997) *International politics of climate change: key issues and critical actors*. Oslo: Scandinavian University Press.

• **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).

• **Conference papers**

Unpublished papers: Surname, Initial(s) (Year) Title of paper in italics. Unpublished paper presented at Name of conference. Place.

Published papers: Surname author, Initial(s) (Year) 'Title of paper', in Surname editor, Initial(s) (ed.) Title of conference in italics. Place: Publisher, page.

For example

Nørvåg, K. (2003) 'Space-Efficient Support for Temporal Text Indexing in a Document Archive Context', in Koch, T. and Sølvberg, I. (eds) Research and Advanced Technology for Digital Libraries, 7th European Conference, ECDL 2003, Trondheim, Norway, August 17-22, 2003. Berlin: Springer, pp. 511-522.

• ***Newspapers and popular magazines:*** Surname, Initial(s) (Year) 'Title of article', Title of newspaper in italics, Date, page.

For example

Ringen, S. (2004) 'La ikke Erna Solberg rasere det lokale folkestyre', Aftenposten, 25 March, p. 10.

Grosh, A. and Graff, J. (2004) 'A strike at Europe's heart', Time Magazine, 22 March, pp. 22-28.

• ***Dissertation and master thesis:*** Surname, Initial(s) (Year) Title of thesis or dissertation in italics. PhD thesis. Institution, Place.

For example

Hasund, I.K. (2003) The discourse markers like in English and liksom in Norwegian teenage language : a corpus-based, cross-linguistic study. Dr.art. thesis. University of Bergen.

• ***Public information:*** Author/editor (Year) Title in italics. Place: Publisher (Series). **For example**

Arbeids- og administrasjonsdepartementet (2004) Arbeidslivsutvalget. Et arbeidsliv for trygghet, inkludering og vekst. Oslo: Statens forvaltningstjeneste (NOU 2004: 5).

• ***Web page:*** Author (Year) Title in italics. Available at: URL (Accessed: Date).

For example

Fugelsnes, E. (2004) Oppvarmet støv kan gi økte helseplager. Available at:<http://www.forskning.no/Artikler/2004/mars/1079517069.32> (Accessed 01 April 2004)

• Web page with no authors: Title in italics (Year) Available at: URL (Accessed: Date).

Appendix-O

Date

Supervisor's Certificate for Exclusion of Self-Published work

The content of the chapters.....have been published in

- 1.
- 2.
- 3.
- 4.

This published work has been included in the dissertation/thesis and has not been submitted for any degree to any University/Institute.

Signature of Student

Signature of Supervisor

Date:.....

Plagiarism Verification Report

Title
..... of the Master of
Philosophy Dissertation / Doctor of philosophy Thesis. Total Pages
.....Research Scholar.....
Supervisor.....
Subject.....Department.....
Faculty/Institute.....

This is to report that the above dissertation/thesis was scanned for similarity detection. Process and outcome are given below: Software used.....
Date..... Similarity Index..... The complete report of the above dissertation/thesis has been forwarded to the Supervisor for any other admissible exclusion as per UGC norms.

Checked by
Name & Signature

Librarian

Date:.....

Exclusion Report

Title.....
.....

Thesis submitted for the degree of Master or Philosophy /Doctor of Philosophy
Research Scholar.....

Supervisor.....

Subject

Department.....

Faculty/Institute.....

In view of UGC Regulation 2018 on Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions, the following exclusions are recommended:

Generic terms, laws, standard symbols and standard equations, common knowledge or coincidental terms, up to fourteen (14) consecutive words In view of this and on the basis of Plagiarism Verification Report dated the below mentioned similarities may kindly be excluded from the report as they fall under one or more of the above mentioned allowed exclusion. (Attach additional sheets if required)

- 1.
- 2.
- 3.
- 4.
- 5.

After incorporating the above exclusions, a revised Plagiarism Verification Report may kindly be issued.

Signature of Student

Supervisor Signature

Date:.....

Revised Plagiarism Verification Report

On the basis of recommendations of Supervisor in terms of UGC Regulation 2018 on Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions, on the Plagiarism Verification Report dated (copy enclosed), the revised plagiarism verification is done manually excluding the recommended similarities.

Title
.....of the

Master of Philosophy Dissertation/Doctor of Philosophy thesis Total Pages.....

Research Scholar.....

Supervisor.....

Department.....

Faculty/Institute.....

This is to report that the above dissertation/thesis was scanned for similarity detection. Process and outcome are given below:

Software used.....Date.....

Similarity Index.....

Checked by
Name & Signature

Librarian

The previous report of the above dissertation/thesis has been reviewed by the undersigned and exclusions were suggested. The revised report takes into account these exclusions. The dissertation/thesis may be considered for award of degree.

Supervisor

APPENDICES

Body Text

Cover Bind page color specification

- A. Commerce and Management -  Pink
- B. Faculty of Humanities -  Golden Brown
- C. Institute of Applied Science / Institute of Nursing and Paramedical Science -  Maroon color
- D. Institute of Biomedical education and Research -  Green
- G. Engineering and Agriculture –  Sky Blue
- H. Faculty of law 

MANGALAYATAN UNIVERSITY, ALIGARH

GUIDELINES FOR PREPARING THE PH.D SYNOPSIS (2023)

Sr. No.	Title	Page Nos.
	Cover Page – As Annexure- A	i
	Contents	ii
	List of Tables	iii
	List of Figures	iv
1.	Introduction	
2.	Literature Review	
3.	Statement of Research Problem	
4.	Objectives of Research Work	
5.	Hypothesis(if any) for Non Technical Protocols	
6.	Scope of the Study	
7.	Limitations (exclusions) of the Study	
8.	Significance of the study	
9.	I. Methodology(For social sciences)	
	(a) Method(s)	
	(b) Size of Sample	
	(c) Sampling Technique,	
	(d) Tools for Collecting Data	
	(e) Analysis and Interpretation of Data	
	(f) Anticipated Results and Contributions	
	II. Methodology (For Technology & Sciences)	
	(a) Method(s),	
	(b) Experimental Design and Set Up	
	(c) Tools: Software's/Simulation/Programming Language	
	(d) Analysis and Interpretation of Data	
	(e) Anticipated Results and Contributions	
10.	Time schedule	
11.	Time schedule (Graphical representations)	
	References	

Note: The font size, indents, citations etc. shall be strictly as per MU Guidelines for Preparation of Theses / Dissertations / Reports (enclosed)