

MANGALAYATAN UNIVERSITY, ALIGARH

GUIDELINES FOR PREPARING THE PH.D. THESIS (2017)

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. The Thesis should be hard bound in Black Cover with outer cover page printed in Golden Letters in specified format.
- c. Photographs, if necessary, should be suitably mounted on the same quality paper as the thesis.
- d. References in Harvard style should be given in a style (as per the Synopsis guidelines of the MU).
- e. The chapter numbers should be indicated in Roman.
- f. Six copies of the Thesis bound in hard cover and Pre-Submission synopsis along with one copy on CD in PDF format 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 colour of the binding (in hard) shall be black with golden printing.

- 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 80 gsm.

3. PREPARATION FORMAT

- 3.1 Cover Page - A specimen copy of the cover page of thesis is given in **Appendix-A**.
- 3.2 Inner Cover Page - A specimen copy of the inner cover page of thesis is given in **Appendix-B**.
- 3.3 Dedication - A specimen copy is given in **Appendix-C**.
- 3.4 Candidate’s Declaration – A specimen copy of Declaration certificate is given in **Appendix-D**.
- 3.5 Certificate of the Guide – A specimen copy of Title page of certificate is given in **Appendix-E**. The certificate shall carry the Guide’s signature and shall be followed by the Guide’s name, academic designation department etc.
- 3.6 Acknowledgment – A specimen copy of Acknowledgement certificate is given in **Appendix-F**.
- 3.7 List of Publications out of thesis –A specimen copy of the list of publication out of thesis is given in **Appendix-G**.
- 3.8 **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**.
- 3.9 **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**
- 3.10 **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**.

- 3.11 **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**.
- 3.12 List of photographs –A specimen copy of the List of photographs is given in **Appendix-L**.
- 3.13 **Body of the thesis** - The chapters may be broadly divided into 5 parts (i) Introductory chapter including over view of the concerned area and organization of the thesis (ii) Literature review (iii) Scope and objective, methodology of the thesis (iv) Chapters developing the main theme of the thesis work (v) Conclusion and future scope of work.

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

- 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.
- 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.
- Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.

3.14 List of Abbreviations- A specimen copy of **ABBREVIATIONS** is given in **Appendix M**

3.15 References in Harvard style – A specimen copy of **REFERENCES** is given in **Appendix N**.

3.16 Appendices – A specimen copy of Appendices is given in **Appendix O**.

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

< Times New Roman, Font Size 14 <>Italic>

DOCTOR OF PHILOSOPHY

< 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

< Times New Roman, Font Size 12><1.5 line spacing>

MONTH, YEAR

< Times New Roman, Font Size 14, Bold>

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

< Times New Roman,Font Size 14<>Italic>

DOCTOR OF PHILOSOPHY

< 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

< Times New Roman,Font Size 12><1.5 line spacing>

MONTH, YEAR

< Times New Roman,Font Size 14, Bold>

DEDICATION

Body Text

to

My Parents/.....

(A typical specimen of Declaration)

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 THE BRANCH** under Faculty of 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 has not been presented elsewhere.

(Name of Student)

Enrolment No. _____

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.

(Signature of Supervisor)

Name of Supervisor

DESIGNATION

Department of _____

Faculty of

Dated:

Mangalayatan University, Beswan, Aligarh

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>	

LIST OF FIGURES/GRAPHS

Figure		Page No.
Figure 1.1	<Title of Figure 1.1>	
Figure 2.1	<Title of Figure 2.1>	
.....		
.....		

LIST OF PHOTOGRAPHS

Photograph

Page No.

Photograph 1.1 <Title of Photograph 1.1>

Photograph 2.1 <Title of Photograph 2.1>

.....

.....

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	World 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 Sølvsberg, 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).

APPENDICES

Body Text

Research protocol format

1. Covering Page
2. Index
3. Introduction
4. Literature Review
 - Summary of Literature Review
 - Gap in Literature
5. Statement of the problem
6. Objectives of study
7. Hypotheses/Assumptions
8. Limitations of the study
9. Scope of study
10. Research Design and Methodology
 - Sampling Technique
 - Sample Size
 - Tools and Techniques
11. Time Plane
12. References