

# **Thesis Format Guidelines**

UGC approved: April 28, 2006

These guidelines are designed to provide the formatting requirements for all theses and project reports submitted to Mewar University. It contains the basic structure, layout, form, and style are required for the purpose, however, Candidates/ Departments may use additional requirements, if needed, provide that does not conflict with the guidelines contained in this document.

## **1. Thesis and Project Report Arrangement**

Assemble the thesis/project report in this order:

1. Cover page: includes the title, author, degree (“Thesis/Project submitted in partial fulfillment of the requirements for the Degree of Ph.D. of ... in ...”), and date.
2. Cover page color: Pink
3. Thesis/Project Approval Form.
4. Plagiarism policy compliance statement.
5. Copyright page that grants MU the right to use and reproduce fully or partially the work being presented.
6. Dedication page (optional).
7. Acknowledgments page (optional).
8. Abstract: a concise summary of the essential information of the work being presented, namely of the study’s scope, purpose and results. The reference-free single spaced abstract should not exceed two pages.
9. Table of Contents: includes all the subsections of each chapter and the list of appendices (if applicable) and page numbers.
10. List of Figures: includes figure number, caption, and the page number.
11. List of Tables: includes table number, caption, and the page number.
12. Abbreviations page: lists all the abbreviations used in the text alongside their fully written unabbreviated form.
13. Thesis/Project text; the layout is described in the next section.

## 2. Layout

The following presents a framework for a thesis. The information is offered as a general guideline. Students should always consult their advisor for additional guidelines. In particular, the layout of project reports can be different depending on the type and scope of the project. Note that each chapter should start on a new page.

1- *Introduction*: background; statement of the problem; definition of terms; purpose of the study; theoretical basis; contributions of the study; organization of the remainder of the study.

2- *Literature Review*: chronological, categorical or related theoretical view points related to topic.

3- *Proposed Solution/Methodology*: research design or approach (quantitative, qualitative or algorithmic); population and / or sample; collection and tabulation of data; and data analysis procedures.

4- *Solution Validation, Analysis of the Data, Results, and Discussion*: presentation and discussion of the findings, including limitations.

5- *Conclusions, Recommendations*: summarizes the entire research effort; addresses the initial purpose of the study (stated in the introduction); stresses the importance of the work accomplished; leaves a final impression on the reader. It can also include suggestions for further work.

6- *Bibliography/References*: references should acknowledge any work done by someone other than the author. The reference should also include work performed by the author if presented or published at an earlier date. References should adopt one of the standard international styles; the American Psychological Association style for references and citation is recommended. For more information, contact the library.

7- *Appendices*: material too detailed or lengthy for inclusion in the body of the study (e.g. questionnaires, maps). Appendices may also contain information that might clarify the thesis but is routine in nature or indirectly related to the thesis. Raw data and examples of calculation could be incorporated.

### 3. Style and Form

**3.1 Paper:** Use high-quality acid-free A4-size paper, with only one side of the paper.

**3.2 Printing:** A high-quality laser printer should be used for the final copy.

**3.3 Headings:**

In disciplines where section numbering is normally used, the following guidelines apply:

Chapter title: 18 – 24 pt size, bold.

Main Section Headings: can be numbered as chapter-number. Section-number (e.g., 3.2 for chapter 3, section 2) in 14 pt size, bold.

Second Headings: can be numbered as x.y.z (e.g., 3.2.4 for chapter 3, section 2, and subsection 4) in 12 pt size, bold.

First Subheadings: can be numbered as w.x.y.z (e.g., 3.2.4.1 for chapter 3, section 2, subsection 4, and sub-subsection 1) in 12 pt size, regular.

Second Subheadings: preferably unnumbered, 12 pt, italics.

**3.4 Text Font:** Acceptable fonts generated by word processing programs include, but are not restricted to: Times Roman 12, Helvetica 12, and Letter Gothic 12. The font provided through LaTeX is acceptable. Bold and italics should not be used excessively in the text. Furthermore, colored text should not be used.

**3.5 Spacing:** Double or one and a half spacing is required for the text. Only footnotes, long quotations, bibliography entries (double space between entries), table captions, and similar special material may be single spaced.

**3.6 Margins:** Left, 4 cm; top, bottom, and right, 2.5 cm. These are necessary to allow for binding and trimming.

**3.7 Page Numbering:** Preliminary pages of the thesis, that is, those preceding the text are to be numbered in Roman numerals. The first page must not show its page number. Pages of the text itself and of all items following the text should be numbered consecutively throughout in Arabic numbers, beginning with number 1 on the first page of the first chapter. Page numbers should be placed in the lower right corner or center of the page. Only the number should appear, not page 9.

**3.8 Tables and Figures:** Figures and tables should be inserted at the appropriate place in the text. Figures must have numbers and captions under the figures. Tables have their titles and numbers above.

**3.9 Drawings:** Any material which cannot be typed or computer generated should be drawn with permanent black ink in neat and heavy lines. Photographs of drawings are acceptable. Xerox reproductions of drawings are acceptable if they are of high contrast.

**3.10 Photographs:** Mount small photographs with glue. Do not use rubber cement or tape. High-clarity Xerox copies of photographs are also acceptable. However, high-quality scanned e-images can also be inserted into the thesis text.

**3.11 Footnotes:** In disciplines where footnotes are normally used, they should appear at the bottom of the same page as their reference. Footnotes should be numbered in Arabic numerals. The footnote reference is superscripted and the explanation at the bottom of the page begins with the footnote reference number. Footnotes should have a smaller font size than the text (e.g. 10 pt).

**3.12 CDs and DVDs:** identify with title, name of student, and date.

**3.13 Computer Software:** Describe in separate section in prefatory pages (e.g., list of figures and tables). If applicable, state requirements for the use of the software (e.g., hardware, screen resolution type) and any other information necessary for proper viewing of the software.

**3.14 Oversized Material:** Oversize foldout pages may be included, though ample margins for binding must be included. Leave oversize page unfolded. The bindery will fold and insert them. All pages must appropriately numbered if found in the text.

**3.15 Binding:** Binding will be arranged by the library, for a fee, in order to ensure consistency. At least two copies of the thesis should be submitted to the library of the campus concerned.

## **4. Sample Pages**

The following sample pages are appended to show how these guidelines can be implemented.

### 3. Style and Form of thesis in Hindi – (only for Hindi and Sanskrit)

**3.1 Paper:** Use high-quality acid-free A4-size paper, with only one side of the paper.

**3.2 Printing:** A high-quality laser printer should be used for the final copy.

**3.3 Headings:**

In disciplines where section numbering is normally used, the following guidelines apply:

Chapter title: 18-24pt size, bold.

Main Section Heading: can be numbered as chapter-number. Section-number (e.g., 3.2 for chapter 3, section2) in 14pt size, bold.

Second Headings: can be numbered as x.y.z (e.g. 3.2.4 for chapter 3, section 2 and subsection 4) in 12pt size, bold

First Subheadings: can be numbered as w.x.y.z (e.g., 3.2.4.1 for Chapter 3, Section 2, subsection 4 and sub-subsection 1) in 12pt size, regular.

Second Subheadings: preferably unnumbered, 12pt, italics.

**3.4 Text Fond of thesis in Hindi:** Should be M.S. Word 2007, Font- Kruti dev

010, size 16. Bold and italics should not be used excessively in the text.

Furthermore, coloured text not be used.

**3.5 Spacing:** Double or one and half spacing is required for the text. Only footnotes, long quotations, bibliography entries (double space between entries), table captions, and similar special material may be single spaced.

**3.6 Margins:** Left, 4 cm; top, bottom and right, 2.5 cm. These are necessary to allow for binding and trimming.

**3.7 Page Numbering:** Preliminary pages of the thesis, that is, those preceding the text are to be numbered in Roman numerals. The first page must not show its page number. Page of the text itself and of all items following the text should be numbered consecutively throughout in Arabic numbers, beginning with number 1 on the first page of the first chapter. Page numbers should be placed in the lower right corner or center of the page. Only the number should appear, not page9.

**3.8 Tables and Figures:** Figures and tables should be inserted at the appropriate place in the text. Figures must have numbers and captions under the figures. Tables have their titles and numbers above.

**3.9 Drawings:** Any material which cannot be typed or computer generated should be drawn with permanent black ink in neat and heavy lines. Photographs of drawings are acceptable. Zerox reproductions of drawings are acceptable if they are of high contrast.

**3.10 Photographs:** Mount small photographs with glue. Do not use rubber cement or tape. High-clarity Xerox copies of photographs are also acceptable. However, high-quality scanned e-image can also be inserted into the thesis text.

## ANNEXURE

### **FORMAT OF THE Ph.D. THESIS**

The following format may be normally adopted for the Ph. D. thesis:

1. Cover page color: Pink
2. Inner cover page.
3. Undertaking from the candidate.
4. Self declaration certificate from the candidate and Certificate from the Supervisor/Co-Supervisor.
5. Certificate for the completion of course work/comprehensive examination.
6. Certificate for the successful completion of the pre-submission seminar.
7. A copyright transfer certificate.
8. Acknowledgments.
9. Contents.
10. List of symbols, figures and tables, if any.
11. Preface of the thesis.
12. Introduction.
13. Literature review.
14. Chapters covering the work of the candidate.
15. Conclusion.
16. References.
17. Appendices.
18. List of papers communicated/accepted/published/presented.
19. Copies of acknowledgment/acceptance letter in case the papers are communicated/ accepted.
20. Copies of manuscripts/reprints of the papers communicated/accepted/published.
21. A personal profile not exceeding one page with photograph of the candidate, with the authors academic qualification only.
22. References should be arranged chronologically in alphabetical order. Typical style of writing the references is given below:

(a) For single author

Surname, Initials, Title of the Article, Journal Name, Volume, Pages, Year.

(a) For two authors

Surname, Initials and Surname, Initials, Title of the Article, Journal Name, Volume, Pages, Year.

(b) For more than two authors

Surname, Initials, Surname, Initials, ..... and Surname, Initials, Title of the Article, Journal Name, Volume, Pages, Year.

While citing the references in the text, the following format should be followed:

Surname (Year) or Surname *et al.* (Year)

*The names of the Journals should be typed as per the style followed by any standard international organization/abstracting Journal such as IEEE/ Chemical Abstracts/ Current Contents/ Physics Abstracts, etc.*

(A typical Specimen of Cover Page & Title  
Page) <Font Style Arial - Bold>

**TITLE**

<Font Size 18><1.0 line spacing>

**A Thesis**

<Font Size 14>

***Submitted***

<Font Size 14><Italic>

In Partial Fulfillment of the Requirements  
for the Degree of  
<Font Size 14><1.0 line spacing>

**DOCTOR OF PHILOSOPHY**

<Arial><Font Size 16>



**Internal Supervisor**

**External Supervisor**

**Research Scholar**

DEPARTMENT OF .....  
FACULTY OF .....  
MEWAR UNIVERSITY, CHITTORGARH  
<Arial><Font Size 16><1.0 line spacing>

**Year**

<Font Size 14>

## **UNDERTAKING FROM THE CANDIDATE**

<Font Style Arial, Font Size 16>

This is to certify that I, \_\_\_\_\_, have completed the Ph.D. thesis work on the topic “\_\_\_\_\_” under the guidance of Dr.\_\_\_\_\_ (External Supervisor) & Dr..... (Internal Supervisor) for the partial fulfillment of the requirement for the degree of Doctor of Philosophy, Mewar University. This is an original piece of work & I have not submitted it earlier elsewhere.

Date:

Place:

(Research Scholar)



## (A typical Specimen of Declaration)

<Font Style Time New Roman, Font Size 14>

### **DECLARATION**

I, ....., certify that the work embodied in this Ph. D. thesis is my own bonafide work carried out by me under the supervision of Dr..... (External Supervisor) & Dr..... (Internal Supervisor) for a period of ..... from ..... to ..... at MewarUniversity. The matter embodied in this Ph.D. thesis has not been submitted elsewhere for the award of any other degree/diploma.

I declare that I have faithfully acknowledged, given credit to and referred to the research workers wherever their works have been cited in the text and the body of the thesis. I further certify that I have not willfully lifted up some other's work, para, text, data, results, etc. reported in the journals, books, magazines, reports, dissertations, theses, etc., or available at web-sites and have included them in this Ph. D. thesis and cited as my own work.

Date:

*(Signature of the Research Scholar)*

Place:

*(Name of the Research Scholar)*

## **Certificate from the Supervisors**

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

Supervisor signature:

Internal Supervisor Name:

External Supervisor Name:

## **COURSE WORK COMPLETION CERTIFICATE**

This is to certify that Sh/Km/Smt ....., is a bonafide research scholar of this department, has satisfactorily completed the course work requirements which is a part of his/her Ph.D. programme.

*Director (Research)*

Date:

Place:

## **PRE-SUBMISSION SEMINAR COMPLETION CERTIFICATE**

This is to certify that Sh/Km/Smt ....., is a bonafide research scholar of this department, and has satisfactorily completed the pre-submission seminar requirements which is a part of his/her Ph.D. programme.

*Director (Research)*

Date:

Place:

## ANNEXURE

### **COPYRIGHT TRANSFER CERTIFICATE**

Title of the Thesis:

Research Scholar Name:

#### **Copyright Transfer**

The undersigned hereby assigns to the Mewar University all rights under copyright that may exist in and for the above thesis submitted for the award of the Ph.D. degree.

Signature of Research Scholar

**Note:** However, the author may reproduce or authorize others to reproduce material extracted verbatim from the thesis or derivative of the thesis for author's personal use provided that the source and the University's copyright notice are indicated.

## **ACKNOWLEDGEMENT**

(A typical Specimen of Table of Contents)

<Font Style Times New Roman, Font Size 14>

TABLE OF CONTENTS

CHAPTER NO.	TITLE	PAGE NO.
	ABSTRACT	iii
	LIST OF TABLES	xvi
	LIST OF FIGURES	xviii
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**LIST OF SYMBOLS/ABBREVIATIONS USED, FIGURES  
AND TABLES (if any)**



## **PREFACE OF THE THESIS**

## **INTRODUCTION**

## **LITERATURE REVIEW**

**(Chapter should be concluded with gaps in the reported literature/work  
and motivation/inspiration to the work done)**

**Chapters covering the main work of the Research Scholar**

**(These may include like methodology, Problem Formulation, Data Collection/Analysis, Results and Discussions and Case Studies etc.)**

## **CONCLUSIONS AND RECOMMENDATIONS**

## **REFERENCES**

## **APPENDICES**

## **APPENDIX –I**

**List of papers communicated/accepted/published/presented**



## **APPENDIX -II**

**Copies of acknowledgment/acceptance letter in case the  
papers are communicated/accepted**

### **APPENDIX –III**

**Copies of manuscripts/reprints of the papers communicated/  
accepted/ published**

#### **APPENDIX –IV**

**Any other data, material used during the research to be put  
as an appendix**

## **APPENDIX –V**

**Author's profile not exceeding 200 words along with photograp**