

# **Mewar University**

**Chittorgarh, Rajasthan**

**Ph.D Thesis Preparation Manual**

**2019**

## 1. GENERAL

The purpose of this manual is to provide broad guidelines to the research scholars for the preparation of their Ph.D. thesis. It lists the general and specific requirements for the thesis preparation including guidelines for structuring the contents. Further, for style, structure and presentation of a very special type of work specific to a particular field, the scholar may refer to additional style manuals or reference guides and to the published literature in their respective fields of study.

## 2. ARRANGEMENT OF THE CONTENTS OF THESIS

The sequence in which the thesis contents should be arranged and bound should be as follows:

1. *Cover Page*
2. *Inner Cover Page/ Title Page*
3. *Candidate Certificate for Undertaking*
4. *Candidate Certificate for Self Declaration*
5. *Certificate by Supervisors*
6. *Copy Right Transfer Certificate*
7. *Plagiarism Report*
8. *Acknowledgements*
9. *Abstract*
10. *Preface of the thesis*
11. *Table of Contents*
12. *List of Symbols, Figures and Tables, if any*
13. *Introduction*
14. *Literature Review*
15. *Chapters covering the work*
16. *Conclusions*
17. *References*
18. *Appendices*
19. *List of Publications*
20. *Copies of Manuscript/reprints of Papers*
21. *Supervisor's Profile*

## 3. MANUSCRIPT PREPARATION

- **Cover Page**

A specimen of the cover page is given in the format. It carries the pattern and font size required for cover page. The **colour of cover page** should be for different faculties as mentioned below.

S. No.	Name of Faculty	Colors of Cover Page of Thesis
1.	Agriculture & Veterinary Science, Medical, Surgery & paramedical, Alternative Therapy-Homeopathy, Ayurved, Unani, Yoga, Astrology	Green
2.	Management, Legal Studies, Mass & Media Communication	Pink
3.	Computer Science & System Studies, Engineering & Technology, Science & Technology	Sky Blue
4.	Education & Psychology, Vocational Studies, Humanities, Social Science & Fine Art	Yellow

- **Inner Cover Page/ Title Page**

Colour print of the cover page on a thick and smooth white paper.

- **Candidate Certificate for Undertaking**

The Certificate from Candidate should be there as per format shown on our website. The heading **UNDERTAKING FROM THE CANDIDATE** in Times New Roman font size 14 bold in the center of the page.

- **Candidate Certificate for Self Declaration**

The Certificate from Candidate is should be there as per format available in declaration. The heading **DECLARATION BY THE CANDITATE** in Times New Roman font size 14 bold in the center of the page.

- **Certificate by Supervisor/ Supervisors**

The Certificate of Supervisor/supervisors of the thesis by the supervisor(s) should be there as per the format shown in certificate from the supervisors. The heading **CERTIFICATE FROM THE SUPERVISORS** Times New Roman font size 14 bold in the center of the page.

The certificate shall carry the supervisor's signature in original and shall be followed by the supervisor's name, academic designation as per format.

- **Copy Right Transfer Certificate**

The copy right transfer certificate should be there as per format available duly signed by Research Scholar/ candidate.

- **Plagiarism Report**

The scholars must check and scan his/her thesis completely with an authenticate plagiarism soft ware before final submission and submit a certificate regarding same duly signed by scholar along with supervisor and co-supervisor.

- **Acknowledgements**

Acknowledgements shall be brief and should not exceed one page when typed in single spacing Times New Roman with font size 12 within the specified margin of the page. The signature of the candidate shall be made at the bottom right end above his/her name typed in title case

- **Abstract**

Abstract should be an essay type of narration (up to 2000 words only) with single spacing Times New Roman with font size 12 within the specified margin of the page.

- **Preface of the Thesis**

Preface should be an essay type of narration not exceeding four pages outlining the research problem, the methodology used, summary of the findings, possible applications of the research and suggestions/directions for future research.

- **Table of Contents**

The table of contents should list all the contents following this section as per the format available.

- **List of Symbols, Figures and Tables, if any**

The list of symbols, figures and tables should be placed in thesis as per format available.

- **Introduction**

It should cover the background, statement of problems, definition, purpose of study, theoretical basis, and contribution of the study along with future perspectives.

- **Literature Review**

It covers the chronological, categorical or related theoretical viewpoints related to topic or area of research.

- **Chapters covering the work**

This part of thesis includes the research design and approach, methodology, experimental details, analytical study including data analysis with procedures, results and discussion of findings along with limitations.

- **Conclusions**

This part summarizes the whole research efforts, purpose of study and research, importance of work along with future application and suggestions for further research and development in concern area. This must leaves an impression on the reader/expert/examiners.

- **References**

References should as mentioned below pattern with numbering such as.

**Books**

[1] Abdul Kalam, A. P. J. and Tiwari, Arun, *Wings of Fire: An Autobiography*. Hyderabad, AP: Universities Press, 1999.

[2] Gadiya, Ashok Kumar, *Bus ab Bahut ho chuka*. New Delhi: Mewar University Press, 2015.

### **Article in Journal**

[1] Vaidya, V. K., "Sensitized photo-oxidation of osazone by singlet oxygen," *J. of Photochemistry and Photobiology A*. 1994; 81(3), 135.

[2] Nelson, K. A., Davis, R. J., Lutz, D. R. and Smith, W., "Optical generation of tunable ultrasonic waves," *Journal of Applied Physics*. 2002; 53(2), 1144.

- **Appendices**

Appendices in thesis are provided to give supplementary information, which if included in the main text may serve as a distraction and could tend to dilute the central theme under discussion. It includes maps, questionnaires, raw data etc.

- **List of Publications**

The candidate must provide a list of papers published, accepted and communicated by the research findings of the thesis and attach copy of reprint of published papers.

- **Supervisor's Profile:** Complete Bio-Data using Publications in brief.

#### **4. STYLE AND FORM (OTHER THAN HINDI AND SANSKRIT)**

- **Paper:** Use high-quality acid-free A4-size paper, with only one side of the paper.
- **Printing:** A high-quality laser printer should be used for the final copy.
- **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.
- **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.
- **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.
- **Margins:** Left, 4 cm; top, bottom, and right, 2.5 cm. These are necessary to allow for binding and trimming.
- **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 center of the page. Only the number should appear, not page 9.

- **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.
- **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.
- **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.
- **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).
- **CDs and DVDs:** identify with title, name of student, ID number and date. (**6 CD and 2 Pendrive Required**)
- **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.
- **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.
- **Binding:** Seven copies of the thesis should be submitted in the research section as per given format.

## 5. STYLE AND FORM OF THESIS IN HINDI – (ONLY FOR HINDI AND SANSKRIT)

- **Paper:** Use high-quality acid-free A4-size paper, with only one side of the paper.
- **Printing:** A high-quality laser printer should be used for the final copy.
- **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.

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

## 6. ELECTRONIC THESES MAKING (CD/DVD)

- **Mandatory Submission of E- theses:** It is mandatory to submit electronic version of theses as per the UGC guidelines 2009.
- **Submission format:** ETD files should be submitted in **PDF** format. These should be in text, searchable, readable and OCR format.
- **Conversion in PDF:** Use any PDF converter (software) to convert any files into PDF format files.
- **Develop file naming:** Each file have unique name that are convey the content of files being developed. Complete theses will have to converted in to separate files as the file name should be start with serial number like 01\_Title, 02\_Certificates...etc.
- The content, font size, format and page numbering of e-thiase/pdf version should be similar to the hard copy of theses.

(An example of split files along with chapter wise naming is given below)

### Example of split files for final submission

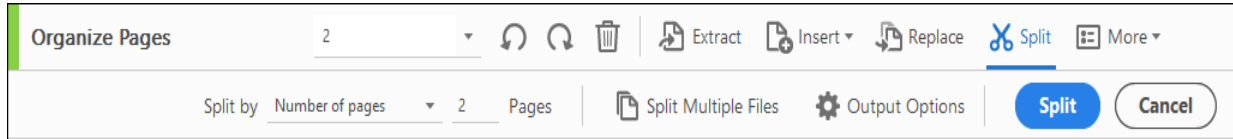
File Name	Content
01_Title	Title page
02_ Certificates	Undertaking, Declaration, Supervisor's & copyright transfer certificates
03_Plagiarism Report	Plagiarism Report
04_Acknowledgement	Acknowledgement
05_Abstract	Abstract
06_Preface	Preface
07_Contents	Contents
08_Tables	Tables
09_Figures	Figures
10_Symbols, abbreviations	Symbols, abbreviations
11_Graphs, photographs, maps	Graphs, photographs, maps
12_Chapter 1	Chapter 1
13_Chapter 2	Chapter 2
14_Chapter 3	Chapter 3
15_Chapter 4	Chapter 4
16_Chapter 5	Chapter 5
17_ References	References & Bibliography
18_Appendix	Appendix
19_Publications	List & all Publications
20_Biography	Supervisor's profile

**Note:- The number of files will be as per your thesis and the file numbering may vary according to the content sequence and used number of chapters in your thesis.**

- **Split PDF files into multiple documents:** You can split one or more documents into multiple smaller documents. When splitting a document, you can specify the split by maximum number of pages, maximum file size, or top-level bookmarks.
- Open the PDF in Acrobat DC, and then choose Tools > Organize Pages or choose Organize Pages from the right pane. The Organize Pages toolset is displayed in the secondary toolbar.



- In the secondary toolbar, click Split. A new toolbar appears below the secondary toolbar with the commands specific to the Split operation.



*Choose Split in the secondary toolbar to see the document splitting options.*

- In the Split By drop-down list, select the criteria for dividing the document:
- Number of Pages Specify the maximum number of pages for each document in the split.
- File Size Specify the maximum file size for each document in the split.
- Top-level Bookmarks If the document includes bookmarks, creates one document for every top level bookmark.
- To specify a target folder for the split files and filename preferences, click Output Options. Specify the options as needed, and then click OK.
- (Optional) To apply the same split to multiple documents, click Split Multiple Files. In the Split Documents dialog box, click Add Files, and choose Add Files, Add Folders, or Add Open Files. Select the files or folder, and then click OK.

For more details please visit to <http://shodhganga.inflibnet.ac.in/> or <http://shodhganga.inflibnet.ac.in/handle/10603/12296>

(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>



**(Name of Supervisor)**

**Supervisor**

**(Name of Co-Supervisor)**

**Co-Supervisor**

**(Name of Research Scholar)**

**Research Scholar**

**MUR.....**

DEPARTMENT OF .....

FACULTY OF .....

MEWAR UNIVERSITY, GANGRAR, CHITTORGARH (RAJ.)

<Arial><Font Size 16><1.0 line spacing>

**Year**

<Font Size 14>

## UNDERTAKING FROM THE CANDIDATE

This is to certify that I, \_\_\_\_\_ have completed the Ph.D. thesis work on the topic \_\_\_\_\_ under the supervision of Dr. \_\_\_\_\_ (Supervisor) & Dr. .... (Co-Supervisor) for the partial fulfillment of the requirement for the degree of Doctor of Philosophy, Mewar University, Gangrar, Chittorgarh, Rajasthan. This is an original piece of work & I have not submitted it earlier elsewhere.

Date:

Signature

Place:

Name of the candidate

MUR.....

## DECLARATION BY THE CANDIDATE

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..... (Supervisor) & Dr..... (Co-Supervisor) for a period of ..... from ..... to ..... at Mewar University, Gangrar, Chittorgarh, Rajasthan. 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 not willfully lifted up some other's work, para, text, data, results, etc. reported in the journals, books, magazines, reports, dissertations, thesis, etc., or available at web-sites.

Date:

Signature

Place:

Name of the candidate

MUR.....

## **CERTIFICATE FROM THE SUPERVISORS**

This is to certify that the thesis, entitled ..... submitted by Mr/Ms.....embodies the findings of his/her original research work carried out under my/our supervision and it fulfills all the conditions prescribed by Mewar University, Gangrar, Chittorgarh, Rajasthan for the award of Doctor of Philosophy Degree in Department of .....to the best of my/our knowledge, the matter embodied in this thesis has not been submitted elsewhere for the award of any other degree or diploma.

Signature

(Name of Supervisor)

(Designation)

Signature

(Name of Co-Supervisor)

(Designation)

Date

# **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

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**Plagiarism Report duly signed by scholar, Supervisor and Co-supervisor**

## **ACKNOWLEDGEMENT**

Name & Signature of the candidate



## **ABSTRACT**

## **PREFACE**

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**LIST OF TABLES, FIGURES, SYMBOLS/ABBREVIATIONS USED,  
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**CHAPTERS SHOULD BE NUMBERED FOR EXAMPLE CHAPTERS 1,  
CHAPTERS 2, CHAPTERS 3 ..... WITH THE HEADING**

## REFERENCES

## **APPENDICES**

**(any other data, material used during the research to be put as an appendix)**

**LIST OF PAPERS**  
**PUBLISHED/ACCEPTED/COMMUNICATED**



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PUBLISHED/ ACCEPTED/COMMUNICATED**

**SUPERVISOR'S PROFILE NOT EXCEEDING 200 WORDS ALONG WITH  
PHOTOGRAPH**