

Mother Teresa Women's University, Kodaikanal

GUIDELINES FOR THE PREPARATION OF THESIS

The scholars are expected to read carefully the Guidelines given in the sequence and have to follow them in the preparation of the Thesis. Non-compliance with any of these instructions may lead to the rejection of the submission of the Thesis.

1 GENERAL

The manual is intended to provide broad guidelines to the research scholars in the preparation of the Thesis. In general, the thesis shall report, in an organized and scholarly fashion, an account of original research work of the research scholar leading to the discovery of new facts or techniques or correlation of facts already known (analytical, experimental, hardware oriented, etc.). Thesis shall demonstrate a quality as to make a definite contribution to the advancement of knowledge and the research scholar's ability to undertake sustained research and present the findings in an appropriate manner with actual accomplishments of the work.

2 SIZE OF THESIS

Thesis of the Thesis shall be normally between **150 and 200 pages of typed on both sides matter** reckoned from the first page of Chapter 1 to the last page of the thesis **excluding Tables, Figures, List of Publications and reference section.**

3 ARRANGEMENT OF THE CONTENTS OF THE THESIS

The sequence in which the Thesis material should be arranged and bound is as follows:

1. Cover Page and Title page
2. Certificate (With Guide's Signature)
3. Abstract
4. Declaration (With Candidate's Signature)
5. Plagiarism Certificate
6. Acknowledgement
7. Table of Contents
8. List of Tables
9. List of Figures
10. List of Symbols and Abbreviations

11. List of Publications (UGC CARE, SCOPUS, WEB OF SCIENCE, ELSVIER, SCI, SPRINGER)
12. Chapters 1,2,.....
13. Summary
14. Conclusion
15. References (Alphabetical order)
16. Appendices
17. Actual Full Article Publications (UGC CARE, SCOPUS, WEB OF SCIENCE, ELSVIER, SCI, SPRINGER)

The Tables and Figures should be included subsequently after referring them in the text of the Thesis. **The thesis from Chapters should be printed on both sides.**

4 PAGE DIMENSIONS AND MARGIN

Standard A4 Size bond paper may be used for preparing the copies. The dimensions of the final bound Thesis (6 copies) report should be 290 mm x 205mm. (Hard binding 4Nos and Soft Binding 2 Nos)

The final Thesis (at the time of submission) should have the following page margins:

Top edge	: 1.0 inch
Bottom edge	: 1.0 inch
Left side	: 1.5 inch
Right side	: 1.0 inch

The Thesis should be prepared on good quality white paper preferably not lower than 80GSM. Tables and Figures should conform to the margin specifications. Large size Figures should be photo graphically or otherwise reduced to the appropriate size before insertion.

5 MANUSCRIPT PREPARATION

In the preparation of the manuscript, care should be taken to ensure that all textual matter is typewritten to the extent possible in the same format as may be required for the final Thesis.

Cover Page & Title Page specimen is given at the end.

Certificate - The Certificate shall be typed in double line spacing using Font Style Times New Roman and Font Size 13 The certificate shall carry the Supervisor's signature and shall be followed by the **Supervisor's name, academic designation (not any other responsibilities of**

administrative nature), department and full address of the institution where the Supervisor has guided the research scholar. The term „SUPERVISOR“ must be typed in capital letters between the Supervisor’s name and academic designation .Signature of the Joint Supervisor with the details specified as above should be included wherever it is applicable

Abstract - Abstract should be an essay type of narration not exceeding four pages outlining the research problem, methodology used for tackling it and a summary of the findings. This shall be typed in one and a half line spacing using Font Style Times New Roman and Font Size 13.

Declaration- The specimen of declaration is given at the end.

Plagiarism Certificate: It is issued by the Research Section of the University has to be enclosed.

Acknowledgement–It should be brief and should not exceed one page when typed in one and a half line spacing. The scholar’s signature shall be made at the bottom right end above her name typed in capitals.

Table of Contents - The Table of contents should list all captions following it as well as any caption which precedes it. The Title page, Certificate and Acknowledgment will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters. One and a half line spacing should be adopted for typing the matter under this head.

List of Table - The list should use exactly the same captions as they appear above the Tables in the text. One and a half line spacing should be adopted for typing the matter under this head.

List of Figures-The list should use exactly the same captions as they appear below the Figures in the text. One and a half line spacing should be adopted for typing the matter under this head.

List of Symbols and Abbreviations-One and half line spacing should be adopted for typing the matter under this head. Standard symbols, abbreviations, etc. should be used.

Chapters-The chapters may be broadly divided into 3 parts (i) Introductory chapter, (ii) Chapters developing the main theme of the Thesis and (iii) Results, Discussion and Conclusion. The main text shall be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

- Each chapter should be given an appropriate title.
- Tables and Figures in a chapter should be placed in the immediate vicinity of the reference

where they are cited.

- Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page which refers to the material they annotate.

Appendices - Appendices are provided to give supplementary information, which if included in the main text may serve as a distraction and cloud the central theme under discussion.

- Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.
- Appendices, Tables and references appearing in appendices should be numbered and referred to as appropriate places just as in the case of chapters.
- Appendices shall carry the title of the work reported and the same title shall be included in the Table of Contents page.

List of References-Any works of other researchers, if used either directly or indirectly, the origin of the material thus referred to at appropriate places in the Thesis should be indicated. The author's publications during the period of research should not be included in the references and can be separately mentioned as in 5.10. A paper, a monograph or a book may be designated by the name of the first author followed by the year of publication, placed inside brackets at the appropriate places in the Thesis. The citation may assume any one of the following forms.

How to cite

- The structure of a citation is the author's surname and year of publication.
- Single author is cited as "Jones (2001)".
- Two authors are cited using "&" (Deane & Jones 1991) or Smith *et. al.* (1992)
- More than two authors are cited using "*et.al.*" (Smith *et al.* 1992) or Smith *et.al.* (1992).
- In case the information being discussed has been written in several different sources then cite them all in one set of brackets in chronological order of publication (Midgley, 1994; Smith, 1994; Philip 2002).
- If an author published several papers in 2005, the year of the first publication (in the alphabetic order of the references) is cited and referenced as 2005a, the second as 2005b and soon.

- A citation is placed wherever appropriate in or after the sentence. If it is at the end of a sentence, it is placed before the full stop.
- Complete citations and Source shall be provided in alphabetical order in reference section.
- All citations shall be in the same font as the main text.
- All figures and charts etc. taken from other sources shall be cited beneath within brackets, author name, source followed by, year in Times New Roman, Normal, font-size: 11 points, as “(Source: Jones, *et al.* 2001)”. If it is sourced from Web pages the citation style shall be as “(Source: www.abc.com)” and the complete URL shall be given in the reference section.

List of Publications - The list of publications (those already published/accepted for publication in Journals and papers presented in Conferences/Symposia) made by research scholar during the period of research shall be reported in the Table of Contents. Mention Impact Factor of the Journal (if applicable).

Tables and Figures – “Table” means tabulated numerical data in the body of the Thesis as well as in the appendices. All other non-verbal material used in the body of the Thesis and appendices such as charts, graphs, maps, photographs and diagrams may be designated as Figures.

- A Table or Figure including caption should be accommodated within the prescribed margin limits and appear on the page following the page where their first reference is made.
- Figure and tables should have title .The title of the figure and table should be below the figure and table.
- Tables and Figures on half page or less in length may appear on the same page along with the text. However, they should be separated from the text both above and below by triple spacing.
- All Tables and Figures should be prepared on the same paper or material used for the preparation of the rest of the Thesis.
- Two or more small Tables or Figures may be grouped if necessary in a single page
- Wherever possible, the photograph(s) shall be reproduced on a full sheet of photographic

paper or standard A4 size paper.

- More than one photograph can be included in a page.
- Samples of Fabric, Leather, etc., if absolutely necessary may be attached evenly in a page and fixed/pasted suitably and should be treated as Figures.

6. TYPING INSTRUCTIONS

General

This section includes additional information for final typing of the Thesis. The impressions on the typed/printed copies should be black in color.

A sub-heading at the bottom of a page must have at least two full lines below it or else it should be carried over to the next page.

The last word of any page should not be split using a hyphen. One and a half line spacing should be used for typing the general text. The general text shall be typed in

Font Style Times New Roman and Font Size 12. 1.5 line spacing should be used for typing:

- (i) Long Tables
- (ii) Long quotations
- (iii) Footnotes
- (iv) Multiline captions
- (v) References

All quotations exceeding one line should be typed in an indented space - the indentation being 15 mm from either side of the margin.

Chapters

The format for typing Chapter headings, Division headings and Sub-division headings are explained by the following illustrative examples.

Chapter heading : CHAPTER 1 INTRODUCTION

Division heading : 1.1 OUTLINE OF THESIS

Sub- division heading : 1.1.1 Literature Review

1.1.1.1 Synthetic aperture radars on satellites

The word CHAPTER without punctuation should be centered 50 mm down from the top of the page. Two spaces below, the title of the chapter should be typed centrally in capital letters.

The text should commence 4 spaces below this title, the first letter of the text starting 20 mm inside from the left hand margin.

The division and sub-division captions along with their numberings should be left justified. The typed material directly below division or sub-division heading should commence 2 spaces below it and should be offset 20 mm from the left hand margin. Within a division or sub-division paragraphs are permitted. Even paragraph should commence 3 spaces below the last line of the preceding paragraph, the first letter in the paragraph being offset from the left hand margin by 20mm.

7. NUMBERING INSTRUCTIONS

Page Numbering

All page numbers (whether it be in Roman or Arabic numbers) should be typed without punctuation on the upper right hand corner 20 mm from the top with the last digit in line with the right hand margin. The preliminary pages of the Thesis (such as Title page, Acknowledgement, Table of Contents, etc.) should be numbered in lower case Roman numerals. The title page will be numbered as (i) but this should not be typed. The page immediately following the title page shall be numbered as (ii) and it should appear at the top right hand corner as already specified. Pages of main text, starting with Chapter 1 should be consecutively numbered using Arabic numerals.

Numbering of Chapters, Divisions and Sub-Divisions

The numbering of chapters, divisions and sub-divisions should be done using Arabic numerals only and further decimal notation should be used for numbering the divisions and sub-divisions within a chapter. For example sub-division 4 under division 3 belonging to chapter 2 should be numbered as 2.3.4. The caption for the sub-division should immediately follow the number assigned to it.

Every chapter beginning with the first chapter should be serially numbered using Arabic numerals. Appendices, included if any, should also be numbered in an identical manner starting with Appendix 1.

Numbering of Tables and Figures

Tables and Figures appearing anywhere in the Thesis should bear appropriate numbers. The rule for assigning such numbers is illustrated by an example. Thus, if a Figure in Chapter 3, happens to be the fourth then assign 3.4 to that Figure.

Identical rules apply for Tables except that the word Figure is replaced by the word Table. If

Figures (or Tables) appear in appendices then Figure 3 in Appendix 2 will be designated as Figure A 2.3. If a table to be continued into the next page this may be done, with unfinished Table, continued into the next page, with title Table 2.1 (continued) placed centrally.

Numbering of Equations

Equations appearing in each Chapter or Appendix should be numbered serially, the numbering should commence afresh for each Chapter or Appendix. Thus for example, an equation appearing in Chapter 4, if it happens to be the eighth equation in that Chapter should be numbered as (4.8) thus:

$$\left[\frac{\partial}{\partial x} \left[\frac{p^2}{h} \right] + \frac{\partial}{\partial y} \left[\frac{pq}{h} \right] = -gh \frac{\partial \eta}{\partial x} - k \frac{\sqrt{p^2 + q^2}}{h^2} p + \frac{1}{\rho_w} \left[\frac{\partial}{\partial x} (h \tau_{xx}) + \frac{\partial}{\partial y} (h \tau_{xy}) \right] \right] (4.8)$$

While referring to this equation in the body of the Thesis it should be referred to as Equation .

BINDING SPECIFICATIONS

- Thesis (6 copies (4 hard binding and 2 soft binding) side pinning/stitching, covered with **white wrapper** printed on 300 gsm white art card and outer side gloss laminated, adhesive binding. The cover should be printed in black letters and the text for printing should be identical to what has been prescribed for the title page.

INSTRUCTIONS TO CANDIDATES FOR SUBMISSION OF SYNOPSIS & THESIS

(Strictly follow the instructions otherwise the Thesis will not be accepted)

1. The application form marked “**Synopsis**” should be submitted not less than two months before the submission of the thesis proposed. The following should be submitted along with the application marked “Synopsis”.
 - i) **Six copies of Synopsis. (Spiral Binding Not Accepted)**
Note: The pages of the Synopsis should be within **15 - 25 A4 Size papers** (Typed matter).
 - ii) M.A., M.Sc., M.Sc.(Engg.), M.Tech., M.D., M.S. and M.Phil., D.Lit., etc. Degree Certificate in Original and Attested copies along with self addressed stamped envelope for return of original certificates (stamps affixed covering cost of registered post) should be submitted for verification at the time of synopsis and thesis submission.
 - iii) The communication (in Original) confirming the provisional registration for the Ph.D. Degree on the recommendation of the Doctoral Advisory Committee of the Ph.D. Degree issued by the University and NO DUE certificate should be submitted to the Research section of the University at the time of synopsis and thesis submission.
 - iv) **The Fee of Rs. 10,050/- (online payment).**
Receipt should be enclosed.
2. The application form marked “**Thesis**” should be submitted not less than three months and not later than six months after the submission of the synopsis and after the expiry of the period of research prescribed, together with the following:
 - i) **Six copies of thesis (Hard Binding 4 Nos and soft binding 2 Nos) and Two soft copies Word and PDF (CD/DVD)**

Notes: The length of the thesis should be within **150-200 pages (excluding bibliography, tables & diagrams & Annexure) A4 Size Paper(left margin-1.5, right/top/bottom-1)** with **1.5 line space and 12 font size of Times New Roman** Letter Style, and if the candidates so desire they may include published papers or monographs along with the thesis. Appropriate mechanics of thesis writing must be followed. **The research scholar must also submit her Thesis in separate Virus –free CDs in MS Word and PDF Formats. Tables and diagrams should not be clubbed together. Even a slight deviation from the norms prescribed by the University will result in non acceptance of the Thesis.**
 - ii) A Certificate from the Supervisor, under whom the candidate worked, that the thesis submitted is a record of research work done by the candidate during the period of study under her and that the thesis has not formed the basis for the award to the candidate of any Degree, Diploma, Fellowship or other similar title.
 - iii) A statement from the Supervisor indicating the extent to which the thesis

represents independent work on the part of the candidate. If the thesis submitted has formed in part the basis for the award of a previous research degree, the candidate shall clearly set forth in a preface or written statement the portions which have formed the basis for the award of the previous Degree.

3. Candidates should write clearly in block letters their names as contained in the degree certificate and the title of the thesis in the relevant columns of the application. Candidate who have not taken their qualifying degree (i.e.M.A., M.Sc.,M.Lit.,M.Phil.,etc) cannot supplicate for the Ph.D. Degree. They should before applying for the Ph.D. Degree have taken the qualifying degree at convocation.

Candidates who download the Synopsis Application Form from the University Website should submit the application fee of Rs.50/- (online payment).

Model for cover and title page of Ph.D. Synopsis / Thesis

Synopsis Title /Thesis Title

Synopsis / Thesis
Submitted to

Mother Teresa Women's University

for the award of the degree of

DOCTOR OF PHILOSOPHY (in Name of the Subject)

by

Name of the Candidate

Under the Guidance of
(Name of the Supervisor
Official Address)



Department of

Mother Teresa Women's University
Kodaikanal

Month and Year

CERTIFICATE

Certificate that the thesis “------(Title)-----“ submitted by -----
(NAME,DESIGNATION AND ADDRESS) ----- is a record of research work carried out by her for the degree
of Doctor of Philosophy under my/our guidance.

This thesis is an original work of the candidate and to the best of my /our knowledge has not been
submitted, in part or in full, for any Diploma, Degree, Associateship, Fellowship or other similar titles in this or
any other University. No part(s) of the thesis is /are reproduced from any other source, published or
unpublished, without acknowledgement

Station:

Date:

Signature of the Supervisor(s)

Submit a declaration in the following format and append the same in the thesis at the required place.

DECLARATION

I declare that the thesis “----- (TITLE)-----“ is the result of a study originally carried
out by me/independently under the guidance and supervision of -----(NAME, DESIGNATION
AND ADDRESS OF SUPERVISOR) ----- carried at (PLACE) ----- --. This work has not
been submitted earlier, in full or in part, for any Diploma or Degree in this or any other University.

I also declare that no part(s) of the thesis is / are a reproduced from any other source, published or
unpublished, without acknowledgement

Station:

Date:

Signature of the candidate

One Soft Copy of the Thesis should be submitted in the following PDF & Word format (in a single CD) before VIVA-VOCE (separate files and the each file name should be the following manner):

01_title.pdf

02_certificate.pdf (with Guide's signature)

03_abstract.pdf

04_declaration.pdf (with candidate's signature)

05- Plagiarism Certificate

05_acknowledgement.pdf

06_Table of contents.pdf

07_list of tables.pdf

08_list of figures.pdf

09_List of Symbols and abbreviations.pdf

10_List of Publications (UGC care, SCOPUS, WEB OF SCIENCE, ELSVIER, SCI, SPRINGER)

11_chapter 1.pdf

12_chapter 2.pdf

13_chapter....

14_conclusion.pdf

15_summary.pdf

16_Appendices

16_bibliography.pdf

80-Recommendation

(IT contains Title page and Chapter which contains recommendation /Conclusion /Summary /Future findings) pdf file.