Guideline for the Preparation and Submission of Ph.D. Thesis
1. Introduction

1.1 The guidelines described in this document have been established so that thesis can be prepared in a form suitable for library cataloguing. The document takes its place in the library as a product of original thinking and research, and it is, therefore, designed to appear in a form comparable to published works.

1.2 This document covers the general rules of quality, format and appearance.

1.3 It is the scholar’s responsibility to read and follow the requirements presented here. The final copies will not be accepted if they do not fulfil the criteria described below.

2. Originality

Thesis shall

2.1 Consist of the scholar’s own account of his/her investigations;

2.2 Be either a record of original work or of an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;

2.3 Be an integrated whole and present a coherent argument;

2.4 Give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings; and

2.5 Include references.

2.6 Check originality of thesis with help of Paid anti-plagiarism database and submit report along with the thesis. The permissible limit for plagiarism is 20%. The experimental and result part should contain no plagiarism.


3.1 The Ph.D. thesis submission application form availability at university office (or on university website), duly filled and signed by the candidate and the guide, along with Four compact bound copies shall be submitted.

3.2 The thesis shall be submitted in compact bound form along with a soft copy (in .pdf format) (2 CD).

3.3 The title of the thesis, name of the candidate, degree, name of the guide, place of research and the month and year of submission shall be printed on the title page and the front cover
3.4 The hard bound thesis cover shall be of brown colour. Spine of the binding (side cover) should mention ‘Ph.D. Thesis’ on the top, name of the candidate and month and year.

3.5 Thesis shall be written in English language.

3.6 The final submission of the Thesis has to be within the stipulated four years for full time and five years for part time scholars from the date of registration.

3.7 If any scholar fails to submit his/her Ph.D. Thesis within four years for full time/five years for part time from the date of registration, he/she may apply to University for Extension of his/her Registration for a maximum of two more years with the recommendation of the Guide, through the Head of the Department, by remitting the prescribed fee.

3.8 If the scholar fails to submit Thesis even after six years for full time and seven years for part time from the date of registration then his/her Ph.D. Registration is annulled and the Registrar (Evaluation) shall notify the same. Such a candidate has to begin the admission process of writing entrance examination if he/she desires to work again.


4.1 Page size and Page Format

Normally, international 8.27” x 11.69” inches (or 216 × 279 millimetres), also known as A4 size 80 to 90gsm white paper should be used for the thesis which should be printed on single side of the paper. Exceptionally, paper other than international A4 size may be used when the nature of the thesis requires it.

For copying and binding purposes, every page of thesis must be kept within the following margin:

- Top: 1” (25.4mm)
- Bottom: 1” (25.4mm)
- Left: 1.5” (38mm)
- Right: 1” (25.4mm)

Margins must be justified. All manuscript materials must fit within these margin requirements (including tables, figures, graphs, equation, etc.).

4.2 Font

Calibri font should be used throughout. Standard font size for text is 12 (no font smaller than 10 will be accepted). Smaller font size may be appropriate for footnotes or other material outside of the main text. Italics may be used for scientific name, quotations and words in a foreign language.

4.3 Paragraph spacing

Document must be 1.5 spaced with the exception of quotations as paragraphs, captions, lists, graphs, charts, footnotes/endnotes, bibliographic entries and items within tables.

4.4 Header/ Footer of relevant section chapter’s may be placed by the scholar.
4.5 Sequence of content

a. Title page
b. Registration detail page
c. Certificate about completion of the course work and pre-synopsis seminar
d. Certificate
e. Undertaking
f. Copyright certificate
g. Dedication (If any)
h. Acknowledgement
i. Abstract/Summary
j. Table of content
k. List of tables
l. List of figures
m. List of abbreviation
n. Introduction
o. Aim and objectives
p. Literature review
q. Materials and methods
r. Results (Observations) and Discussion (inference).
   (Combined or separate as per requirement)
s. Appendices (Compulsory to submit Ethical Committee approval wherever necessary)
t. Summary/Conclusion
u. References
v. List of publications
w. Errata

4.6 Tables, figures and equations

Tables, figures and equations should be consecutively numbered according to chapter. Caption should be present above the table while below the figure.

4.7 Heading of chapters

The chapters should be divided as shown above in section 4.5. Each chapter may be further divided into several divisions and sub-divisions. Each chapter should be given an appropriate title.

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

b. 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.

The format for typing Chapter headings, Divisions headings and sub-division headings are explained through the following illustrative example.

Chapter heading: 1 ABCD (font 12 pt, all caps, bold, centered)
Division heading: 1.1 ABCD (font 12 pt, heading style, bold, justify)
Sub-division heading: 1.1.1 Abcd (font 12 pt, heading style, bold, justify)
Sub-sub-division heading: 1.1.1.1 Abcd (font 12 pt, heading style, bold, justify)

Chapter number followed by the chapter title should be typed centrally in capital letters. The division and sub-division captions along with their numbering should be left justified.
References

Any works of other researchers, if used either directly or indirectly, the origin of the material thus referred to an appropriate places in the thesis should be indicated. All references must be cited in the text by the reference number using superscripts in square bracket e.g. if it single [1], if it is two [2, 4], if it is more than two continuous [3-5].

The reference material should be listed in the numeric order as appeared in the text. A typical illustrative list given below relates to the citation example quoted above.

Journal Article


Books


Web site


Dissertations


Patents


Authors are responsible for obtaining written approval for all personal communications and sending a copy of the manuscript to those cited as authors of personal communications.
6. Page Numbering

All page numbers (whether it is in Roman or Arabic numbers) should be typed without punctuation on the bottom right hand corner with the last digit in line with the right hand margin. The preliminary pages (such as Title page, Table of Contents etc.) should be numbered in lower case Roman numerals (e.g. i, ii, iii, etc.). The title page will be numbered as (i) but this should not be typed. The page immediately following the title page shall be numbered (ii) and it should appear at the bottom right hand corner as already specified. Pages of main text should be consecutively numbered using Arabic numerals (e.g. 1, 2, 3, etc.).

7. Numbering of tables, figures and equation

Tables, figures and equations appearing anywhere in the thesis should be consequently numbered.

Note: It is advisable to use pre-set word template.
Download from here UTU Ph.D. thesis template