



## **PhD Thesis format and Guidelines**

## **Introduction**

Submission of original research work in the form of a Thesis is required for obtaining Doctoral degree from Shiv Nadar (Institution of Eminence Deemed to be University). The thesis will be widely disseminated within and outside University and will be used by other researchers hence consistency in format of the document is required. The student and the doctoral committee are jointly responsible for the scholastic aspect of the thesis including the style and content. The doctoral committee along with the examiners are expected to review and approve the thesis before submission for award of the Degree. The approval page prescribed in the guidelines is signed by examination committee after successful defense of the work.

## **PhD Thesis Arrangement**

The arrangement of a thesis may follow the below mentioned format.

1. Title Page or Cover Page
2. Declaration
3. Thesis Certificate
4. Dedication Page (Optional)
5. Acknowledgements (optional)
6. Abstract
7. Table of Contents
8. List of Tables
9. List of Figures
10. List of Symbols, Abbreviations or Nomenclature (Optional)
11. Chapters
12. Appendices
13. References/Bibliography

## **GUIDELINES FOR PREPARATION OF THESIS**

A thesis consist of two main parts, preliminary pages and the main text along with the bibliographic information

### **Preliminary pages**

The proper order of preliminary pages and its formatting is as follows

- 1. Title Page:** The title of the thesis should reflect the theme of the work presented and be as concise as possible. See Annexure 1. The title page is not numbered, but it is counted.
- 2. Student Declaration Page:** See Annexure 1
- 3. Thesis Certificate**
- 4. Dedication (optional):** The dedication is optional section and should be brief, single-spaced, and centered on the page. No heading is used.
- 5. Acknowledgement (optional):** The Acknowledgement is optional and the scholar may choose to acknowledge any research support received through grants or scholarships.
- 6. Abstract:** The abstract should provide a descriptive account of the thesis however the same should be succinct. The abstract should not exceed 500 words. The abstract should be consistent with other parts of the thesis in terms of style used.
- 7. Table of Content:** The Table of Contents must include all chapter headings, sub-heading, the bibliography, and appendices.
- 8. List of Tables (if tables appear in document)** All table numbers and captions are listed exactly as they appear in the text.
- 9. List of Figures (if figures appear in document):** All figure numbers and captions are listed exactly as they appear in the text.
- 10. Other Lists (nomenclature, definitions, glossary of terms, etc.)**

## **Organization of the Thesis main body**

A thesis shall have various chapters, starting with Introduction and ending with Conclusions. Each chapter is captioned with a title which captures the content of the chapter. A chapter can be further subdivided into *sections, subsections and so on based on a logical pattern*. **The Doctoral committee of the PhD Scholar shall define the main section including the chapters of a particular thesis work. However, the thesis should have natural flow and shall not be presented as collection of rewritten published material.**

- 1. Introduction**
- 2. Literature Review**
- 3. Thesis Body: Rest of the chapters and sub-chapters with appropriate titles/Headings as defined by the Doctoral Committee of the student.**
- 4. Conclusions**
- 5. Appendices**
- 6. Bibliography**

## **Thesis format**

### **Paper:**

The Thesis shall be printed on a standard A4 size bond paper with whiteness 95% or above. Thesis may be printed on both sides.

### **Font:**

Any font is acceptable; however italics or ornamental fonts should be avoided. Consistency throughout the document is a must. A font size of 12 is acceptable, Smaller fonts may be used for footnotes, table and figures

**Page Numbering:**

- The title page is counted, but it is not numbered. Beginning with the page immediately following the title page, place page numbers in lowercase
- Roman numerals centered at the bottom shall be used for Preliminary pages.
- Indian-Arabic Numerals are to be used for rest of the main text
- The page numbering Page number should be bottom centered

**Spacing:**

- All of the pages in the thesis shall with 1.5 line spacing.
- Titles and subheading longer than one line in the Table of Contents, List of Figures, List of Tables, and in the text are single spaced.

**Page Format:**

Consistent margins should be used throughout the document. The recommended margins are as follows

- 1” margin on the top, bottom, right and left margin

*Exception: first page of each new chapter, which needs to have a 2” top margin.*

**Chapter Format:**

Each chapter shall begin on a new page. A chapter can be divided into sections and sub-sections based on a logical format.

- The chapter title shall be in all capital letters and centered on the page.
- Subheadings for the sub-sections should be mixed case. The position of the sub-heading should be consistent throughout the document. It is recommended that the subheading are left justified.

**Figures and Tables:**

The figures and tables should be positioned as close to the text related or describing them as possible to keep the flow of the document. The Figures/Tables must be appropriately numbered

and shall have its own legend/caption or description. The numbering shall follow the chapter-wise pattern. For example 1<sup>st</sup> figure in chapter 3 will be numbered as **Figure 3.1**. Similarly, 2<sup>nd</sup> table in chapter 1 will be numbered as **Table 1.2**.

- The figure number with caption/legend/description should be placed below the figure.
- The Table number and caption shall be placed above the table.
- It is highly recommended that both the figures and table are presented in portrait format only. However, in case the figure/table are too large, landscape presentation may be done with top of the figure/table towards the left margin. No chapter text may be entered in landscape mode.

## Sample Pages

### **TITLE**

A Thesis

Submitted in partial fulfillment of the requirements for  
the degree of  
(Doctor of Philosophy/Master of Technology/and so on)

by

(Name of the Student)

(Roll No. \_\_\_\_\_)

**(Name of the Department/School)**

**Shiv Nadar**

**(Institution of Eminence Deemed to be University)**

(Month, Year)

## **DECLARATION**

This is to declare that the thesis entitled [**THESIS TITLE**] submitted by me to **Shiv Nadar (Institution of Eminence Deemed to be University)**, Gautam Buddha Nagar in partial fulfillment for the award of the degree of Doctor of Philosophy is a record of work carried out by me at Shiv Nadar IoE (formerly Shiv Nadar University). The work, in full or in parts, has not been submitted to any other University/Institute for the award of any other degree. Any information/material used in the thesis from external sources has been appropriately acknowledged.

[Signature]

[**NAME of the Candidate**]

Place

Date



## **CERTIFICATE**

This is to certify that the thesis entitled [**THESIS TITLE**] submitted by ‘**Name and Roll number**’ to the **Shiv Nadar (Institution of Eminence Deemed to be University)**, Gautam Buddha Nagar for the award of the degree of **Doctor of Philosophy** is a bonafide record of research work carried out by him/her under my / our supervision. The contents of this thesis, in full or in parts, have not been submitted to any other Institute or University for the award of any degree or diploma.

Place:

[Signature]

Date:

[**NAME of Research Advisor**]

Research Advisor

Affiliation/address

[Signature]

[**NAME of Research Co- Advisor**]

Research Co-Advisor

Affiliation/address