



Indira Gandhi Delhi Technical University For Women

(Formerly Indira Gandhi Institute of Technology)

Kashmere Gate, Delhi-110006

GUIDELINES FOR THESIS PREPARATION

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1. INTRODUCTION

This document, herein after referred to as the Thesis Preparation Guide, lists the general and specific requirements governing thesis preparation including guidelines for structuring the contents.

The students and their thesis supervisors should ensure that the “Guidelines for Thesis Preparation” have been adhered to. While submitting the thesis, every student is required to provide the Dean (Research & Consultancy) a signed checklist in the following format.

Statement of Thesis Preparation

1. Thesis title:
2. Degree for which the thesis is submitted:
3. Specifications regarding thesis format as per the “Guidelines for Thesis Preparation” have been closely followed.
4. The contents of the thesis have been organized based on the “Guidelines for Thesis Preparation”.
5. The thesis has been prepared without resorting to plagiarism. (Plagiarism, Software Check Report attached)
6. All sources used have been cited appropriately.
7. The thesis has not been submitted elsewhere for a degree.

(Signature of the student)

Name:

Enrolment No.:

Department:

2. SPECIFICATIONS FOR THESIS FORMAT

2.1 Preparation of Manuscript and Copies

- 2.1.1 The thesis needs to be prepared using a standard text processing software and must be printed in black text (colour for images, if necessary) using a laser printer or letter quality printer in standard typeface (Times New Roman font).
- 2.1.2 The thesis must be printed or photocopied on both sides of white paper. All copies of thesis pages must be clear, sharp and even, with uniform size and uniformly spaced characters, lines and margins on every page of good quality white paper of 75 gsm or more.
- 2.1.3 Thesis should be free from typographical errors.

2.2 Size and Margins

- 2.2.1 A4 is the recommended thesis size.
- 2.2.2 The top, bottom and right side margins should be 25 mm, whereas the left side margin should be 35 mm for both textual and non-textual (e.g., figures, tables) pages.
- 2.2.3 Content should not extend beyond the bottom margin except for completing a footnote, last line of chapter/subdivision, or figure/table caption.
- 2.2.4 A sub-head at the bottom of the page should have at least two full lines of content below it. If the sub-head is too short to allow this, it should begin on the next page.
- 2.2.5 All tables and figures should conform to the same requirements as text. Color may be used for figures. If tables and figures are large, they may be reduced to the standard size (provided the reduced area is not less than 50% of the original) and /or folded just once to flush with the thesis margin (if the page size does not exceed 250x360 mm).
- 2.2.6 Students shall submit printed thesis copies in the standard size (as in 2.2.1) and also as a soft copy (PDF) for storage and archival.

2.3 Page Numbering

- 2.3.1 Beginning with the first page of the text in the thesis (chapter 1), all pages should be numbered consecutively and consistently in Arabic numerals through the appendices.
- 2.3.2 Page numbers prior to Chapter 1 should be in lower case Roman numerals. The title page is considered to be page (i) but the number is not printed.
- 2.3.3 All page numbers should be placed in the centre at the bottom of the page, 12 mm below the last line in the bottom margin.

2.4 Line Spacing

The general text of the manuscript should be in double spacing (3 lines per inch). Long tables, quotations, footnotes, multi-line captions and bibliographic entries (references) should be in single spacing (6 lines per inch), with text size in 11 points.

2.5 Tables, Figures and Equations

- 2.5.1 All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams, etc.) should be prepared, wherever possible, on the same paper used to type the text and conform to the specifications outlined earlier. They should be inserted as close to the textual reference as possible.
- 2.5.2 Tables, figures and equations should be numbered sequentially chapter-wise using Arabic numerals with first numeral depicting the chapter no. They are referred to in the body of the text capitalizing the first letter of the word and number, as for instance, Table 5.3, Figure 5.11, Equation (4.16), depict Table 3 in Chapter 5, Figure 11 in Chapter 3 and Equation 16 in Chapter 4 respectively
- 2.5.3 If tables and figures are of only half a page or less, they may appear on the same page as text but separated above and below by triple line spacing. Font size for text should be the same as for the general text.
- 2.5.4 Good quality Line Drawings/figures must be drawn using standard software that provides vector rather than bit-map graphics. Figures must be scalable.
- 2.5.5 *Images, Photographs, etc.* must be scanned in resolution exceeding 200dpi with 256 greyscales for the monochrome images and 24 bit per pixel for the color images.

2.6 Binding

The student should submit **three copies** of the thesis in fully bound form (soft cover) and one soft copy in pdf format for Ph.D thesis evaluation. Once the thesis is accepted the student should submit **three copies** of thesis (hard bound): one for the Research Wing, one for the Department and one for the Central Library. The front cover should dark maroon in colour with Golden font. The front cover of the bound copy should be the same as the title page of the thesis. The front cover should have printing on the side to include the author's name, degree, department, and the year.

3. GUIDELINES FOR STRUCTURING CONTENTS

3.1 Sequence of Contents

The following sequence for the thesis organization should be followed:

- (i) Preliminaries
 - Title Page (Format at Annexure 1)
 - Candidate Declaration (Format at Annexure 2)
 - Certificate of Supervisor (Format at Annexure 3)
 - Copyright Transfer (Format at Annexure 4)
 - Acknowledgement and/ or Dedication (where included)
 - Abstract/Synopsis (Format at Annexure 5)
 - Table of Contents
 - List of Figures, Tables, Illustrations, Symbols, etc (wherever applicable)
- (ii) Text of Thesis
 - Introduction
 - The body of the thesis, summary and conclusions
- (iii) Reference Material List of References, Bibliography (where included)
- (iv) Appendices where included
- (v) List of Publications

All the headings are centred (without punctuation) 25mm down the top edge of the page. The subsequent type-setting begins four spaces below the heading.

3.2 Abstract/Synopsis

- 3.2.1 A Ph.D. thesis should contain an abstract not exceeding 1000 words (about four pages) in double spacing giving a brief summary of the research work embodied in the thesis.
- 3.2.2 The abstract shall be printed in double space with the heading “ABSTRACT” in uppercase (Format of ABSTRACT in Annexure 5).
- 3.2.3 Abstract should be self-complete and contain no citations for which the thesis has to be referred.
- 3.2.4 Ph.D students shall also separately submit 4 copies of the abstract for transmission to various examiners.

3.2.1 Table of contents

- 3.2.1.1 The table of contents lists all material that follows it. No preceding material is listed. Chapter titles, sections, first and second order sub-divisions, etc must be listed in it.
- 3.2.1.2 Tables, figures, nomenclature, if used in the thesis, are listed under separate headings.

3.3 The Text of the Thesis

3.3.1 Introduction

Introduction may be the first chapter of the thesis and should contain a brief statement of the problem investigated. It should outline the scope, aim, general character of the research and the reasons for the student's interest in the problem.

3.3.2 The body of Thesis

This is the substance of the research work inclusive of all data, results, tables, figure etc for the dissertation.

3.3.3 Summary and conclusions

If required, the last chapter gives summary and conclusions of the results and the chapter may be concluded by a final sub-division titled "Scope for Further Work".

3.3.4 Reference material

The list of references should appear as a consolidated list with references listed sequentially or alphabetically as they appear in the text of the thesis. If pertinent works have been consulted but not specifically cited, they should be listed as Bibliography or General References. Spacing and font size should be consistent inside a single reference, and there should be double spacing between two different references (see Section 2.5).

Reference Format

For referencing an article in a scientific journal the suggested format should contain the following information: authors, title, name of journal, volume number, page numbers and year.

For referencing an article published in a book, the suggested format should contain, authors, the title of the book, editors, publisher, year, page number of the article in the book being referred to.

For referencing a thesis the suggested format should contain, author, the title of thesis, where thesis was submitted or awarded year.

For referencing a thesis in Management / Humanities /Communication, the MLA style or the APA style as a standard may be followed.

A few examples of formats of references are given below and the student should be consistent in following the style.

Journals

Exner H.E., “Physical and Chemical Nature of Cemented Carbides,” *International Metals Review*, v. 24, pp. 149-173, 1979.

Spriggs G.E., “The Importance of Atmosphere Control in Hard Metal Production,” *Powder Metallurgy*, v. 13, n. 26, pp. 369-393, 1970.

Books

German R.M. , Powder Injection Molding, Metal Powder Industries Federation, Princeton, NJ, USA, 1990.

Thesis

Johnson J.L., “Densification, Microstructural Evolution, and Thermal Properties of Liquid Phase Sintered Composites,” Ph.D. Thesis, The Pennsylvania State University, University Park, PA, USA, 1994.

Technical Reports

Zukas E.G., Rogers P.S.Z., and Rogers R.S., “Experimental Evidence for Spheroid Growth Mechanisms in the Liquid Phase Sintered Tungsten Based Composites,” Informal Report: Los Alamos Scientific laboratory, USA, pp. 1-35, 1976.

Patents

Oenning V. and Clark I. S. R., U. S. Patent No. 4988386, 1991.

Journals in Non-English Language

Weihong L. and Xiuren T., “Tungsten Matrix in Cu-W Contact Materials by Impregnation Process,” *Powder Metallurgy Technology*, v. 6, n. 8, pp. 1-4. (in Chinese), 1988

3.3.5 Appendix or Appendices

3.3.5.1 Supplementary illustrative material, original data, and quotations too lengthy for inclusion in the text or which is not immediately essential to an understanding of the subject can be presented in Appendix or Appendices (as Appendix A , Appendix B, etc.)

3.3.5.2 Each appendix with its title should be listed separately in the table of contents. Likewise, tables and figures contained in the Appendices are to be included in the lists of tables and figures, respectively.

4. CONCLUDING REMARKS

This Thesis Guide lists only the basic requirements for preparing the thesis. Several aspects of thesis preparation, particularly style of writing and presentation, have not been discussed in great detail. The student should follow appropriate ideas from standard literature of her area of research and adopt a uniform style throughout the thesis to make the thesis reader-friendly in both its appearance and presentation.

ANNEXURE-1
(FORMAT OF THESIS COVER PAGE)

TITLE OF THE THESIS (TIME NEW ROMAN, FONT SIZE 16)

BY (FONT SIZE 16)

NAME OF STUDENT (FONT SIZE 16)

THESIS SUBMITTED

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF

DOCTOR OF PHILOSOPHY



DEPARTMENT OF -----

INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
Kashmere Gate, Delhi-110006

Month, Year

ANNEXURE 2

CANDIDATE'S DECLARATION

I,, Department ofcertify that the work embodied in this Ph.D. thesis is my own bonafide work carried out by me under the supervision ofat Department ofIndira Gandhi Delhi Technical University for Women. The matter embodied in this Ph.D. thesis has not been submitted in full or in part for any other degree/diploma of this or any other university.

The thesis has been subjected to plagiarism check by Turnitin Software. The work submitted for consideration of award of Ph.D is original..

Date:

Name of Student
Department

Approved by HOD (with seal)

ANNEXURE 3

CERTIFICATE BY SUPERVISORS

This is to certify that the thesis entitled “.....” is original and has been carried out by Ms..... for the submission of **DOCTOR OF PHILOSOPHY** and that it has not been submitted in the full or in part for any other degree/diploma of this or any other University.

Name of Supervisor

Designation, Department and University

Name of Supervisor

Designation, Department and University

Month, Year

ANNEXURE 4
COPYRIGHT TRANSFER CERTIFICATE

Title of the Thesis:

Candidate's Name:

Department:

Copyright Transfer

The undersigned hereby assigns all copyrights to the Indira Gandhi Delhi Technical University for Women, Kashmere Gate, Delhi-110006 for the above thesis submitted for the award of the Ph.D. degree.

Signature of the Candidate
Department

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

ANNEXURE 5

Format for (Abstract)

ABSTRACT

Name of Student.....Enrolment no.....) Centred on top of page

Degree for which submittedDepartment.....

Thesis Title

.....

Month and year of thesis submission.....

Name(s) of Thesis Supervisor(s)

1.

2.

[Text of Abstract begins here]

