

**Appendix G: Thesis Formatting Guidelines Pamphlet:
Specification and Information Regarding the Preparation of
Thesis**

The formatting guidelines for thesis/dissertation for M.S. by Research and Ph.D. programmes conducted at the Institute are given in this appendix. These guidelines are applicable to thesis written as a part of other programmes at the Institute, e.g., M. Tech. and integrated M.Tech. programmes.

1 LAYOUT AND FORMAT

Specifications on language and font:

- Language: English. Either standard American or British spellings throughout consistently.
- Sarif typeface.
- New Times Roman (NTR) 11 pt (or equivalent) unless otherwise stated.

Printing requirements:

- A4 size paper, executive bond sheet.
- Good quality white paper, not less than 85 gsm (gsm=grams per square meter) weight.
- Print using laser printer (black on white paper).
- Only single side printing.

Paragraph alignment:

- Line spacing:
 - Double spacing in Abstract as well as in thesis main body.
 - Single spacing in footnotes, block quotations separated from main text.
 - No content extended beyond the bottom margin except for completing a footnote, last line of chapter/subdivision, or figure caption.
- Paragraphs indented.
- An empty line between paragraphs.

Titles & Headings:

- Chapter title: 16 pt NTR, bold, capitals, centered.
- Section heading: 12 pt, bold, first letter capital, rest small, left aligned.
- Subsection heading: 11 pt, bold, first letter capital, rest small, left aligned.

Text formatting:

- Bold face in text for emphasis and special symbols.
- Reduced types in Tables and Figures, but not less than 9 pt size (NTR).
- When using numbers in the text, if the first word in a sentence is a number, then write it in words (not in numerals).

Page setting:

- Each chapter starts on a new page.
- Each appendix starts on a new page.
- Acknowledgements starts on a new page.
- Abstract starts on a new page.
- List of Contents starts on a new page.
- List of Tables starts on a new page.
- List of Figures starts on a new page.
- List of Symbols starts on a new page.
- List of References starts on a new page.

Margin settings:

- Top 4 cm,
- Left 4 cm,
- Right 2.5 cm,
- Bottom 2.5 cm.

Captions for Tables and Figures:

- Tables: At the top of Table.
- Figures: At the bottom of Figure.

- Tables and figures to be placed immediately after the first mention in the main body of text as far as possible.

Numbering:

- Numbering of pages:
 - Beginning with the first page of the text (i.e., from chapter 1), all pages numbered consecutively in Arabic numerals up to the end, including the appendices.
 - Page numbers prior to Chapter 1 in lower case Roman numerals consecutively from the title page which is considered to be page (i) but the number is not printed.
 - All page numbers placed in the upper right hand corner, 12 mm from the top edge and with the last digit even with the right hand margin.
- Numbering of Tables and Figures:
 - Should occur consecutively in each chapter/appendix in the following format: XXX.YYY where XXX = (T for Table or F for Figure)(C for Chapter or A for Appendix)(Numeral to indicate the number of the Chapter or Appendix), and YYY represents the number of the Table or Figure as the case may be. Thus, FC7.11 means the it is Figure 11 of Chapter 7.
 - Refer to them in the main body of the thesis in the manner indicated by the following examples: Figure FC7.11, Table TA2.6.
- Numbering of equations:
 - Equations to be numbered consecutively in each chapter, in the folloing format: XX.YY where XX = Chapter number and YY = equation number. Thus 4.23 means it is equation 23 of Chapter 4.
 - For equations in Appendices, the following format may be used: XX.YY where XX = (A indicating Appendix)(Numeral to indicate Appendix number), and YY = equation number. Thus A2.12 means equation 12 of Appendix 2. Refer to them in the main body of the thesis in the manner indicated by the following examples: Eqn 6.32, Eqn A2.8,

Multi-volume thesis:

- Volume separation at the end(s) of major division(s).
- The preliminary pages prior to Chapter 1 are contained only in Volume I, except the title page which is included in all volumes with additional indication of volume number.

2 THESIS ORGANIZATION

Thesis has two parts namely:

- The preliminaries,
- The main body, which consists of:
 - Chapters,
 - Appendices, and
 - References.

2.1 The Preliminaries

The preliminaries contain the following pages, in the following order/sequence:

- (1) Cover page,
- (2) Title page,
- (3) Dedication (if any),
- (4) Thesis supervisor's certificate,
- (5) Abstract,
- (6) Acknowledgements,
- (7) Table of contents,
- (8) List of figures,
- (9) List of tables,
- (10) List of abbreviations and what they stand for,

(11) List of symbols and what they stand for

- (May combine Lists of abbreviations and symbols)

Few explanations/remarks:

- **Cover page** has the following format/content:

- (1) All items centered
- (2) Full title of thesis, Capitals, Bold, 16pt, single-spaced
- (3) Author's name, Bold, 16pt
- (4) "PhD Thesis" / "M.S. by Research Thesis", 16 pt
- (5) Month and Year of submission, 14pt
- (6) IIITB logo/emblem
- (7) "International Institute of Information Technology, Bangalore", 14pt

A sample template is given in Section 4. The image file for the IIITB logo/emblem may be procured from the LMS.

- **Title page** has the following format/content:

- (1) All Items centered
- (2) Full title of thesis, Capitals, Bold, 16pt, double-spaced
- (3) "Submitted to International Institute of Technology, Bangalore in Partial Fulfillment of the Requirements for the Award of Doctor of Philosophy/ Master of Science (by Research)*", 14pt {* Use the appropriate degree name}
- (4) "by", 14pt
- (5) Full name of the author, 16pt/14pt, Bold
- (6) Roll number, 14pt, Bold
- (7) "International Institute of Information Technology, Bangalore" 14pt
- (8) Month and Year of submission, 14pt

A sample template is provided in Section 4.

- **Thesis supervisor's certificate** has the content and format as shown in a sample template in Section 4. Salient points in formatting are as follows:

- The date of submission in the certificate is written as "The <day-in-Arabic-numerals>th of <month-in-words>, <year-in-yyyy-format>".
- The supervisor's and co-supervisor's (if any) signature should be on the line, and their names should be printed below the line without any title, Prof. or Dr.

- **Abstract** is of maximum 2 pages and highlights the problem considered, methods used, and results achieved. A sample template is provided in Section 4. It contains:

- (1) Full title of thesis, Capitals, Bold, 14pt, double-spaced
- (2) "Abstract", Bold, 11pt.
- (3) The text for the abstract is indented for all paragraphs, double-spaced, 11pt.

- **Acknowledgements** include statements of gratitude made by the author to those (persons and agencies/organizations) which helped and supported him/her in the research endeavour.

2.2 The Main Body

The main body of the thesis has various chapters, references and appendices. The arrangement is in the sequence indicated above.

2.2.1 Chapters

The chapters include introduction, critical survey of relevant literature, scope and formulation of the thesis, main body of investigations, results, discussions, conclusions, etc., and scope for further work.

2.2.2 References

The details of the list and format for references are discussed here:

- **List:**
Consolidated list with references listed either alphabetically or sequentially as they appear in the text of the thesis.
 - Items in the list may be numbered sequentially in square brackets.
 - Referring to the item in the body of the thesis may be done by giving the item number in square brackets.
- **Format:**
Follow acceptable abbreviations for names of journals, conferences, etc. See IEEE, ACM and other standard guidelines/practices. (See, for example, http://www.ieee.org/publications_standards/publications/authors/authors_journals.html).
References for the following sources to be made in the below-mentioned format:
 - **Article in a scientific journal:** authors, title, name of journal, volume number, page numbers and year.
 - **Article published in a book:** authors, the title of the book, editors, publisher, year, page number of the article in the book being referred to.
 - **Published article in conference proceedings:** Authors, title, page numbers, name, place and dates of the conference,
 - **Thesis:** author, the title of thesis, where thesis was submitted or awarded, year.
 - **Citations from the Internet:** authors, title, date of publication or updation, type of the medium, url of the web site, date on which accessed
 - **Others:** For references from other sources, e.g., Reports, Patents, Handbooks, use the standard practice of IEEE, ACM and other learned professional bodies.

3 SYNOPSIS

Ph.D. and M.S. by Research candidates may be required to prepare a synopsis of their work. It does not form part of their thesis and is more detailed than an abstract. It is a summary of the contents of the thesis. It is submitted prior to the submission of the thesis. It has a cover page. It is concise, yet comprehensive. It gives the background, objectives of the thesis and methods used, and highlights the major findings with statements about their significance. Citations are not included in the synopsis. Synopsis should not exceed more than 8 pages in length.

4 SAMPLE TEMPLATES

The following pages will contain the following parts of the thesis, in the following order:

- (1) Cover page,
- (2) Title page,
- (3) Thesis supervisor's certificate,
- (4) Abstract page.

TITLE OF THE THESIS - LINE 1
TITLE - LINE 2

Full Name of the Author, as in the Institute records

Ph.D. Thesis
<Month-in-words YYYY>



International Institute of Information Technology, Bangalore

TITLE OF THE THESIS - LINE 1

TITLE - LINE 2

**Submitted to International Institute of Technology, Bangalore
in Partial Fulfillment of
the Requirements for the Award of
Doctor of Philosophy**

by

**Full name of the Author, as in the Institute records
Roll number, as in the Institute records < *in a separate line* >**

**International Institute of Information Technology, Bangalore
<Month-in-words YYYY>**

Thesis Certificate

This is to certify that the thesis titled <THESIS-TITLE> submitted to the International Institute of Information Technology, Bangalore, for the award of the degree of **Doctor of Philosophy** is a bona fide record of the research work done by <Full name of author, as per the Institute records>, <Roll number, as per the Institute records>, under my 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.

Bangalore,
The 1st of January, 2014.

<supervisor-name>

<cosupervisor-name>

TITLE OF THE THESIS - LINE 1

TITLE - LINE 2

Abstract

Indent and begin abstract here. The text here highlights the problem considered, methods used, and results achieved. The abstract is limited to 2 pages. The text must be double spaced.