

**GUIDELINES  
FOR  
Ph.D. THESIS PREPARATION**

**1. Guidelines for Thesis Preparation**

- 1.1 Type writing of the thesis work should always be on an A4 size sheet having dimensions 21 cm x 29.7 cm.
- 1.2 Page setup/Margin should be at least 1.5 inch in left margin and 1 inch in rest side in the entire thesis.
- 1.3 The font should be in Times New Roman-12 point with 1.5 spacing. Use a similar font and line spacing in the entire thesis.
- 1.4 Proper spacing in paragraphs provides an intended view.
- 1.5 Keep noticing errors: grammatical, spelling, punctuation, sentence making.
- 1.6 Keep the focus on the acceptable value of plagiarism as per UGC norms.
- 1.7 Thesis Hard Binding Should be on Bond Paper only.

**2. Cover page and title page (Please refer Annexure-I, II & III)**

- 2.1 The cover page (outer page) shall be in golden color with red/maroon color background. The font used on the cover page (outer page) and title page (inner page) shall be in Times New Roman and the font size-16 throughout the page moreover the title of the thesis will be in UPPERCASE, Bold and Centered with Times New Roman, font size-24.
- 2.2 In the place Subject/Discipline, add your particular subject/discipline. Example: Physics or Psychology or Law and so on.
- 2.3 Supervisor designation means Assistant Professor, Associate Professor or Professor. Do not place administrative designations such as director, HOD on the cover page or title page.

**3. Abstract**

The abstract page will be titled <Abstract> and centered in non-bold sentence case. The abstract of the thesis must be limited to 350 - 500 words and presented either in latest APA/Harvard style.

**4. Chapters and Pages**

- 4.1 The preliminary page should be numbered using roman numerals (i, ii, iii ....). The inner cover and title page shall not be counted and not numbered.
- 4.2 Use numerals (1, 2, 3....) at the bottom in the center of the pages to number all the pages and shall be start from Introduction.
- 4.3 All the new chapters to begin from a new page and should be used color separator along with OHP/Transparent Sheets.
- 4.4 Align all the chapter headings in the center.
- 4.5 The displaying page of chapter title must be placed at the beginning of the chapter.
- 4.6 Always avoid typing any heading near the page bottom or at the end of a page.

**5. Tables and Figures (Please refer Annexure-VII & VIII)**

- 5.1 Title and numbering along with the data caption that clearly describes the nature of table and figure.
- 5.2 Illustrate the caption at the bottom of the table and figure and on the same page.

- 5.3 The text description must be above and on the same page related to any table, figure, and graph.
- 5.4 Figures and tables must be placed within the text, as close to their first mention as possible.
- 5.5 Figures and tables that span more than one page must be labeled on each page. Any second and subsequent page of the figure/table must include the “(Continued)” notation.

## 6. Headings and Subheadings

- 6.1 Keep the headings distinct by a larger font as compared to the whole text not more than Times New Roman-14 and maintain all the headings of the same level by using the same font and style.
- 6.2 Keep the headings aligned to the left side as the chapter headings remain in the center.
- 6.3 Numbering to the headings and subheadings must be provided if instructed.

## 7. References

The student is responsible for the accuracy of the References. References should follow the *Harvard-like format*. Citation of References in the text should be given by author's last name (no initials) followed by the year. When two or more citations are given, list them in chronological order. When there are two authors, include both names, separated by “&”; when there are three or more names, give only the first author followed by “et al.” If there are two or more papers by the same author(s) in the same year, identify them by “a”, “b”, etc. (and be sure to include the identifying letters in the Reference List). All references cited in the text (including those included in figure legends and tables) should be listed in References.

### *Example:*

Gopinath B & Radhakrishnan (2000) A questionnaire survey about doctor-patient communication, compliance and locus of control among South Indian people with epilepsy. *Epilepsy Res* 39: 73-82.

## 8. Binding of draft thesis

Three copies of the draft thesis of the scholar shall be submitted to the department for research provided the candidate has completed all the requirements at the time of Pre submission presentation. The draft thesis will be spiral bound and printed on both sides of the paper. A PDF copy of the thesis in a CD and three copies of summary of the thesis should be submitted to the Research Cell of the University along with a cover letter signed by the research scholar and research supervisor.

## 9. Binding of final thesis

Four hard bound copies of the final thesis incorporating the suggestions given by the RAC during the Pre Presentation. And Four hard bound copies thesis at the time of Open Defense Viva-voce/public viva-voce examination have to be submitted to the research cell with incorporated of suggestions given by experts/examiners (if any). The printing of the cover page is in digital format. (Hard Binding on Bond Paper Only)

## 10. Synopsis

- 10.1 The synopsis is written in it as detailed proposal of your research work that you will be doing for your doctoral degree it has to be submitted before the RAC/DRC in three copies.
- 10.2 The synopsis must hold the cover page (*Annexure-IX*), content page and the concise content of around 6 to 10 pages consists of introduction, references, objectives, hypothesis, Scope & Limitations, Research Methodology and expected Outcome.
- 10.3 **Page Setup:** Paper –A4, Margin: 1.5 inch in left side and 1 inch in rest side, Font-Times New Roman-12, Line Spacing-1.5 and proper spacing in paragraphs provides an intended view.

## 11. Summary of the Thesis

**11.1** The summary of the thesis content is written in it as it has to be submitted at the time of submission of the thesis. The summary must hold the cover page (*Annexure-X*) and the concise content of around 6 to 10 pages.

**11.2** Only list the background, objectives, methods, hypothesis, major findings, significance recommendations and future scope.

**11.3 Page Setup:** Paper –A4, Margin: 1.5 inch in left side and 1 inch in rest side, Font-Times New Roman-12, Line Spacing-1.5 and proper spacing in paragraphs provides an intended view.

## 12. Sequencing of Contents:

The manuscript consists of three main parts: The Preliminaries, The Text, and the annexure. It is to be arranged in the following sequence:

<b>Preliminaries</b>	<b>Refer</b>
Outer Cover Page	Annexure-I
Inner Cover Page	Annexure-II
Title Page of Ph.D. Thesis	Annexure-III
Declaration by the Candidate	Annexure-IV
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Acknowledgements	
Abstract	
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Literature Review	
Materials and Methods	
Results & Discussion	
Conclusion	
References	
<b>APPENDICES</b>	
Conference/Seminar Certificates	Appendix A
Research Publications	Appendix B
Others	Appendix C

**Director Research**

Ph.D.  
Thesis

**<TITLE OF THESIS>**

**Thesis**

**Submitted**

**for the award of the Degree of**

**DOCTOR OF PHILOSOPHY**

**In**

**<SUBJECT NAME>**



**To**

**GLOCAL UNIVERSITY**

**MIRZAPUR POLE, SAHARANPUR (UTTAR PRADESH)**

**INDIA**

**Research Supervisor**

**<Name of Supervisor>**

**<Designation of Supervisor>**

**<Name of School>**

**Research Scholar**

**< Name of Student>**

**<Reg. Number>**

**< Name of School >**

Name of Scholar

Year

**<Year>**

Title of Thesis  
Title of Thesis  
Title of Thesis  
Title of Thesis  
Thesis Title of Thesis

**<TITLE OF THESIS>**

**Thesis**

**Submitted**

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**DOCTOR OF PHILOSOPHY**

**In**

**<SubjectName>**



**To**

**GLOCAL UNIVERSITY  
MIRZAPUR, SAHARANPUR (UTTAR PRADESH)  
INDIA**

**Research Supervisor**  
**<Name of Supervisor>**  
**<Designation of Supervisor>**  
**<Name of School>**

**Research Scholar**  
**< Name of Student>**  
**<Name of School>**

**<Year>**

**<TITLE OF THESIS>**

**Thesis**

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**In**

**<SubjectName>**



**To**

**GLOCAL UNIVERSITY  
MIRZAPUR, SAHARANPUR (UTTAR PRADESH)  
INDIA**

**Research Supervisor**

**<Name of Supervisor>**

**<Designation of Supervisor>**

**<Name of School>**

**Research Scholar**

**< Name of Student>**

**<Name of School>**

**<Enrollment No.>**

**<Year>**

## **DECLARATION BY THE CANDIDATE**

I hereby declare that this submission is my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material which to a substantial extent has been accepted for the award of any other degree or diploma of the university or other institute of higher learning, except where due acknowledgment has been made in the text.

Signature of Research Scholar

Name:

Enrollment No.

**CERTIFICATE BY THE SUPERVISOR**

Certified that **Name of student** ( enrollment no.....) has carried out the research work presented in this thesis entitled “.....Title of Thesis.....” for the award of **Doctor of Philosophy** from GLOCAL University, Mirzapur , Saharanpur under my supervision. The thesis embodies results of original work, and studies as are carried out by the student himself/ herself and the contents of the thesis do not form the basis for the award of any other degree to the candidate or to anybody else from this or any other University/Institution.

Signature  
(Name of Supervisor)  
(Designation)  
(Name of School)

Date:

---

**Note:** In case of only one supervisor, the sole supervisor will sign on the right side and in case of Co- supervisor will sign in the left side of the page. The date, however, will be common to all.



## EXAMINER'S SHEET



**GLOCAL**  
UNIVERSITY  
SHAPING GLOBAL MINDS

This is to certify that research work embodied in this entitled "**Title of Thesis**" .....  
was carried out by **Name of Scholar**; Reg. No. ----- is approved for the award of the degree  
of Doctor of Philosophy in the Dept. of ----- Glocal University, Saharanpur, Uttar  
Pradesh, India.

Date:

Place:

Name & Signature of Supervisor

Name & Signature of External Examiner

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Materials and Methods Subheads ...	From - To Pg no xxx
Results & Discussion Subheads ...	From – To Pg no xxx
Conclusion Subheads ...	From – To Pg no xxx
Recommendations/Suggestions	From – To Pg no xxx
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Figure number	Caption	Page No.

**<TITLE OF THESIS>**

*SYNOPSIS*

**Submitted**

**for the award of Degree of**

**DOCTOR OF PHILOSOPHY**

**In**

**<SubjectName>**



**To**

**GLOCAL UNIVERSITY**

**MIRZAPUR, SAHARANPUR (UTTAR PRADESH)**

**INDIA**

**Research Supervisor**

**<Name of Supervisor>**

**<Designation of Supervisor>**

**<Name of School>**

**Research Scholar**

**< Name of Student>**

**<Name of School>**

**<Year>**

<TITLE OF THESIS>

*SUMMARY*

Submitted

for the award of Degree of

**DOCTOR OF PHILOSOPHY**

In

<SubjectName>



To

**GLOCAL UNIVERSITY,  
MIRZAPUR, SAHARANPUR (UTTAR PRADESH)  
INDIA**

**Research Supervisor**

<Name of Supervisor>

<Designation of Supervisor>

<Name of School>

**Research Scholar**

< Name of Student>

<Name of School>

<Enrollment no.>

<Year>