



## **GUIDELINES FOR THESIS PREPARATION**

### **1. INTRODUCTION**

#### **1.1 Purpose**

This document, hereinafter referred to as the Thesis Guidelines, lists the general and specific requirements for thesis preparation along with guidelines for structuring the contents.

### **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 (e.g., MS Word, Latex or any other suitable software) and must be printed in black text (colour for images / graphs, if necessary) using a laser printer or letter quality printer in standard typeface (Times New Roman or Sans Serif font).

2.1.2 The thesis must be printed on both sides of white paper and photocopied. All pages of the thesis must be clear, sharp and even, with uniformly spaced characters, lines and margins. Good quality white paper of 75 gsm or more may be used.

2.1.3 Thesis should be free from typographical errors.

#### **2.2 Size and Margins**

2.2.1 A4 is the recommended page size of the thesis.

2.2.2 The top, bottom and right side margins should be 25 mm, whereas the left side margin should be 35 mm for pages where the left hand side is blank (all pages preceding the main body of the thesis along with the CV and List of Publications). Beginning with the first page of the text in the main body of the thesis, mirror margins are to be set with the left side margin being 35mm for odd pages and the right side margin being 35mm for even pages 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.

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 Colour 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 250 x 360 mm).



## **2.3 Page Numbering**

2.3.1 Beginning with the first page of the text in the main body of 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 should not be printed. Page numbers on blank pages are not to be printed.

2.3.3 All page numbers should be placed without punctuation in the footer with centre orientation.

2.3.4 All chapters in the main body of the thesis should start from the right (odd numbered) page.

## **2.4 Line Spacing**

The general text of the manuscript should be in double spacing. Long tables, quotations, footnotes, multi-line captions and bibliographic entries (references) should be in single spacing. Text size for the main body of the thesis should be in 11 points for Latex (default font setting may be used) and 12 points for MS Word in Times New Roman font. The pages preceding the main body of the thesis viz., the title page, undertaking, certificate etc., should be as prescribed format, including line spacing, font size etc.

## **2.5 Tables, Figures, Images and Equations**

2.5.1 All tables (tabulated data), images and figures (charts, graphs, maps, images, diagrams, photographic plates 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, images and equations should be numbered sequentially either throughout the thesis or chapter-wise using Arabic numerals. They are referred to in the body of the text capitalizing the first letter of the word and number, as for instance, Table 17, Figure 24, Plate 14, Equation (33), or Table 5.3, Figure 3.11, Plate 6.12, Equation (4.16), etc.

2.5.3 If tables, plates 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* must have resolution with a minimum of 300dpi with 8 bit/pixel grayscales for monochrome images and 24 bit/pixel for colour images.

## **2.6 Binding**

The student should submit the copies of the thesis in fully bound form (soft cover) for Ph.D. Once the thesis is accepted, it is the student's responsibility to get it properly bound before depositing the required number of copies as mentioned in the University regulations. The front cover of the bound copy should be the same as the title page of the thesis. The spine may have printing to include the author's name, abbreviated thesis title (optional), degree, department, and the year.

## **2.7 Reference material and style**

References should appear in the text of the thesis in author-date format or as a citation number or a list of citation numbers, separated by a comma, either alphabetically or sequentially as they appear in the text of the thesis. All these references should be included in the Bibliography.

### 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.

Standard reference styles viz., Harvard, Vancouver, IEEE, ASCE etc. should be followed.

NOTE: ANNEXURES attached herewith are to be followed for reference on font style, font size etc.