

Guidelines for preparing PhD synopsis and dissertation

MANAGEMENT & COMMERCE



CHRIST
UNIVERSITY
B E N G A L U R U , I N D I A

Declared as Deemed to be University under Section 3 of UGC Act 1956

**CENTRE FOR RESEARCH
CHRIST UNIVERSITY
BENGALURU, INDIA**

2015

Guidelines for Preparation of PhD Synopsis

1. ORGANISATION OF THE PARTS OF SYNOPSIS

The sequence in which the synopsis material should be arranged and bound as follows:

1. Title page
2. TABLE OF CONTENT (Title in Upper Case)
3. Chapters
4. References
5. List of Publications

The size of Synopsis should not strictly exceed 50 pages of typed matter reckoned from the first page to the last page including the List of Publications.

Title Page

This shall be the first printed page of the synopsis and shall contain the submission statement: submitted in partial fulfilment of the requirements of the Degree, PhD., the name and Reg No. Of the candidate, name(s) of the supervisor and co-supervisor(s) (if any), Department, Institute and year of submission (sample enclosed).

Table of Contents

The contents shall enlist the headings of the section and sub-section using decimal notation, as in the text, with corresponding page number against them, flushed to the right. (Refer attached sample)

Chapter

The synopsis shall be presented in a single chapter; *however, it may be divided in suitable sections again subdivided into sub-sections and sub-sub-section* so as to present the content discretely and with due emphasis. Tables and Figures should be included at appropriate places in the text of the dissertation. Indicative sections are given below:

1. Background /Introduction
2. Need for the study
3. Review of related literature
4. Objectives of the study
5. Variables of the study / Parameters of the study
6. Operational Definitions
7. Hypothesis / Assumptions made
8. Design of the study /Technique used
9. Sampling technique
10. Tools for collecting the data
11. Validation procedures
12. Experimentation/Field work details
13. Tools for analysis/statistical techniques/
14. Findings / Discussions

15. Implications / Suggestions
16. Recommendations for further Research
17. Limitations of the study
18. Conclusions
19. Tentative structure of dissertation (Brief descriptions of the chapters)

References

The candidates shall follow the style of citation and style of the subject area (as prescribed by the University) consistently throughout his/her dissertation. However, the names of all the authors along with their initials and the full title of the article/monogram/book etc. have to be given; in addition to the journals/publisher, volume, number, page(s) and year of publication.

Citation from websites should include the name(s) of author(s) (including the initials), full title of the article, website reference and when last accessed. Reference to personal communications, similarly, shall include the author, title of the communication (if any) and date of receipt.

List of Publications

Provide the list of publications and presentations in the same format prescribed for referencing

2. SYNOPSIS FORMAT

2.1 Paper

The synopsis shall be printed or Xeroxed on white bond paper, weight 80 gram or more per square meter (GSM). The size of the paper shall be standard A4; height 297 mm, and width 210 mm.

2.2 Printing & Binding

The text shall be printed employing LaserJet the text having been processed using a standard text processor. The pages till the beginning of chapters shall be printed on single side. All the other pages shall be printed on both sides of the paper.

The synopsis shall be soft bound in 270 GSM Board with lettering in .

In addition to the white sheets (binding requirement) **two white sheets** shall be put at the end of the synopsis.

Front Cover

The front cover shall contain the following details:

Full title of dissertation in 6 mm 22 points size font properly centered and positioned at the top. Full name of the candidate in 4.5 mm 15 points size font properly centered at the middle of the page. A 40 mm dia replica of the Institute emblem followed by the name of the Department, name of the Institute and the year of submission, each in a separate line and properly centered and located at the bottom of the page.

2.3 Margin

The printed sheets shall have the following writing area and margins:

The title page shall be printed on single side and rest of the content shall be printed on both sides of the paper. However, the first page starting with Introduction will begin in a new page on the right side.

For Single side printing:

Top edge: 30mm

Bottom edge: 30 mm

Left: 40 mm

Right: 30 mm

For both side printing use Mirrored Margin as

Top edge: 30mm

Bottom edge: 30 mm

Inside: 40 mm

Outside: 30 mm

Additional top margin of about 15 mm to be added at the **beginning of chapter**. (15 + 30 mm = 45 mm from the top).

2.4 Page Numbering

Page numbering in the text of the synopsis shall be Hindu-Arabic numerals at the center of the footer starting from the starting of the first page of the content (No page number for title page and table of contents). Page number shall appear 20 mm from below.

2.5 Paragraph format

The line spacing of the body text should be 1.5 line.

Vertical space between paragraphs shall be about 1.5 line spacing.

The first line of each paragraph should normally be indented by 15 mm.

A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page (that is, no widows or orphans should be left).

The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated.

Single spacing should be used for typing references.

2.6 Font style and size

Heading = Times New Roman (TNR), 18 pt Bold

Sub Heading 1 = TNR 14 Pt Bold, All Caps

Sub Heading 2 = TNR 14 pt Bold, Capitalise Each Word

Sub Heading 3 = TNR 14 pt Bold, Sentence Case

Sub Heading 4 = TNR 13 pt Bold, Sentence Case Italic

Body Text = TNR 13 Pt

Table & Figure Captions = TNR 13 pt Bold

2.7 Section format

The word synopsis without punctuation should be centered 45 mm down from the top of the page. Two spaces below, the Sub heading of the section should be typed. The paragraph shall be started another two spaces below the sub heading with a intend of 15mm

A synopsis can be divided into Sections, Sub-sections and Sub-sub-sections so as to present different concepts separately. Sections and sub-sections can be numbered using decimal points, e.g., 2.2.

The Sections and Sub-sections titles along with their numbers in 4 mm (14 pt) fonts, in bold face shall be flushed to the left (not centered). The typed material directly below division or sub-division heading should commence 1.5 line spaces below it and should be offset 15 mm from the left hand margin.

2.8 Table / Figure Format

As far as possible, tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented in separate pages. Table and figures shall be numbered continuously.

Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption.

2.9 Equations

Equations appearing in each Chapter or Appendix should be numbered serially, the numbering should commence afresh for each Chapter or Appendix. Thus for example, an equation appearing in Chapter 4, if it happens to be the second equation in that Chapter should be numbered as (4.2) thus:

$$\frac{1}{\pi} = \frac{2\sqrt{2}}{9801} \sum_{k=0}^{\infty} \frac{(4k)!(1103 + 26390k)}{(k!)^4 396^{4k}} \quad (4.2)$$

While referring to this equation in the body of the Thesis it should be referred to as Equation (4.2).

2.10 Referencing

Citation and Bibliography should follow APA referencing Style.

Title

(6 mm 22 points size font centered)

A Synopsis

(3 mm 14 points size font Italics centered)

Submitted by

Full Name of the Candidate

(Reg. No.....)

(3 mm 14 points size font centered)

Under the Guidance of

Full Name of the Guide

Designation

(3 mm 14 points size font centered)

in Partial Fulfilment of the Requirements for the Award of the Degree of

(3 mm 12 points size font Italics centered)

Doctor of Philosophy

in

Subject

(3 mm 14 points size font centered)



CHRIST UNIVERSITY

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(University Logo - 40 mm height)

Department of

(Department of/School of/Institute of - 3 mm 14 points size font centered)

CHRIST UNIVERSITY

BENGALURU, INDIA

Month Year

(Ex: March 2012)

Title

(6 mm 22 points size font centered)

A Synopsis

(3 mm 14 points size font Italics centered)

Submitted by

Full Name of the Candidate

(Reg. No.....)

(3 mm 14 points size font centered)

Under the Guidance of

Full Name of the Guide

Designation

(3 mm 14 points size font centered)

in Partial Fulfilment of the Requirements for the Award of the Degree of

(3 mm 12 points size font Italics centered)

Doctor of Philosophy

in

Subject

(3 mm 14 points size font centered)

Signature of the Research Scholar

(Times New Roman, Font Size 12, Centre Alignment, Bold)

Signature of the Guide



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Declared as Deemed to be University under Section 3 of UGC Act 1956

(University Logo - 40 mm height)

Department of

(Department of/School of/Institute of - 3 mm 14 points size font centered)

CHRIST UNIVERSITY

BENGALURU, INDIA

Month Year

(Ex: March 2012)

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Guidelines for Preparation of PhD Dissertation

1. ORGANISATION OF THE CHAPTERS OF DISSERTATION

The dissertation shall be presented in a number of *chapters*, *starting* with Introduction and ending with Summary and Conclusions. Each of the other chapters will have precise title reflecting the contents of the chapter. A chapter can be subdivided into *sections*, *sub-sections* and *sub-sub-section* so as to present the content discretely and with due emphasis.

1.1 Introduction

The title of Chapter 1 shall be Introduction. It shall justify and highlight the problem poser and define the topic and the aim and scope of the work presented in the dissertation. It may also highlight the significant contributions from the investigation.

1.2 Review of Literature

This shall normally form the Chapter 2 and shall present a critical appraisal of the previous work published in the literature pertaining to the topic of the investigation. The extent and emphasis of the chapter shall depend on the nature of the investigation.

1.3 Research Methodology

The reporting on the investigation shall be presented in one or more chapters with appropriate chapter titles.

Due importance shall be given to experimental setups, procedures adopted and techniques developed, methodologies developed and adopted.

While important derivations/formulae should normally be presented in the text of these chapters, extensive and long treatments and information, detailed results in tabular and graphical forms may be presented in Appendices. Representative data in table and figures may, however, be included in appropriate chapters.

Figures and tables should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented within the text, while large table and figures may be presented in separate pages.

Equations should form separate lines with appropriate paragraph separation above and below the equation line, with equation numbers flushed to the right.

1.4 Results and Discussions

This shall form the penultimate chapter of the dissertation and shall include a thorough evaluation of the investigation carried out and bring out the contributions from the study. The discussion shall logically lead to inferences and conclusions as well as scope for possible further future work.

1.5 Summary and Conclusions

This will be the final chapter of the dissertation. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results and Discussions Chapter shall be presented and clearly

enumerated, each point stated separately. Scope for future work should be stated lucidly in the last part of the Chapter.

1.6 Appendix

Detailed information, lengthy derivations, raw experimental observations etc. are to be presented in the separate appendices, which shall be numbered in Roman Capitals (e.g. 'Appendix IV'). Since reference can be drawn to published/unpublished literature in the appendices these should precede the 'Reference' section.

1.7 References

The candidates shall follow the style of citation and style of listing in one of the standard journals in the subject area consistently throughout his/her dissertation. However, the names of all the authors along with their initials and the full title of the article/monogram/book etc. have to be given; in addition to the journals/publisher, volume, number, page(s) and year of publication.

Citation from websites should include the name(s) of author(s) (including the initials), full title of the article, website reference and when last accessed. Reference to personal communications, similarly, shall include the author, title of the communication (if any) and date of receipt.

Single spacing should be used for typing references.

1.8 Publications by the Candidate

Articles, technical notes etc. on the topic of the dissertation published by the candidate may be separately listed after the literature cited. This may also be included in the Contents. The candidates may also include reprints of his/ her publications after the literature citation.

2. ARRANGEMENT OF THE CONTENTS OF THE DISSERTATION

The sequence in which the DISSERTATION material should be arranged and bound as follows:

1. Title page
2. Dedication sheet (OPTIONAL)
3. DECLARATION (Title in Upper case)
4. CERTIFICATE (Title in Upper Case)
5. ABSTRACT (Title in Upper Case)
6. ACKNOWLEDGEMENT (Title in Upper Case)
7. TABLE OF CONTENT (Title in Upper Case)
8. LIST OF TABLES (Title in Upper Case)
9. LIST OF FIGURES (Title in Upper Case)
10. LIST OF SYMBOL AND ABBREVIATIONS (Title in Upper Case)
11. Chapters
12. Appendices
13. References
14. List of Publications
15. Curriculum Vitae

The Tables and Figures should be included at appropriate places in the text of the dissertation

3. DISSERTATION FORMAT

3.1 Paper

3.1.1 Quality

The dissertation shall be printed or Xeroxed on white bond paper, weight 80 gram or more per square meter.

3.1.2 Size

The size of the paper shall be standard A4; height 297 mm, and width 210 mm.

3.1.3 Type-Setting, Text Processing and Printing

The text shall be printed employing LaserJet or Inkjet printer, the text having been processed using a standard text processor. The standard font shall be Times New Roman of 13 pts with 1.5 line spacing. Except for the first page (Title page) and the Approval page, all other pages should be printed on both sides of the paper.

3.1.4 Page Format

Pages from Title to Certificate shall be printed on single side and rest of the content shall be printed on both sides of the paper. However, the first page starting with Introduction will begin in a new page on the right side.

For Single side printing:

Top edge: 30mm
Bottom edge: 30 mm
Left: 40 mm
Right: 30 mm

For both side printing use Mirrored Margin as

Top edge: 30mm
Bottom edge: 30 mm
Inside: 40 mm
Outside: 30 mm

Additional top margin of about 15 mm to be added at the beginning of chapter. (15 + 30 mm = 45 mm from the top).

3.1.5 Pagination

Page numbering in the text of the dissertation shall be Hindu-Arabic numerals at the center of the footer. Page number '1' for the first page of the Introduction chapter shall not appear in print, only the second page will bear the number '2'.

The subsequent chapters shall begin on a fresh page. Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., 'iv'. Page number shall appear 20 mm from below.

3.1.6 Paragraph format

Vertical space between paragraphs shall be about 1.5 line spacing.
The first line of each paragraph should normally be indented by 15 mm.

A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page (that is, no windows or orphans should be left).

The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated.

3.1.7 Font style and size

Heading = Times New Roman (TNR), 18 pt Bold
Sub Heading 1 = TNR 14 Pt Bold, All Caps
Sub Heading 2 = TNR 14 pt Bold, Capitalise Each Word
Sub Heading 3 = TNR 14 pt Bold, Sentence Case
Sub Heading 4 = TNR 13 pt Bold, Sentence Case Italic
Body Text = TNR 13 Pt
Table & Figure Captions = TNR 13 pt Bold

3.2 Chapter and Section format

3.2.1 Chapter

Each chapter shall begin on a fresh page with an additional top margin of about 15 mm (15 + 30 mm = 45 mm from the top). Chapter number (in Hindu- Arabic) and title shall be printed at the center of the line in 6 mm font size (18 pt) in bold face **using both upper and lower case** (all capitals or small capitals shall not be used).

The format for typing Chapter heading is explained by the following illustrative example.

Chapter heading:

Chapter 1

Introduction

The word Chapter without punctuation should be centered 45 mm down from the top of the page. Two spaces below, the title of the chapter should be typed centrally using both upper and lower case capital letters. The text should commence 4 spaces below this title, the first letter of the text starting 15 mm inside from the left hand margin.

3.2.2 Sections and Sub- sections

A chapter can be divided into Sections, Sub-sections and Sub-sub-sections so as to present different concepts separately. Sections and sub-sections can be numbered using decimal points, e.g., 2.2 for the second Section in Chapter 2 and 2.3.4 for the fourth Sub-section in third Section of Chapter 2. Chapters, Sections and Sub-Sections shall be included in the *Contents* with page numbers flushed to the right. Further subsections need not be numbered or included in the contents.

The Sections and Sub-sections titles along with their numbers in 4 mm (14 pt) fonts, in bold face shall be flushed to the left (not centered). The typed material directly below division or sub-division heading should commence 1.5 line spaces below it and should be offset 15 mm from the left hand margin.

2.2.3 Table / Figure Format

As far as possible, tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented in separate pages. Table and figures shall be numbered chapter-wise. For example, the fourth figure in Chapter 5 will bear the number Figure 5.4 or Fig.5.4

Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption.

2.2.4 Equations

Equations appearing in each Chapter or Appendix should be numbered serially, the numbering should commence afresh for each Chapter or Appendix. Thus for example, an equation appearing in Chapter 4, if it happens to be the second equation in that Chapter should be numbered as (4.2) thus:

$$\frac{1}{\pi} = \frac{2\sqrt{2}}{9801} \sum_{k=0}^{\infty} \frac{(4k)!(1103 + 26390k)}{(k!)^4 396^{4k}} \quad (4.2)$$

While referring to this equation in the body of the Thesis it should be referred to as Equation (4.2).

3 AUXILIARY FORMATS

3.1 Binding

The dissertation shall be soft bound in **white** colour 270 GSM Board with **Black** letters.

3.2 Front Cover

The front cover shall contain the following details:

Full title of dissertation in 6 mm 22 points size font properly centered and positioned at the top.

Full name of the candidate in 4. mm 14 points size font properly centered at the middle of the page.

A 40 mm dia replica of the Institute emblem followed by the name of the Department, name of the Institute and the year of submission, each in a separate line and properly centered and located at the bottom of the page.

3.2.1 Lettering

All lettering shall be in White.

3.2.2 Bound back

The degree, the name of the candidate and the year of submission shall also be embossed on the bound (side) in White letters.

3.3 Blank sheets

In addition to the white sheets (binding requirement) **two white sheets** shall be put at the beginning and end of the dissertation.

3.4 Title sheet

This shall be the first printed page of the dissertation and shall contain the submission statement: The Dissertation, submitted in partial fulfilment of the requirements of the Degree, Doctor of Philosophy in, the name and Reg No. of the candidate, name(s) of the supervisor and co-supervisor(s) (if any), Department, Institute and year of submission (sample enclosed).

3.5 Dedication sheet (optional)

If the candidate so desires (s)he may dedicate his/her dissertation, which statement shall follow the title page. If included, this shall form the page 1 of the auxiliary sheets but shall not have page number.

3.6 Declaration sheet (Refer attached sample)

3.7 Certificate Page (Refer attached sample)

3.8 Abstract

The 500 word abstract shall highlight the important features of the dissertation and shall correspond to the electronic version to be submitted to the Library for inclusion in the website. The *Abstract* in the dissertation, however, shall have two more parts, namely, the layout of the dissertation giving a brief chapter -wise description of the work and the key words.

3.9 Acknowledgements

The acknowledgements by the candidate and will be signed personally.

3.10 Table of Contents

The contents shall follow the Acknowledgement and shall enlist the titles of the chapters, section and sub-section using decimal notation, as in the text, with corresponding page number against them, flushed to the right. (Refer attached sample)

3.10.1 List of Figures and Tables

Two separate lists of Figure caption and Table titles along with their numbers and corresponding page numbers against them shall follow the Table of Contents.

3.10.2 Abbreviation Notation and Nomenclature

A complete and comprehensive list of all abbreviations, notations and nomenclature including Greek alphabets with subscripts and superscripts shall be provided after the list of tables & figures. As far as possible generally accepted symbols and notation should be used (Refer attached sample).

Auxiliary page from dedication (if any) to abbreviations shall be numbered using Roman numerals in lower case, while the text starting from the Introduction shall be in Hindu-Arabic. **(The first pages in both the cases shall not bear a page number).**

Title

(6 mm 22 points size font centered)

A DISSERTATION

(3 mm 14 points size font *Italics* centered)

Submitted by

Full Name of the Candidate

(Reg. No.....)

(3 mm 14 points size font centered)

Under the Guidance of

Full Name of the Guide

Designation

(3 mm 14 points size font centered)

in Partial Fulfilment of the Requirements for the Award of the Degree of

(3 mm 12 points size font *Italics* centered)

Doctor of Philosophy

in

Subject

(3 mm 14 points size font centered)



CHRIST
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B E N G A L U R U , I N D I A

Declared as Deemed to be University under Section 3 of UGC Act 1956

(University Logo - 40 mm height)

Department of

(Department of/School of/Institute of - 3 mm 14 points size font centered)

CHRIST UNIVERSITY

BENGALURU, INDIA

Month Year

(Ex: March 2012)

DECLARATION

I (Name of the candidate) hereby declare that the dissertation, titled (Title of Dissertation) is a record of original research work undertaken by me for the award of the degree of Doctor of Philosophy in (Subject) I have completed this study under the supervision of Dr./Mr./Ms. (Name of the Guide),(Designation), Department of (Name of Department).

I also declare that this dissertation has not been submitted for the award of any degree, diploma, associateship, fellowship or other title. I hereby confirm the originality of the work and that there is no plagiarism in any part of the dissertation.

Place: Bengaluru

Date:

Signature of the candidate

Name of the candidate

Reg No.....

Department of

Christ University, Bengaluru

CERTIFICATE

This is to certify that the dissertation submitted by (Name of the candidate) (Reg. No.) titled ‘.....
(Title).....

.....’ is a record of research work done by him/her during the academic year 2011-2012 under my/our supervision in partial fulfilment for the award of Doctor of Philosophy in (Subject)

This dissertation has not been submitted for the award of any degree, diploma, associateship, fellowship or other title. It has not been sent for any publication or presentation purpose. I hereby confirm the originality of the work and that there is no plagiarism in any part of the dissertation.

Place: Bengaluru

Date:

Signature of the Guide

Name of the Guide

Designation

Department of

Christ University, Bengaluru

Signature of the Assistant Director

Centre for Research

Christ University, Bengaluru

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LIST OF SYMBOLS AND ABBREVIATIONS

AGFI	Adjusted Goodness of Fit
AITUC	All India Trade Union Congress
ANCOVA	Analysis of Covariance
AMOS	Analysis of Moment Structures
ANOVA	Analysis of Variance
AEPC	Apparel Export Promotion Council
ATDC	Apparel Training and Design Institute
ATO	Assemble to Order
BWW	Bunge, Wand and Weber ontology
BDS	Business Development Services
BPR	Business Process Reengineering
CSED	Centre for Social Education and Development
CEO	Chief Executive Officer

Use spacing option in Paragraph setting for paragraph spacing, before and after sub headings and Table and figure captions. Don't give paragraph spacing by pressing 'enter'

