

Research Thesis Guidelines

1. What, How and for Whom?

1.1 Thesis is a specialized research report. It concerns a problem or series of problems in a given area of research. The research report should describe:-

- What was known about the research problem previously.
- What has now been done by the researcher towards solving it.
- What are the findings and implications of the study.
- Where and how further progress in the field can be made.

1.2 The research thesis is different than an assignment. The reader of an assignment is the one who has set it and he/she knows the answer (or one of the answer). The reader(s) of a thesis may not know the findings or answers of research issues stated in the thesis. In a Ph.D. research there should be some original contribution to human knowledge. In other words the researcher should discover something hitherto unknown.

1.3 The thesis will also be treated as a reference report and will be consulted by future researchers working in various institutions. Theses are now commonly stored in a digital form. These may be stored as pdf files on a server. Therefore researcher should write with these possibilities in mind.

1.4 It may be helpful to have some consultations with some experts, other than the adviser(s), on certain aspects of research. But this should be done with the clear consent of the advisor.

1.5 There should be no plagiarism of any kind. Always cite other scholar's work and avoid taking credit for work done by others. Always use and rely on attentive data which can be tested and validated. Before submission of any draft/paper to the supervisor the researcher should run a spell check and ensure literary accuracy so that the supervisor concentrates on analytical aspect and subject matter rather than language accuracy.

1.6 The format of a Ph.D. thesis should be as provided here under and incase a departure is to be made, it should be in consultation with the research supervisor and Dean Research.

2. Sequence of Contents

The contents of the thesis including the title page , certificate, contents, etc should invariably follow the following sequence:

2.1 Title Page

As per format in appendix I and II (sample)

2.2 Declaration

To be given by the candidate as per the format in appendix III/IV

If the candidate has included any of his/her published work in the thesis/dissertation then the candidate should clearly state in the declaration:

“A part of this work has already been published”

In that case a list of such publications based on the research work should be placed after bibliography/references, under the title “ Publications based on the research work presented in this thesis/dissertation”.

2.3 Certificate

A certificate from the research supervisor(s) as per appendix V should be placed next to title page.

2.4 Preface/Acknowledgements

The author of the thesis may acknowledge here the help and guidance received from different persons in the research work. Any financial support received from funding agencies in the preparation of the thesis should definitely be stated here.

The date on which the thesis/dissertation is submitted should appear at the bottom of this write-up.

2.5 Dedication page (if applicable):

This page is not mandatory. The content and format of this page are up to the researcher.

2.6 Table of Contents

This table should contain all titles and subtitles essentially according to their rank in the text, along with page numbers where they begin at. All chapter titles, headings and sub-heading should appear in this. Chapter I should be entitled Introduction However, the title of chapters may be different as per prevailing practice in concerned discipline. Each appendix (if applicable) should be listed separately in the Table of Contents.

2.7 List of Tables, Figures, Abbreviations, Prints of slides, Glossary(if applicable) etc.

Some of the theses/dissertations may contain these items, wherever they are included, complete lists of each of these items must be prepared separately and placed after the Table of Contents.

2.8 Abstract

- 2.8.1 This part of the thesis is likely to be the most widely read and published. It may be published in Dissertation Abstracts. It should be written towards the end of research work because it contains the findings of the study. But an abstract should not be written at the very last minute and rushed through because a researcher may need to prepare several drafts to finalize it. An abstract should be a distillation of the study: a concise description of statement of problem, the research methods used and the findings. An abstract should not contain any tables or graphs or references/citation.
- 2.8.2 An M.Phil/M.Tech thesis should contain an abstract of about 250 to 300 words (about one page). A Ph.D. thesis should contain an abstract of about 1000 words (three pages).
- 2.8.3 Candidate should also submit three separate copies of abstract for assessment and record purposes.
- 2.8.4 Abstract should be printed in 1.5 spacing and should contain certain preliminary information about the study. (see appendix VI and VII (sample) for a format and sample of an Abstract)

2.9 Text of the Thesis

- 2.9.1 There is no hard and fast rule regarding the number of chapters in a thesis/dissertation. The thesis should be divided into as many chapters and sections as is necessary.
- 2.9.2 Each chapter begins on a separate sheet and has a title.
- 2.9.3 In the text, the material relating to introduction, conceptual framework statement of the problem, research methodology and survey of literature should preferably be restricted to two or, at the most, three chapters. Survey of literature should be presented in thematic order. Under each theme it should be discussed in chronological order. The analysis of data

and discussion may be divided into number of chapters as per discipline practices.

2.9.4 Summary of Findings and Recommendations:

2.9.4.1 The last chapter of thesis/dissertation should clearly and concisely summarize the contents of the research work. The title of this chapter should be summary or conclusion or summary of findings and recommendations.

2.9.4.2 Considering the requirements of the subject, it may contain such sub-heads as

- (i) Brief statement of the problem,
- (ii) Main findings
- (iii) Recommendations based on the work
- (iv) Suggestions for further research.

2.9.4.3 This chapter should generally not contain any figure, table or reference quotation.

2.10 **Final pages (Endnotes/References/Bibliography, Appendices)**

These items should be listed at the end of the text in the following order:

- Endnotes/References
- Bibliography
- Appendices

3. SPECIFICATION FOR THESIS FORMAT

3.1 Preparation of Manuscript

3.1.1 The thesis needs to be prepared using a standard text processing software and must be printed in black text (color for images, if necessary) using a laser printer or letter quality printer in standard typeface (Times New Roman).

3.1.2 For the main body of the text, easily legible, 12 point times New Roman font is preferred. Footnotes can be 10 or 12 point font.

3.1.3 The title of the thesis must be in Title Case or ALL CAPS. The title of all entries, in the Table of Contents be in Title Case.

3.1.4 The thesis must be printed or photocopied preferably on both sides of white paper using black ribbon. However, certain symbols, elaborate mathematical equations, etc. may, at the discretion of the research supervisor(s), be neatly written in

hand with black ink or by other suitable means (e.g. stencils). Microscopic slides may be provided through high quality glossy prints.

All copies of thesis pages must be clear, sharp and even, with uniform size and uniformly spaced characters, line and margins on every page of good quality white paper of 75 gsm or more.

3.1.5 Thesis should be free from typographical errors.

3.2 Language

English expect in those subjects/disciplines in which a language other than English is allowed under the ordinances of the university.

3.3 Style: A style appropriate to the subject matter should be followed consistently. American or British spelling is accepted, but one form must be used consistently throughout the thesis.

3.4 Paper: A4 size, portrait (vertical) orientation. The thesis must be printed on good quality white paper (20-40 lb .bond) including all the figures and tables in the text. In a way, the thesis shall look like a book. Oversize pages (e.g. maps) can be included but their size be reduced to fit properly into the text.

3.5 Margin: for copying and binding purposes, the margins of every page of thesis must be kept within the following limits:

Binding Side 3.75cm

All other sides 2.5cm

3.6 Tables, Figures and Equations

3.6.1. The content, placement, and format of figures and tables are determined by discipline practices. Sources of any figures or tables not original to the thesis must be cited. Lettering in tables and figures should be legible at the scale of reproduction in the thesis. Figure may be in colour or grey, as appropriate to the subject matter. Figures and tables should be embedded in the text.

3.6.2 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.

3.6.3 Captions may be directly placed above the table and below the figure. Captions can be in sentence form , without capitalizing all major words and should be self contained in all respects.

- 3.6.4 Page Setup: Figures, tables, and captions may be embedded in the text or appear on separate pages as appropriate. Landscape or portrait orientation is acceptable, although the page itself must appear in portrait (vertical) orientation. Margin width and page number placement should be consistent with the rest of text.
- 3.6.5 All manuscript materials must fit within the margin requirements (including tables, headers and footers, figures, graphs and page numbers). When full-page prints of photographs are desired, the image area of the prints must conform to the same margins as the text. These margin should be kept throughout the thesis/dissertation
- 3.6.6 Content should not extend beyond the bottom margin except for completing a footnote, last time of chapter/sub-division, or figure/table caption
- 3.6.7 A sub-head at the bottom of the page should have at least one full line of content below it. If the sub-head do not leave any space for the content below it, then it should begin on the next page.
- 3.6.8 Table, figures 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, Equation (33), or Table 5.3, Figure 3.11, Equation (4.16), etc.
- 3.6.9 All figures and tables are to be listed at the beginning of the thesis except those appearing in the appendices. Numbering or lettering style (if any) should be in accordance with discipline practice, and consistent throughout the thesis.
- 3.6.10 If table and figure are of only half a page or less, they may appear on the same page as text but separated above and below by double line spacing. Font size for text should be same as for the general text.
- 3.6.11 Good quality line Drawings/figures must be drawn using standards software. Figures must be scalable.
- 3.6.12 Other oversize tables, charts, maps, or diagrams may preferably be placed at the end before the Annexure. These should be included in the list of illustrations or tables. Alternatively, large tables/figures, etc may be reduced to

the standard size (provided the reduced area is not less than 50% of the original).

3.6.13 Tables and figures should appear in the thesis/ dissertation immediately after their mention occurs first time in the text.

3.7 **Spacing**

The general text of the manuscript should be in 1.5 spacing. However, double space should be left before, between and after all scientific equations and mathematical expressions. Double space should also be used before indented subtitles and centered titles. Long tables, quotations, footnotes, multi-line captions and bibliographic entries and references should be in single spacing (6 lines per inch), with text size in 11 points.

Prose quotations over three lines should be in block quote (that is, single spaced, indented on the left only). Quotation marks are not to be used if the quotation is single-spaced, except for quotations within the block quote.

4.0 **Language:** English, except in those subjects/disciplines in which a language other than English is allowed under the ordinance of the university. If any departure is to made, a special permission from competent authorities must be obtained in writing.

5.0 **Subtitles and their Rank**

Subtitles help the reader to understand the structure of the thesis/dissertation. But too many subtitles may have the opposite effect as they interrupt the continuity of the text.

The first subtitle that occurs in the text is always the first order or first rank. In majority of the cases, a maximum of four ranks of subtitles should suffice (see table 1 below). Subtitles of the same rank should always be typed in the same manner (e.g. bold, italic,etc).

Table 1: Designations of the Rank of Subtitles

Rank	Numbering System	
	Traditional	Decimal
1 st order	I	1.
2 nd order	A.	1.1
3 rd order	1.	1.1.1

4 th	(a)	1.1.1.1
-----------------	-----	---------

6. Footnotes

Footnotes should be avoided, because they disrupt the flow of the text. However, when absolutely necessary they should be kept to a minimum. If possible, the information in the footnotes should be included in the text, e.g. by use of parentheses. Footnotes should be designated in the text with superscript Arabic numerals. They should be numbered consecutively throughout the text, the numbering should not begin anew on each page. The footnoted text should be clearly separated from the rest of the text by a solid line. All footnotes should be typed in single spacing.

7. Tables

The table is an extremely useful technique of presentation. It helps in clear understanding and comparison of results to avoid redundancy. The information, which is presented in tabular form should not be presented again either in the text or in the form of graphics. All tables (even if there is only one) should be numbered with Arabic numerals. Table numbers may be continuous throughout the thesis or chapter-wise (e.g. Table 1..... Table 10 etc. or Table 4.1, Table 5.1, table 6.3, etc). Every table should have an appropriate caption describing its contents so that the table is self-explanatory without reference to the main text. Footnotes and remarks on table content and source of data should be placed at the bottom of the table separated by a solid line. Footnotes may be designated by superscript lower case letters (i.e. a,b,c, etc). Asterisks should be used for designation of statistical items, e.g. * $p > 0.1$, ** $p > 0.01$, *** $p > 0.001$, etc.

8. Illustrations and Figures

Figures should contain a minimum of internal text. It is better to use legends. Each figure should have a legend at its bottom, giving a brief explanation of the contents in the figure. The labeling of figures should match both in language and notation to the legends and the main text with regard to abbreviations, symbols, units of measure, etc. All figures should be numbered consecutively throughout the thesis in Arabic numerals (e.g. Fig.1, Fig.2, etc.) or chapter-wise (e.g. Fig 4.1, Fig 5.8, etc.)

9. Abbreviations

9.1 The simplest rule is: use as few abbreviations as possible.

9.2 Standard abbreviations should be used without any explanation (e.g., i.e., etc).

9.3 Symbols for units of measures and chemical elements require no explanation as they are standardized and widely used such as: m, ml, h, V, Au, Mg, Kg, etc.

9.4 Sometimes it is unavoidable or desirable to abbreviate technical terms which occur repeatedly in the text. In such a case the term or word should be written out in full when it first appears, followed in the parentheses by the abbreviations that will be used;

Example:

Rapid eye movement (REM)
Coronary artery disease (CAD)

9.5 Some abbreviations are pronounced as words and are written without periods,
Example: UNESCO, BRICS

9.6 Standardized abbreviation for Litres, l should be avoided as it might be confused with numeral '1'. Therefore it is desirable to write: '56 litres/person' instead of '...56 l/person'.

10. Units of Measures, Symbols

As a rule all units of measure should be written on metric system. Symbols for units of measure remain unchanged even in plural. They should always be written in lower case without periods (e.g. 1mg, 100mg).

To indicate the quantity in milligrams per litre one should write:

'A daily dose of 100mg/L was administered.'

Temperatures should be indicated in degrees Celsius. The degree sign should be written before Celsius symbol (e.g. 37.8°C)

Mathematical relations involving units of measure may be written with an oblique stroke or with a negative exponent (e.g. m/s or ms^{-1} ; Wb/m^2 or Wb m^{-2}). One should be consistent throughout the text in order to avoid any confusion. It may be seen that the oblique stroke here indicates 'divided by' not per.

11. Writing Numbers

As a rule numbers consisting of more than three numerals are to be separated into groups of three by commas (e.g. 23, 471, 321). However, this rule is not applicable for dates. The year is written as 2021. While writing a number to indicate a range, it will be incorrect to write Rs 20-25,000. If the intention is Rs 20,000, then correct way is to write Rs 20,000-25,000. If a number contains a decimal point and it has no number before decimal point, a zero must be written before the decimal point in the text, tables and graphs (e.g. 0.007 not .007). Roman

numerals are generally written in capital letter (e.g. I, XII, LXXV). Lower case letters are sometimes used for numbering initial pages of a thesis or a book (e.g. ii, xi, etc.)

12. Quotation Marks

It is a common practice to use quotation marks to enclose words, phrases and sentences, quoted directly from other sources. The exact sources of such information must be mentioned. In English language text quotation marks may be used in the following manner:

Simple quotation: ‘.....’

Quotation with in a quotation: ‘ ____ “ ____ ” ____ ’

13. Writing Names of Persons

When the name of any person is to be written anywhere in the thesis/dissertation, the author must ensure that correct spellings of the name of person is written both in the text and the bibliography/reference list. For citing reference in the text all names should be written, if only one or two names have to be cited. But for works having three or more authors or editors, only the first name should be written which should be followed by et al. The first names of the all the above cited authors or editors should not be given in the text (e.g Bansal and Bhalla, 2013; Carpenter et al (1999), instead of Carpenter, Miller and Bond (1999)

In the reference/bibliography list, on the other hand, name of all authors should be written with full initials.

14. Numbering of Pages

14.1 Page numbers should not appear on the title page, certificate and declaration pages, but they should be included in the counting. On the remaining pages, the numbering should be printed in any of the following systems depending upon discipline Practice:

- A. Preliminary pages (Acknowledgements, Table of Contents List of Figures, abbreviations, etc) may be printed in lower case Roman numerals. Arabic numerals may be used beginning with the first page of chapter 1 (1)
- B. Arabic numerals (1,2,---,9) may be used consecutively throughout, from the first page of preface/acknowledgement (i.e page.4) to the end of the thesis.

14.2 Page numbers should be printed 1cm. from the right edge and 2cm from the top edge of the sheet. But on the first page of : (1) Preface/Acknowledgement, (2) Table of Contents, (3) List of Tables, etc (4) each new chapter or major section of the text, (5) Summary and (6) Bibliography/References, page numbers should be centered 1 cm from the bottom edge of the Sheet

14.3 If it becomes necessary to insert a new page into the manuscript after final typing has been completed all pages after the new page should be renumbered. It is not desirable to mark the additional page with A or (i) (e.g. 25A or 25 i, if it is added after page number 25). Similar procedure should be followed if some page is deleted.

15. Greek Letters

If a thesis contains some Greek letters, the decision to use Greek Letters (e.g. γ -globulin) or transcriptions of Greek Letter (e.g. gamma- globulin) depends upon the discretion of the researcher and his/her supervisor. Both alternatives are acceptable but one must be consistent throughout the text.

16. Manuscript

The final copy of thesis/dissertation should be correct in spelling, punctuation, etc and should be printed using black ribbon except some figures, graphs, etc which may be coloured at the option of the candidate. Some symbols, elaborate mathematical equations, etc. may, at the decision of the research supervisor, be neatly written in hand with black ink or other suitable means (e.g. stencils).

17.1 Binding: The final thesis should be hard bound with the cover page of the thesis in following colour:

Ph.D. Thesis: Maroon background and golden text colour

M. Phil./ M.Tech. Thesis: Black background and golden text colour

Master's Thesis (other than M.Phil/ M.Tech.):Dark Green background and golden text colour

17.2 The Title of the study, name of the candidate, degree, year of submission, name of the department, and the university should be printed in golden colour on the cover

18. Final Pages (Endnotes,References,Bibliography,Appendices)

18.1 **Endnotes or References** if, used, must be placed before Bibliography and Appendix.

18.1.1 : All the publications, the tables and the figure legends which have been cited in the text should be included in the references. they should be listed either alphabetically or sequentially as they appear in the text of the thesis. References in the text should be written in any of the following ways, but uniformly throughout the thesis:

- Active citation: "Nair (2012)". Example: "as discussed in Nair (2012)".
- Passive citation: "(Nair, 2012)". Example: "as discussed in the literature (Nair, 2012)".

An endnote/reference is source citation that refers the readers to a specific place where they can find out the source of the information or words quoted or mentioned in the text. When using endnotes, the quoted or paraphrased sentence is followed by a superscript number. Example:

If a sentence has been quoted from Lloyd Eastman's history of Chinese social life, it would be written in text as under:

According to Eastman, "The family was central core of the Chinese social system".

If the same source or reference is repeated in the text, then one must continue to use numbers in sequence (e.g. 1,2,3.....)

18.1.2 The source of the citation should be properly recorded in the endnote/reference at the end of the chapter or thesis:

When source/reference appears for the first time, the endnote should contain the following information in the given order:

Author's first name followed by last name, Title of the Book (City of publication: Publisher's name, year of publication), Page number of quoted material. Example:

Eastman Lloyd, E. Family, Field, and Ancestors: Constancy and Change in China's Social and Economic History, (New York: Oxford University Press, 1988), 53.

If the same source is to be cited again, it will be cited as under:

Eastman, Family, Field and Ancestors, 54 or Eastman, 54

18.2 **Bibliography:** Works which are of direct relevance to the thesis/dissertation topic should be included in the bibliography.

18.3 **Alphabetical arrangement of Bibliography/Reference list.**

18.3.1 Entries under reference/bibliography should be arranged in alphabetical order by the first author's surname (last name). If the surnames are identical the order is governed by first initials. If the surnames, as well as, the initials are same, the entries should be listed in chronological order on the basis of years of publications. The following example shows the correct arrangement of entries on the basis of alphabetical bibliographical/reference list.

Saini, J.S. (1996)

Saini, J.S (2015)

Saini, J.S, Duggal, B.S. and Uppal, K.K.(2012 a)

Saini, J.S, Duggal, B.S. and Uppal, K.K. (2012 b)

In the text the reference should be cited as under:

...(Saini, 1996) ;

...(Saini, 2015)

...(Saini et al., 2012a, b)

18.3.2 Each publication included in the Bibliography should contain various contents in the following order:

- Last name of each author followed by their initials,
- Year of publication in parenthesis,
- In case of a journal article, full title of the paper in quotes followed by full name of the Journal/report, number, volume, pages.
- In case of a book, full title of the book, publisher, place, pages, (Example for mentioning page or pages, use p.14 or p.16 for single page and pp.14-38 for multiple page references.)

18.4 Citing Journal/ Periodical/ News paper Articles:

Some examples of including different types of publications in Bibliography are given below:

- Details of journal articles should be cited in the following order:
Last names and first initials of all authors (year of publication), full title of article (no capitalization except nouns). *full name of the journal in which it appears, volume number* (Do not include abbreviation,) *issue number in parenthesis* (Do not include abbreviation,): page number of the cited article indicating the first page and the last page of the published article (e.g. pp. 21-30).
- Some sample references are given below:
- Bautista, Petal (2008) “An Overview of the Application of Fenton Oxidation to Industrial Waste waters Treatment”, *Journal of Chemical Technology and Bio-technology*, Volume 83, pp. 1328-38.
- Alternatively a journal article can be cited as under:
Alden, C and Davies M. (2006). “A Profile of Operations of Chinese Multinationals in Africa”, *South African Journal of International Affairs*, 13(1), 83-96

- Citing an Article from a Newspaper
Ramachandran,R (2021) “Through the lens darkly”, *The Tribune*, 11 sept. 2021 : 10.
- Editorial
Evans,H. (1987) “ Free Speech and free Air”. Editorial, *US News and World Report*, 11 May 1987:82
- An Anonymous Article
‘Covid’s psychological fallout”. *The Tribune* 17 August 2021:9
- A letter to the Editor
Goel, R.L (2021) Letter, “Women in Afghanistan”. *The Tribune* 11 Sept.2021 : 9

18.5 Citing Books/Monograph/Reports/Conference Proceedings:

- Citing a Book
For citing a book, information regarding the authors (year of publication), title (capitalize, nouns, adjectives, verbs, pronouns, numerals, adverbs, do not capitalize conjunctions, articles, preposition), edition or volume (if more than one has been published). Place of publication, colon (:), publisher and page number (if required) should be given in that order.
Example: Smilansky, J.(2007). *Developing Executive Talent*,
New Delhi: Wiley India Pvt. Ltd.
Jones, J.(2000). *Contact Mechanics*, Cambridge University Press, Cambridge, U.K,
Chap.6
- Books with more than three authors
Giddens ,A. & et al. (1979). *Central Problems in Social Theory: Action, Structure and contradiction in Social Analysis*. Berkeley, University of California Press, 719-729
- Edited Book
Isaak, R.A(ed) (2007) *The Globalization Gap*, 1st ed. Delhi: Dorling Kindersley (India)
: licensee of Pearson Education Inc.
- Article in Edited Book
Chojar, A.K (2012) in *Managing Indian Economy in Global Financial Crisis*, H.C. Bansal and B.S. Bhatia (eds). New Delhi: Regal Publications. Pp.117-135.
(It Should be noted that in such a citation the last name(s) of authors(s) of an edited book appears after initials).
- Two or more works by same author:
Zruna, Jim.(1991). *Common Lawn Pests and how to Destroy them Effectively*. Florida;

Simon & Penguin.

(1993). *Adequate lawn Care 101*. Detroit: University of Michigan Press.

- Monographs

Dixon, M. and Webb, E.C. (1976) *Enzymes*, 2nd ed. London: Longmans green. Pp. 43-68.

- Reports, Bulletins, etc

Sheldrick, G.M. (1976) *SHE IX-76, Program for Crystal Structure Determinations*. Cambridge: University of Cambridge.

- A book by Corporate Author

A corporate author refers to a Committee, a commission, an association, or any other group whose individual contributors are identified on the title page. Such a publication is cited as under:

Commission on the Humanities(1980) *The Humanities in American Life: Report of the Commission on the Humanities*. Berkley: University of Berkley

- Government Publications

United Nations Centre for National Resources (1980) *State Petroleum Enterprises in Developing Countries*. Elmsford: Pergamon.

- Thesis/Dissertation

Anupma (2020) *Workplace Spirituality and Job Satisfaction- A Study of Public vs Private Bank Employees in Punjab*, Ph.D. thesis(unpublished), R.I.M.T. University, Mandi Gobindgarh, Punjab.

- Seminar/Conference Proceedings

Alden,C and Davies.M. (2006). *A Profile of the Operations of Chinese Multinationals in Africa*. Proceedings of the Symposium conducted at the 104th Annual Convention of the American Management Association, California, USA, 19-22 June 2010, 246-250

19. Citation Style: Manuals/Guides

19.1 A citation style is a set of rules on how to cite sources in academic writing whenever some else's work is referred. A citation is needed to avoid plagiarism. Special attention should be paid to the form and style of bibliography/references. The candidate must ensure consistency in the style of all quotes in the entire volume of thesis/dissertation and should conform to a scholarly style consistent with discipline practice. There are several citation styles.

The most common are APA and MLA, styles. As per APA style the in text citation uses the author's last name and the year of publication. Example: (Field, 2005). For direct quotations, include page number as well. Example: (Field, 2005, p.14).

Reference for the in-text citation on the final pages will appear in the following manner:

Tang, F., & Pierce J.W. (2014). Alzheimer's disease in young adults. *Journal on Aging*, 14(3), 220-243

Stein, J. (2018). Short-term memory now gone: The unfortunate circumstances related to Alzheimer's disease. *Science and Discovery*, 2(23), 35-57.doi:10.1076/S0068-3942%2801% 8900678-6

Book with Subtitle

Fraser, C.(2017). *Prairie fires: The American dreams of Laura Ingalls Wilder*. Metropolitan Books.

Under MLA style the in text citation uses the author's last name and the page number from which the quotation or paraphrase is taken, for example: (Smith 163). If the source does not use page numbers, do not include a number in the parenthetical citation: (Smith)

References for in text citations in the final pages will appear as under:

Derwing, Tracey M., et al. "Teaching Native Speakers to listen to Foreign-accented Speech." *Journal of Multilingual and Multi cultural Development*, Vol.23, no.4, 2002, pp.245-259

Thomas, Holly K. "Training Strategies for Improving Listeners Comprehension of Foreign-accented Speech". University of Colorado, Boulder, 2004, print.

19.2 Style Manuals(Guides)

Every scholarly field has its preferred format or style. The following manuals /guides describe the style of some disciplines.

- Biology

Council of Biology Editors, Style Manual Committee (2002) *CBE Style Manual: A Guide for Authors, Editors, and Publishers in the Biological Sciences*, 6th ed.

Bethesda: Council of biology Editors.

- Chemistry
American Chemical Society (2021) *The American Chemical Society Style Guide*, Washington: American Chemical Society.
American Chemical Society: *Chemical Abstract Index Guide*.
- Engineering
There is mostly one acceptable style and format for citing references in engineering. The style and format is known as the Author-Date format and is very similar to the American Psychological Association (APA) citation format.
- Languages, Literature and Humanities
The Modern Language Association of America (2021) *MLA Hand Book for Writers of Research Papers* New York 9th edition: The Modern Language Association of America. (Available in East-West Press Edition, 1991).
- Law
Harvard Law Rev. Assn.(2021) *A uniform System of Citation*. Cambridge 21st ed.: Harvard Law Rev. Assn.
- Linguistics
Linguistic Society of America. *LSA Bulletin*, annual issues,
- Mathematics
American Mathematical Society (2021) *A Manual for Authors of Mathematical papers*, 7th ed. American Mathematical Society.
- Medicine
International Steering Committee for Medical Editors (2021) Uniform requirements for manuscript submitted to bio medical journals. *Annals of Internal Medicine*, 90: 9.5-9
- Physics
American Institute of Physics, Publications Board (2012) “*Style Manual for Guidance in the Preparation of Papers*, 3rd ed. American institute of Physics.
- Psychology, Education and Social Sciences
American Psychological Association (2021) “*Publication Manual of the American Psychological Association*”, 7th ed. American Psychological Assn.
- Other Social Sciences like Sociology, Education, Physical Education, Economics, Management, etc should follow APA style Manual.

Appendix-I

<THESIS TITLE, BOLD, CENTERED, ARIAL 14 POINT>

(In capital letters, double spaced if more than one line)

A

THESIS

PRESENTED TO

RIMT UNIVERSITY

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS

FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

IN (Name of the Subject)



_____ (Name of the Candidate)

Regd. No.-.....

Department of_____

RIMT UNIVERSITY
MANDI GOBINDGARH, PUNJAB

(Established under Punjab Act No. _____ of _____).
(Month, and Year of submission)

Appendix II

(Sample)

**WORKPLACE SPIRITUALITY AND JOB SATISFACTION- A STUDY OF PUBLIC VS
PRIVATE BANK EMPLOYEES IN PUNJAB**

A

THESIS

Presented to RIMT University

in Partial Fulfillment of the Requirements for the

DEGREE OF DOCTOR OF PHILOSOPHY

IN COMMERCE



Anupama

Reg. No. 0165617306

Department of Management and Commerce

RIMT UNIVERSITY, MANDI GOBINDGARH, PUNJAB

(Established under Punjab Act No. _____ of _____).

October 2020

DECLARATION

I hereby affirm that the work presented in this thesis/dissertation is exclusively my own and there are no collaborators. It does not contain any work for which a degree/diploma has been awarded by any University/Institution.

Signature & Name of the Candidate

Countersigned

Signature(s), Name(s) and Designation(s)
of Research Supervisor(s).

Day Month Year

The Viva Voce of the Candidate was conducted on

Supervisor(s)

External Examiner

Pro Vice Chancellor

Appendix-IV

DECLARATION

I hereby affirm that the work presented in this thesis/dissertation is exclusively my own and there are no collaborators. It includes work for which M.Phil/M.Tech. degree has been awarded to me by the (Name of the Concerned University and Place) .

Signature & Name of the Candidate

Countersigned

Day Month Year

Signature(s), Name(s) and Designation(s)
of Research Supervisor(s)

The Viva Voce of the Candidate was conducted on

Supervisor(s)

External Examiner

Pro Vice Chancellor

CERTIFICATE

This is to certify that this thesis/dissertation (Title) embodies the work carried out by (name of the candidate) himself/herself under my/our supervision and that it is worthy of consideration for the award of the Ph.D./M.Phil/M.Tech. degree.

Signature(s), Name(s) and Designation(s)
of Research Supervisor(s).

Day Month Year

Appendix-VI

Title of the Thesis_____

Name of the Candidate_____

Roll No. _____

Subject _____

ABSTRACT

Key words.....

Signature of Supervisor(s)

Signature of the candidate

Appendix-VII

(Sample)

Title of the Thesis: Productivity of rice (*Oryza sativa* L.) in relation to nitrogen levels and time of application

Name of the Candidate: Prabhdeep Singh

Roll No.: 1806002042

Subject: Agronomy

Name and Designation of Supervisor: Dr. U.S. Tiwana

Degree to be awarded: M. Sc. (Ag) Agronomy

Year of Award: 2021

Name of University: RIMT UNIVERSITY

ABSTRACT

The field experiment was carried out at Agriculture Research Farm of School of Agricultural Sciences and Technology, RIMT University, Mandi Gobindgarh (Punjab) during the kharif season of 2019 to study the productivity of rice (*Oryza sativa* L.) in relation to nitrogen levels and time of application. The treatment consisted of three N levels viz. 75, 100 and 125 kg N/ha and three time of nitrogen application viz. 7, 14 and 21 days after transplanting (DAT) and 7, 21 and 28 DAT and 7, 28 and 42 DAT. The experiment was laid out in randomized complete block design (RCBD) with three replications. The nursery was sown by broadcast on May 29 and transplanted on July 5, 2019 at row to row spacing of 20cm with plant to plant distance of 15 cm. the growth parameters and yield attributes were significantly influenced with nitrogen levels and time of nitrogen application. The maximum grain yield was recorded with the application of 125kg N/ha (73.8 q/ha) which was at par with 100 kg N/ha (70.1 q/ha) but was significantly higher than 75kg N/ha (97.2 q/ha). The increase in grain yield of rice was 5.2 and 9.8 percent higher with application of 125kg N/ha than 100 and 75kg N/ha. respectively. The maximum grain yield (74.0 q/ha) was recorded with the time of nitrogen application at 7. 28 and 42 DAT which was at par with 7, 21 and 28 DAT (69.8 q/ha) but was significantly higher than time of nitrogen application at 7, 14 and 21 DAT (67.4 q/ha). The grain yield of rice increased with time of nitrogen application at 7, 28 and 42 DAT than at 7, 14 and 21 DAT and 7, 21 and 28 DAT with a margin of 9.7 and 6.0 percent respectively. The interaction between different nitrogen levels and time of nitrogen application was non-significant in all morphological, yield attributes and yield.

Key words: Plant population, nitrogen, rice, growth, yield attributes and yield.

()

()

Signature of Supervisor

Signature of the candidate

Day

Month

Year