



KUMAUN UNIVERSITY, NAINITAL

Sponsored Research and Industrial Consultancy Cell (SRICC)

2018

GUIDELINES FOR PREPARATION OF THESIS/DISSERTATIONS

FOR

D.Sc., D.Litt./Ph.D./M.Sc. Dissertation Students

(Modified and adapted from www.iitb.ac.in > Dissertation17June09-10 and in parts from www.iitr.ac.in)

KU-SRICC-2018

Guidelines for Preparation of Thesis/Dissertations

During the course of formulating thesis/dissertation, the students are requested to pay utmost attention to the content of the thesis/dissertation, which is being submitted in partial fulfillment of the requirements of the respective degree. Therefore, it is essential to have a standard format which has been prescribed in the following lines. The same format shall also be followed in preparation of the final soft copies to be submitted to the Central Library of the Kumaun University in future.

1 Organization of the Thesis/Dissertation

The thesis should be presented in a number of chapters, starting with Introduction and ending with Summary and Conclusions. Each of the other chapters will have a 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 posed, define the topic and explain the aim and scope of the work presented in the thesis. It may also highlight the significant contributions from the investigation.

1.2 Review of Literature

This shall normally form 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 Report on the present investigation

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, Techniques developed, methodologies developed and adopted.
- While important derivations/formulae should normally be presented in the text of these chapters, extensive and long treatments, copious details and tedious 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 on 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 thesis 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 thesis. 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 "Literature Cited" section.

1.7 Literature Cited/References/Bibliography

This should follow the Appendices, if any, otherwise the Summary and Conclusions chapter. 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 thesis. 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/publishers, volume, number, pages(s) and year of publication.

Citation from websites should include the names(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.

1.7.1 Publications by the candidate

Articles, technical notes etc. on the topic of the thesis 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.

1.8 Acknowledgements

The acknowledgments by the candidate shall follow the citation of literature, signed by him/her, with date.

2 THESIS FORMAT

2.1 Paper

2.1.1 Quality

The thesis shall be printed/xeroxed on white A4 size paper, whiteness 95% or above, weight 70 gram or more per square meter.

2.1.2 Size

The size of the paper shall be standard A 4; height 297 mm, width 210 mm.

2.1.3 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 or Arial of 12 pts with 1.5 line spacing. हिंदी के लिए Arial Unicode MS फॉन्ट का आकार 14 तथा शीर्षकों के लिए फॉन्ट का आकार 16 स्वीकार्य होगा।

2.1.4 Page Format

The Printed Sheets shall have the following written area and margins:

Top Margin	15 mm
Head Height	3 mm
Head Separation	12 mm
Bottom Margin	22 mm
Footer	3 mm
Foot Separation	10 mm
Text Height	245 mm
Text Width	160 mm

When header is not used the top margin shall be 30 mm.

Left and Right Margins

The candidates shall have the options of single or double -sided printing

- Single sided/odd number page (in double sided printing) Left Margin 30mm
Right Margin 20 mm
- Double sided- even numbered page Left Margin 20mm, Right Margin 30mm
Right Margin 30mm

2.1.5 Pagination

Page numbering in the text of the thesis shall be Hindu-Arabic numerals at the center of the footer. But when the candidate opts for header style the page number shall appear at the right and left top corner for the odd and even number pages, respectively.

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 (fresh odd number page in case of double sided printing). When header style is chosen the first page of each chapter will not have the header and the page number shall be printed at the center of the footer.

Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., “iv”.

2.1.6 Header

When the header style is chosen, the header can have the Chapter number and Section number (e.g., Chapter 1, Section 2) on even numbered page headers and Chapter title or Section title on the odd numbered page header.

2.1.7 Paragraph format

Vertical space between paragraphs shall be about 2.5 line spacing.

The first line of each paragraph should normally be indented by five characters or 12mm. A candidate may, however, choose not to indent if (s) he has provided sufficient paragraph separation.

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.

2.2 Chapter and Section Format

2.2.1 Chapter

Each chapter shall begin on a fresh page (odd number page in case of double sided printing) with an additional top margin of about 75mm. Chapter number (in Hindu-Arabic) and title shall be printed at the center of the line in 6mm font size (18pt) in bold face using both upper and lower case (all capitals or small capitals shall not be used). A vertical gap of about 25mm shall be left between the Chapter number and Chapter title lines and between chapter title line and the first paragraph.

2.2.2 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 Section and Sub-Section titles along with their numbers in 5 and 4mm (16 and 14 pt) fonts, respectively, in bold face shall be flushed to the left (not centered) with 15 mm space above and below these lines.

In further subdivisions character size of 3 and 3.5 with bold face, small caps, all caps and italics may be used for the titles flushed left or centered. These shall not feature in the contents.

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 on 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, e.g. (after McGregor, 2018).

3 Auxiliary

3.1 Binding

3.2 Front Covers

The front covers shall contain the following details:

- Full title of thesis in 6 mm 22 point's size font properly centered and positioned at the top.
- Full name of the candidate in 4.5 mm 15 point's size font properly centered at the middle of the page.
- A 40 mm dia replica of the University emblem followed by the name of department, name of the University and the year of submission, each in a separate line and properly centered and located at the bottom of page.

3.2.1 Lettering

All lettering shall be embossed in gold.

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 gold.

3.3 Blank Sheets

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

3.4 Title Sheet

This shall be the first printed page of the thesis and shall contain the submission statement: the Thesis/Dissertation submitted in partial fulfillment of the requirements of the Degree e.g. D.Sc.,D.Litt./ Ph.D. /M.Sc. etc., the name and Roll No. of the candidate, name(s) of the Supervisor and Co-supervisor (s) (if any), Department, University and year of submission.

Sample copy of the 'Title Sheet' is enclosed (**Specimen 'I'**)

3.5 Dedication Sheet

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

3.6 A Declaration of Academic Honesty and Integrity by Candidate

A declaration of Academic honesty and integrity is required to be included along with every thesis/dissertation after the Supervisor's certificate. The format of this declaration is given in **Specimen `II'** attached.

3.7 Certificate from Candidate/Supervisor and Convener (Specimen 'III')

3.8 Abstract

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

3.9 Contents

The contents shall follow the Abstract 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.

3.9.1 List of Figures and Tables

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

3.10 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 and figures. (As far as possible, generally accepted symbols and notation should be used).

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 the both the cases shall not bear a page number).

SAMPLE COPY

Specimen 'I'

**GEOMORPHOLOGICAL INVESTIGATIONS OF
GAULA CATCHMENT, KUMAUN LESSER
HIMALAYA, INDIA**

16 + Bold &
Single Space

NOTE: Font may be
Arial or New Time
Roman all through out
for English & Arial
Unicode MS for Hindi

Ph.D. THESIS

12 + Bold

by

12 Italic

A.K. SHARMA

12 + Bold

**DEPARTMENT OF GEOLOGY (CAS)
KUMAUN UNIVERSITY NAINITAL
NAINITAL – 263001 (INDIA)
JUNE, 2018**

14 + Bold
and Single
Space

KU-SRICC-2018

**GEOMORPHOLOGICAL INVESTIGATIONS OF
GAULA CATCHMENT, KUMAUN LESSER
HIMALAYA, INDIA**

**16 + Bold &
Single Space**

A THESIS

12 + Bold

*Submitted in partial fulfilment of the
requirements for the award of the degree*

**12 Italic + Bold &
Both line Single space**

of

12 Italic

DOCTOR OF PHILOSOPHY

12 + Bold

in

12 Italic

GEOLOGY

12 + Bold

by

12 Italic

A.K. SHARMA

12 + Bold

**DEPARTMENT OF GEOLOGY (CAS)
KUMAUN UNIVERSITY NAINITAL
NAINITAL – 263001 (INDIA)
JUNE, 2018**

**14 + Bold
and
Single
Space**

KU-SRICC-2018

©KUMAUN UNIVERSITY NAINITAL- ALL RIGHTS RESERVED

12+ Bold
single line

KU-SRICC-2018

Specimen `II'

CANDIDATE'S DECLARATION

I declare that this written submission represents my ideas in my own words and where others' ideas or words have been included, I have adequately cited and referenced the original sources. I also declare that I have adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/data/fact/source in my submission. I understand that any violation of the above will be cause for disciplinary action by the University and can also evoke penal action from the sources which have thus not been properly cited or from whom proper permission has not been taken when needed.

(Signature)

(Name of the student)

(Enrolment No./Roll No.)

Date: _____



Specimen 'III'

**DEPARTMENT OF GEOLOGY (CAS)
KUMAUN UNIVERSITY NAINITAL**

**16+ Bold &
Single Space**

Seal size .75" by .75"

CERTIFICATE

**14+ Bold
Underline**

I hereby certify that the work which is being presented in the thesis entitled "GEOMORPHOLOGICAL INVESTIGATIONS OF GAULA CATCHMENT, KUMAUN LESSER HIMALAYA, INDIA" in partial fulfilment of the requirements for the award of the Degree of Doctor of Philosophy in Geology and submitted in the Department of Geology (CAS) of the Kumaun University Nainital is an authentic record of my own work carried out during a period from 14 July, 2014 to 18 June, 2018 under the supervision of Dr. A.K. Sharma, Professor and Head, Department of Geology (CAS), Kumaun University Nainital.

**12 + line space 1.5 and
Topic in inverted commas +Bold**

The matter presented in this thesis has not been submitted by me for the award of any other degree of this or any other University/Institution.

12+Bold (A.K. SHARMA)
Candidate

This is to certify that the candidate has put more than 200 days attendance during the course of his Ph.D. thesis and the above statement made by him is correct to the best of my knowledge.

(A.K. Sharma)
Counter Sign by Convener

**12+Unbold
in single line**

**12+Unbold
in single line**

(A.K. Sharma)
Supervisor

Date: **12 + Bold**

Important Instructions Regarding Synopsis Preparation and Thesis Submission

A.Regarding Registration and Synopsis Submission

The synopsis should be in below mentioned format:

रूपरेखा का प्रारूप निम्नवत् होना चाहिए -

i.The purpose of a study indicating the original contribution to knowledge which the thesis proposes to make and which will bring to light material not yet known or a fresh interpretation of already known facts.

अध्ययन का उद्देश्य, जिससे ज्ञान के प्रति उस मौलिक योगदान का पता चल सके, जो शोध प्रबंध प्रकट करेगा एवं ऐसी सामग्री जो प्रकाश में लाएगा, जो अभी तक ज्ञात नहीं है या पूर्वज्ञात तथ्यों की नवीन व्याख्या प्रस्तुत करेगा.

(In five copies/ पांच प्रतियों में)

ii.Five Copies of the research programme (Synopsis) under following headings –

प्रस्तावित शोध योजना की पांच प्रतियां निम्नांकित बिंदुओं पर -

a.Title of the proposed research work.

शोध-कार्य का शीर्षक

b.Introduction

प्रस्तावना

c.Present state of knowledge in proposed work.

प्रस्तावित कार्य में ज्ञान की वर्तमान स्थिति

d.Origin of Proposal

प्रस्ताव का मूल स्रोत

e.Objectives of Proposal

प्रस्ताव के लक्ष्य

f. Methodology

शोध प्रविधि

g.Tentative Chapter Plan

अनुमानित अध्याय योजना

h.References

संदर्भ

B.Regarding Thesis Submission

i.The thesis should be typed on A 4 size paper on both sides containing Margin of 1.5 inches on binding side and 1 inch on the other side with line spacing 1.5.

शोध प्रबंध ए 4 आकार के पन्ने पर दोनों ओर टंकित हो, जिसकी बाइंडिंग की ओर 1.5 इंच तथा दूसरी ओर 1 इंच का हाशिया होना चाहिए। पंक्तियों के बीच अंतर 1.5 होगा।

ii.The thesis should be typed as given below –

शोध प्रबंध निम्नवत् टंकित होना चाहिए –

1.For English typing it should be in Times New Roman font, size 12 and for heading font size 14 or more is acceptable.

अंग्रेजी के लिए Times New Roman फॉन्ट का आकार 12 तथा शीर्षकों के लिए फॉन्ट का आकार 14 या अधिक स्वीकार्य होगा।

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2018

2.For Hindi typing it should be in Arial Unicode MS Font, size 14 and for heading font size 16 is acceptable.

हिंदी के लिए Arial Unicode MS फॉन्ट का आकार 14 तथा शीर्षकों के लिए फॉन्ट का आकार 16 स्वीकार्य होगा।

iii.Submission

जमा करना है -

a.Three Copies of the Thesis duly signed by the researcher, Guide, Co-Guide (if any) and forwarded by The Convener.

शोधकर्ता, शोध-निर्देशक, सह शोध-निर्देशक(यदि कोई हैं) द्वारा हस्ताक्षरित एवं संयोजक द्वारा अग्रसारित शोध-प्रबंध की तीन प्रतियां।

b.One research paper from research work in a refereed Journal and certificates of two paper presentations (Oral/Poster) in conferences/seminars, bound inside the thesis.

किसी संदर्भित पत्रिका में प्रकाशित शोध-प्रबंध से सम्बंधित एक शोध-आलेख एवं संगोष्ठियों में प्रस्तुत (मौखिक/प्रकाशित) दो शोध पत्रों के प्रमाण पत्र शोध प्रबंध के अंदर जुड़े हों।

c.Four copies of the summary.

सारांश की चार प्रतियां।

d.Three copies of the synopsis.

रूपरेखा की तीन प्रतियां।

e.Pre-submission certificate given by the Convener.

संयोजक द्वारा प्रदत्त शोधपूर्व प्रस्तुति का प्रमाण-पत्र।

f.No-dues from Central Library and concerning Campus/College/Institution.

केन्द्रीय पुस्तकालय तथा सम्बंधित संस्थान के अदेय प्रमाण-पत्र।

g.Before binding and submission the Thesis should be Checked by **Anti Plagiarism software URKUND** from Central library, KU.

h.One SPLIT PDF CD of the complete Thesis for Central Library (Annexure-IV and V).

सम्पूर्ण शोध प्रबंध की एक SPLIT पीडीएफ सीडी केन्द्रीय पुस्तकालय के लिए। (Annexure-IV and V).

i.One SPLIT PDF CD of the complete Thesis for SRICC Kumaun University, Nainital.

सम्पूर्ण शोध प्रबंध की एक SPLIT पीडीएफ सीडी एस.आर.आई.सी.सी. कुमाऊँ विश्वविद्यालय, नैनीताल के लिए।

j. Demand Draft (any Nationalized Bank) of Rs. 10,000/- drawn in favour of “**Finance Officer, Kumaun University, Nainital**”

वित्त अधिकारी, कुमाऊँ विश्वविद्यालय, नैनीताल के नाम किसी राष्ट्रीयकृत बैंक द्वारा निर्गत रूप 10000/- का बैंक ड्राफ्ट .

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(Annexure-IV)

CD Submission in Central Library and SRICC Office of the Kumaun University Nainital

The thesis in CD format (Split PDF file only) should be completed in all respect and must be submitted (one copy each) to the Central Library and to the office of the SRICC Kumaun University, Nainital. The stipulated time for submitting the thesis is 45 days after the completion of Pre Ph.D. seminar in respective Departments. Submission of thesis (Split PDF files in CD) must be submitted as per the format enclosed herewith (Annexure-IV).

Central Library, Kumaun University, Nainital-CD Submission Rules

Format of soft copy of Ph.D. thesis to be submitted for uploading in the UGC website ‘Shodhganga’. Following details are required for entering the data:

Registration Date 10th July 2012
Completed Date 16th September 2016
Awarded Date 03rd March 2016
Abstract: Maximum 2048 characters
Keywords: WWP2, WWP1, P73, PPM1G, Apoptosis, Dvl2, Ubiquitination, and Wnt Signaling
Copyrights: Neelam Chaudhary
Accompanying Materials: CD

Each chapter in a separate file for uploading:

01_title.pdf	Title Page
02_certificate.pdf	Certificate
03_abstract.pdf	Abstract
04_declaration.pdf	Declaration

05_acknowledgement.pdf	Acknowledgement
06_contents.pdf	Content/Index page
07_list_of_tables.pdf	List of Tables
08_list_of_figures.pdf	List of Figures
09_abbreviations.pdf	Abbreviations
10_chapter1.pdf	First Chapter
11_chapter2.pdf	Second Chapter
12_chapter3.pdf	Third Chapter
13_chapter4.pdf	Fourth Chapter
14_chapter5.pdf	Fifth Chapter
15_bibliography	Bibliography
16_appendixI	Appendix

(Annexure-V)

Before binding and submission the thesis should be checked by **Anti Plagiarism software URKUND** from Central library of the Kumaun University, Nainital. The procedure to do so is as follows:

ACCESS TO "URKUND" ANTI-PLAGIARISM TOOL

ABOUT URKUND

URKUND is a plagiarism detection tool provided by INFLIBNET.

ACCESS

Faculty Members, Research Scholars and Students of Kumaun University

WHAT TO CHECK

Theses, Dissertation, and Research Paper

SUPPORTED FILE FORMATS

.DOC, .DOCX, .SXW, .PPT, .PPTX, .PDF, .TXT, .RTF, .Html, .Htm, .WPS, .ODT

PROCESS

Step 1: Prepare your document in one of the above file format with your name and department e.g. xyz_LIS.pdf; name_Psychology.docx; name_LIS.doc; abc_cloud.ppt etc.

Step 2: E-mail your document in attachment

to: ycjoshi.kun@analysis.orkund.com

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Note: URKUND will not accept e-mails without an attachment. Nothing that is pasted into or written directly in the body of the email will be analyzed. It is advised to write only "Plagiarism Check" in the subject area and name, department and faculty in the body area of the e-mail.

Step 3: When you have successfully submitted your document, you will receive a confirmation e-mail in return.

Note: If this is your first time submitting a document through URKUND, you might want to click on the link to register your name and adjust your language settings.

Step 4: Reports will be sent to you by e-mail as soon as possible. Otherwise, you can send request on library's e-mail address:

cenlib2017@gmail.com/ycjoshi@yahoo.com after 2 days.

Step 5: Click to the link given to open the analysis and then click on "export" button to get analysis report in .pdf file format.

PLAGIARISM HANDBOOK

URKUND plagiarism handbook can be downloaded from following link:

http://static.orkund.com/manuals/URKUND_Plagiarism_Handbook_EN.pdf
