

## Guidelines for Preparing Thesis

### Components of the Thesis

All thesis will have components given below and following instructions must be followed while preparing the thesis:

#### **1. Preliminary pages**

The preliminary pages must include the title page, the certificates, acknowledgements, abstract, table of contents, list of tables, list of figures, list of appendices and list of abbreviations used in the thesis. These should be numbered using lower case Roman numerals (i, ii, iii,...).

##### **a. Title page**

The title page should be printed exactly in accordance with the sample [Annexure I]. The date appearing on the title page must be the year in which the thesis is submitted.

##### **b. Certificates**

Certificates regarding originality of the work from supervisor(s) and student should be included in the preliminary pages. These certificates must be included on two separate pages exactly as given in Annexure II and III A & B.

##### **c. Abstract**

The abstract should not exceed two (2) pages, it has to be typed single space in the format given in Annexure IV and it must be signed both by the student and the supervisor.

##### **d. Acknowledgments**

Acknowledgment(s), if any should be brief, not exceeding one page (Annexure V).

##### **e. Table of contents**

Except the title page, certificates, acknowledgements and abstract, all other major divisions of the thesis should be listed in the table of contents. These divisions and sub-divisions, if any, must agree in wording and style with the text.

List of tables, list of figures, list of appendices and list of abbreviations should be typed separately on a page in the same style (Annexure VI) as for the text.

#### **2. Main body of the thesis text**

The detailed organization of the text may vary with the thesis in different disciplines, but a consistent style must be followed within discipline. In general for all disciplines in science the text is divided in to various parts as per Annexure VII.

The text of the dissertation/thesis may also include certain materials such as tables, illustrations, photographs, chemical and mathematical formulae and footnotes. The text may be arranged under primary, secondary, tertiary (and so on) titles and subtitles.

**a. Tables, figures, illustrations, photographs and appendices in the thesis**

The tables, figures, illustrations and photographs (plates) should be self explanatory. The headings and the column/row entries of tables should be clearly related. Tables, figures, illustrations and plates less than half a page may be centered on the page with text above and below. The tables, figures, illustrations and plates should be numbered using Arabic numerals as Table 1., Figure 1., Illustration 1., Plate 1., respectively throughout the thesis. The appendices should be numbered as Appendix A, Appendix B etc.

**b. Formulae**

Mathematical and chemical formulae should be carefully done on computer. Complex mathematical formulae if two or more lines should not be included in text lines, but these should be placed in proper position in the centre of the page between lines of text.

**c. Scientific names**

Give technical name of living organisms in full in italics at the first mention, e.g. *Homo sapiens*. Thereafter, abbreviate them in the text, e.g. *H. sapiens*.

**d. Abbreviations of weights, measures calendar and time**

The standard abbreviation of weights, measures, calendar and time should be followed as given in Annexure VIII.

**e. Illustrations**

Illustrations used in the thesis must appear in all the copies at appropriate places.

**f. References**

1. For Medical science subjects list all the references in APA style.
2. For details of reference writing follow instructions attached as Annexure IX.

**3. Instructions for typing and printing of thesis**

**a. Paper quality**

The original thesis as well as the photocopies should be prepared on a high quality white paper of A4 size. All pages must have at least 4 cm margin on the left 1.5 cm on right and 2.5 cm on the top and bottom.

**b. Typing**

The thesis must be typed on computer. The general text of the manuscript should be typed in 1.5 line space in Time New Roman, font size 12 with both sides printing of the paper for Ph.D. except illustrations, figures, photographs and tables which can be on one side of the paper. The text of the manuscript should be justified.

**c. Pagination**

Certificates of approval, little page, acknowledgements and abstract should be given page number in lower case Roman numerals (i, ii, iii, ...). For text, Arabic numerals (1, 2, 3, ...) should be used beginning with the first page of the text and continued throughout the rest of the thesis including the references. The page number should be at bottom and right aligned. Suppress the page number on first page of each chapter.

**d. Number of copies to be submitted and other requirements:**

After completion of all prescribed requirements of the programme, two soft bound copies of thesis in high quality covering research work carried out by the candidate will be submitted for evaluation. After evaluation of thesis by external examiner and the candidate having been declared successful in the viva-voce examination and public defense of the thesis submitted by him/her, five hard bound copies of thesis using high quality Rexene (**The colour of Rexene to be used for binding will be Black**) with printing in golden letters on the front cover as well as on the spine shall be submitted for stamping by the Registrar. A soft copy of thesis on a CD in the format recommended by UGC will be submitted for uploading at INFLIBNET website under Shodhganga.

A student approval form attached as Annexure X must be signed by the student and submitted through his/her supervisor along with the thesis in public domain. The university logo is to be printed on the front cover as well as the title page of all five copies of thesis submitted by the candidate. A certificate to the effect that changes suggested by the external examiner has been incorporated in the text (Annexure VII) must be submitted by the candidate along with five hard bound copies of the thesis. The spine should carry the title of thesis, name of the student and year of final submission.

**Instructions for title page**

**[TYPE THESIS TITLE HERE]**

Font: Times New Roman; 18; Bold; Center, spacing: 1.0

**THESIS SUBMITTED TO SRI GURU RAM DAS UNIVERSITY OF  
HEALTH SCIENCES TOWARDS PARTIAL FULFILLMENT OF  
REQUIREMENT FOR THE AWARD OF**

Font: Times New Roman; 14; Bold; Center, spacing: 1.0

**DOCTOR OF PHILOSOPHY**

**IN**

Font: Times New  
Roman; 16; Bold;  
Center, spacing: 2.0

**[NAME OF DISCIPLINE]**

**UNDER THE FACULTY OF MEDICAL SCIENCES (14 font)**

**BY**

**[NAME OF THE CANDIDATE]**

**SUPERVISOR**

**[NAME OF SUPERVISOR]**

(University logo, to be put only after the acceptance of  
thesis for award of degree. The logo should not be more than  
4.5 cm<sup>2</sup> area)

Font: Times New  
Roman; 14; Bold;  
Center, spacing: 1.0

**DEPARTMENT OF.....**

**SRI GURU RAM DAS INSTITUTE OF MEDICAL SCIENCES AND  
RESEARCH  
SRI GURU RAM DAS UNIVERSITY OF HEALTH SCIENCES,  
AMRITSAR**

**[YEAR WITH MONTH]**

**DECLARATION**

I declare that the work embodied in the thesis entitled, “.....” submitted under the faculty of Medical Sciences, Sri Guru Ram Das University of Health Sciences, Amritsar, for the award of degree of Doctor of Philosophy has been done by me. The thesis is entirely based on my own work and not submitted elsewhere for the award of any other degree.

I further declare that the interpretations put forth are based on my reading and understanding of the original texts and they are not published anywhere in the form of books, monographs or articles. The other books, articles and websites have been included in the thesis are duly acknowledged at the respective place.

**Dated:**

**Name of Ph.D. scholar**

**Supervisor**

**Co-Supervisor**

**CERTIFICATE**

I certify that [NAME OF CANDIDATE] has prepared his/her dissertation /thesis entitled “TYPE  
This is to certify that Ms/Mr..... has prepared her/his thesis entitled  
“.....”, for the award of Doctor of Philosophy, degree of the  
Sri Guru Ram Das University of Health Sciences, Amritsar, under our supervision. He/She has  
carried out this work at the Department of ....., Sri Guru Ram Das University of  
Health Sciences, Amritsar and in collaboration with Department of .....,  
.....University, Amritsar

This is an original work and has not been submitted in part or full for any other degree/diploma at  
this or any other university/institute. This thesis is fit to be considered for evaluation the award of  
degree of Ph.D.

**(Supervisor)**  
**Department of**  
**SGRDUHS, Amritsar**  
**Dated :**

**COPYRIGHT**

**DECLARATION BY THE CANDIDATE**

I hereby declare that Sri Guru Ram Das University of Health Sciences, Sri Amritsar shall have the  
rights to preserve, use and disseminate this thesis in print or electronic format for academic/  
research purpose.

**[Name and signature of candidate],**  
**[Department of.....],**  
**Sri Guru Ram Das Institute of Medical Sciences and Research,**  
**Vallah, Sri Amritsar**  
**Sri Guru Ram Das University of Health Sciences, Sri Amritsar--143501**

**Date:**

**ACKNOWLEDGEMENTS**

Type your acknowledgements here

(one page only)

**Name and signature of student**

**ABSTRACT**

[Type title of thesis here]

**Name of student:**

**Registration number:**

**Degree for which submitted:**

**Name of supervisor:**

**Name of Department:**

**Name of Institute/Centre/College:**

**Key words (Five minimum):**

**Type your abstract here in single space**

**(Name and signature of student)**

**(Name and signature of supervisor)**

Details of content, list of different tables, list of figures, list of appendices and list of abbreviations should be as given below and each table must start from new page:

### TABLE OF CONTENTS

[Type your table of contents in the following format]

Sr. No.	Content	Page number

### LIST OF TABLES

[Type your list of tables here]

Table number	Table description	Page number

### LIST OF FIGURES

[Type your list of figures here]

Figure number	Description of figure	Page number

### LIST OF APPENDICES

[Type your appendices here]

Appendix number	Description of appendix	Page number
A.		(in lower case Romans)

### LIST OF ABBREVIATIONS

[Type your list of abbreviations here]

Sr. No.	Full form	Abbreviation



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For abbreviations relating to weights, measures and calendar please see Annexure VIII.

Annexure VII

**CHAPTER I**

[Type your contents of first chapter here]

Continue with other chapters in the same fashion

INTRODUCTION

AIM AND OBJECTIVES

**CHAPTER II**

REVIEW OF LITERATURE

**CHAPTER III**

MATERIALS AND METHODS

**CHAPTER IV**

RESULTS

**CHAPTER V**

DISCUSSION

**CHAPTER VI**

SUMMARY

CONCLUSION

**CHAPTER VII**

REFERENCES

## Annexure VIII

### Standard Abbreviation Relating to Weights, Measures and Calendar

Weights and Measures		Calendar	
Abbreviation	Name	Abbreviation	Name
B	Billon	AD	Anno Domini
C	Celsius	CE	Common Era
Cc	Cubic meter	BCE	Before Common Era
Cm	Centimeter(s)	BC	Before Christ
Cu	Cubic	Cal	Calendar
CWT	Hundred weight	Cent	Century
F	Foot (feet)	D	Date
Ft	Do part of body	hr(s)	Hour(s)
Gal	gallon (S)	M	Minute (s)
G	gram (s)	S	Second
Gr	grain (s)	Jan	January
Ha	Hectare	Feb	Feb
Kg	Kilogram	Mar	March
Km	Kilometer (s)	Apr	April
I	Liter	May	May
M	Meter/mile/million (s)	June	June
Mg	Milligram	Jul	July
Mm	Millimeter	Aug	August
Mt	Metric tone	Sept	September
Q	Quintal	Oct	October
Sq	Square	Nov	November
T	Tone (s)	Dec	December
Temp	Temperature	Mon	Monday
µg	Microgram	Tue	Tuesday
G	Gram	Wed	Wednesday
µl	Microlitre	Thu	Thursday
MI	Milli litre	Fri	Friday
		Sat	Saturday
		Sun	Sunday

		Pa	Per Annum
		Am	Ante Meridiem
		Pm	Post Meridiem

## Annexure IX

### APA Citation Style

**The students in science subjects and allied disciplines should consult “Publication Manual of the American Psychological Association” Sixth Edition for detailed information about referencing in APA style.**

**Basic Rules:** The References list arranged in alphabetical order appears at the end of your document by the last name of the first author (or corporate author).

#### **In-Text Citations**

For one author: Donald (2002) and (Donald, 2002)

For two authors: Semple and McCance (2010) and (Semple and McCance, 2010)

For authors more than two: Greenberg *et al.* (2008)

More citation in Parenthesis: (Greenberg *et al.* 2008; Donald, 2002)

#### **Reference by the same author(s) in the same year or others authors:**

Kumari, A., Yadav, S. K. and Yadav, S. C. (2010a). Biodegradable polymeric nanoparticles based drug delivery systems. *Colloids and Surfaces B: Biointerfaces* **75**(1): 1-18.

Kumar, R., Novak, J. and Tomkins, A. (2010b). Structure and evolution of online social networks. In *Link mining: models, algorithms, and applications* (pp. 337-357). Springer New York.

#### **Abstracts in Conferences**

Singh P. S. and Wang P. (2009). Effect of mutagen treatment on barley seeds. *Science Digest* **56**: 212 (Abstr.).

Damon, W. (1998). Impact of child psychology. *Psychological Review* **32**: 47 (Abstr.).

#### **Secondary source (original not available)**

Ramakrishnan, R., Philip, D. and Jang, S. (2001). Cultivation of grasses as food crops in *Plants and Soils* **123**: Entry No. 2014, 1999.

Wright, R. (1999). Evolution and money 17: 89-90. (Original not seen. Abstr. in *Journal of Economic Dynamics and Control* **38**: Entry No. 206, 1996).

### **Anonymous Publication**

Anonymous (1998). Package of Practices for crops, pp. 20-25. Punjab University, Chandigarh.

Anonymous (1994). Economics of Rearing Pigs in China, pp. 35-36. Chinese Ministry of Agriculture report.

### **Translated titles (in parenthesis)**

Charaldsen, J. (1982). (Gastro-intestinal parasites in swine in some relatively large breeding herds) *Nordisk Veterinary Medicine* **24**:427-32.

### **Books (Print and Electronic)**

Basic Format: Author Last Name, Initial(s) (Year of publication). Title of book: Subtitle (Edition if not first). Publisher, Place of Publication.

### **One Author or Editor**

Donald, J. G. (2002). Learning to think: Disciplinary perspectives. Jossey-Bass, San Francisco.

### **More than Two Authors/Editors**

Potter, P. A., Perry, A. G., Ross-Kerr, J. C., Wood, M. J., Astle, B. J., and Duggleby, W. (Eds.). (2014). Canadian fundamentals of nursing (5th ed.) Toronto, Elsevier Canada.

### **Book in series**

Chandu, C. P. (ed.) (2010). DNA Fingerprinting Techniques. Vol 31, pp. 63-69. New Press, New Delhi.

McCullagh, P. (1989). Generalized Linear Models. Vol 31, pp. 63-69. Chapman and Hall, London.

### **Book Chapter**

Martens, K. (2001). The joy of belly dancing. In Shields, C. and Anderson, M. (Eds.), *Dropped threads: What we aren't told*, pp. 299-307. Toronto, Vintage Canada.

Petrunka, P. (2010). The Canadian health care system. In Potter, P. A., Perry, A. G., Ross-Kerr, J. C. and Wood, M. J. (Eds.), *Canadian fundamentals of nursing* (4th ed.), pp. 14-27. Toronto, Elsevier Canada.

### **Book Chapter in an edited book**

Partridge H, Hallam G. Evidence-based practice and information literacy. In: Lipu S, Williamson K, Lloyd A. (eds). *Exploring methods in information literacy research*. Wagga Wagga, Australia: centre for information Studies; 2007. pp. 149-170.

### **Books with translator (s) name**

Sewak, P. L. (1998). General Applications of Lamarkian Theory, Coleman, P and Selmon, T. (Tr.). pp. 112-119. Dover, New York.

Brocas, I. (2003). The Psychology of Economic Decisions. Damon, W. (Tr.). pp. 129-138. Oxford University Press, U.K.

### **Symposium/Conference proceedings**

Pitman, R. (1997). Plant pathogens for control of human diseases. Proceedings of 2<sup>nd</sup> National Seminar on Plant Pathogens and their control. Pp.72/88. Punjab Agricultural University, Ludhiana, India.

Common, M. (2000). The role of economics in natural heritage decision making. Proceedings of the International Society for Ecological Economics Conference, pp. 27-38, Australian National University, Canberra, Australia.

### **eBook**

Grivetti, L., and Shapiro, H. Y. (Eds.). (2009). Chocolate: History, culture and heritage [Netlibrary version]. Retrieved from <http://cclsw2.vcc.ca:2048/login?url=http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=273301>

### **Chapter in an eBook**

Holtzclaw, B. J. (2007). Dengue fever. In Lashley, F. R., and Durham, J. D. (Eds.), Emerging infectious diseases: Trends and issues (2nd ed.) [Netlibrary version], (pp. 123-132). Retrieved from <http://cclsw2.vcc.ca:2048/login?url=http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=194796>

### **Technical bulletins and dissertations/thesis**

Mangla, R. and Roy, J. K. (1988). Estimation of Phosphorous in Punjab soils. Soil Science Bulletin 31, pp. 216. Indian Council of Agricultural Research, New Delhi.

Kumar, S. (2009). Studies of Melanin Production in Human Cell Lines. Ph.D. thesis, Central University of Punjab, Bathinda.

### **Patents**

Sagar, K.L. and Russel, P. (1999). A technique to increase seed germination in corn. U.S. Patent, 20173104.

### **Online Article with a DOI**

Christensen, K., Rogers, E., Green, G. A., Hamilton, D. A., Mermelstein, F., Liao, E., Carr, D. B. (2007). Safety and efficacy of intranasal ketamine for acute postoperative pain. *Acute Pain* 9(4): 183-192. doi:10.1016/j.acpain.2007.09.001

**Online Article from a Website (without a DOI)**

Dunn, M. (2016, November 30). The donut planet: Icy basin in Pluto's heart may be natural sinkhole. National Post. Retrieved from <http://news.nationalpost.com/news/world/the-donut-planet-icy-basin-in-plutos-heart-may-be-natural-sinkhole>

**Image or Picture on the Internet Basic Format**

Author Last Name, Initial(s). (Date of publication). Title of image [format]. Title of website if not clear from URL. Retrieved from <http://www.address.edu>

McCourtie S. D. (2009, April 29). SDM-LK-179 [photograph]. Retrieved from

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<b>Department</b>	
<b>Degree</b>	
<b>University</b>	
<b>Supervisor</b>	
<b>Dissertation/Thesis title</b>	
<b>Year of award</b>	

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4.	View only (No downloads) (world wide)	

**Signature of the candidate**

**Signature and seal of the supervisor**

**Place:**

**Date :**