

SWAMINARAYAN UNIVERSITY

THE RESERVIOR OF ALL KNOWLEDGE

Guidelines for preparation and submission of Ph.D. thesis

Faculty of Doctoral Studies

Swaminarayan University, Kalol

Index of the Manual

1. Guideline for submission of thesis
2. Content outline of the thesis
3. Manuscript preparation

   Page Dimensions, Margins and Quality

   Cover Page Title Page

   Bonafide Certificate of Supervision

   Declaration by research scholar

   Plagiarism certificate

   Abstract

   Acknowledgement

   Table of Contents

   List of Tables

   List of Figures

   List of Symbols, Abbreviations and nomenclature

   Citation of References in the thesis

   Listing of References

   Appendices

   List of Publication of the Candidate

   No due certificate
4. Typing Instructions
5. Numbering Instructions
6. Thesis Binding Specifications
7. Number of Copies for submission
8. Details of School and Department

1) GUIDELINE FOR SUBMISSION OF THESIS:

The manual is intended to provide broad guidelines to the research scholars in the preparation of the Thesis. Thesis shall demonstrate a quality as to make a definite contribution to the advancement of knowledge and the research scholar's ability to undertake sustained research and present the findings in an appropriate manner with actual accomplishments of the work.

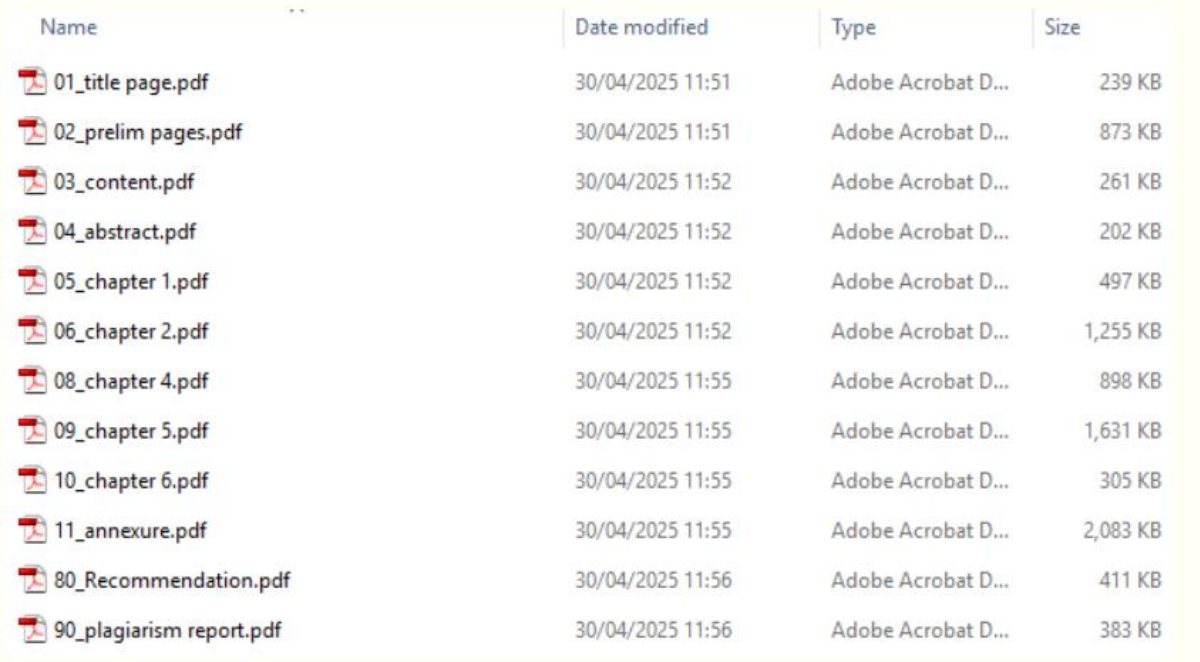
- Within 2 to 6 months from the date of approval of the synopsis, the Research Scholar will be called for Pre-Thesis/PhD presentation in the department that may be open to all the faculty members and research students for getting feedback and comments, which may be suitably incorporated into the thesis under the advice of the Guide(s).
- After successfully completing pre-thesis presentation, a scholar has to submit a soft copy of the thesis (Chapter wise) in PDF format on DVD along with three spiral copies; with signature and seal of guide. Submission of soft copy through e-mail/pen drive will not be accepted. On front side of DVD, details (name, registration number, title, and batch) with sign and date should be mentioned.
- After successfully completion of review of the thesis (Review process take 2-6 months), if the thesis recommended for award of degree, the candidate shall be required to defend his work/thesis orally (*viva-voce* examination) before a duly constituted committee. If there are some correction or suggestions from reviewer then scholar need to submit a compliance report and a corrected copy of the thesis to the University (with signature of guide). The date and time of *viva-voce* shall be duly notified by the University. In case of re-submission of a thesis after revision, an additional fee for the reevaluation of the thesis shall be payable by the scholar. Re-evaluation of the thesis may take time of 2-6 months.
- After clearing the *viva-voce* examination, two copies of the thesis in specific color code and hard bound must be submitted within 15 days as per the manual and corrections suggested by the examiners and internal review committee.
- Research Scholar are advised to first check his / her thesis with any reputed anti-plagiarism software such as 'Turnitin', 'DrillBit' (Provided by INFLIBNET)' and submit the certificate of plagiarism check along with the thesis (at the time of pre-thesis presentation) as per the format provided by the

University. A similarity index must be 10 percentages (0 Level) for the whole thesis. (as per UGC regulation-July'18)

- University will check the thesis by DrillBit-Extreme software (after completing Pre-thesis presentation). Plagiarism certificate will be provided by the University which is to be considered as final and to be submitted along with the thesis (Annexure IV). Plagiarism checking of more than twice (due to not fulfilling similarity index criteria) will be chargeable for the scholar.
- University can take any actions if the scholar found guilty in plagiarism.

- It's the responsibility of research scholar to get proof reading of the thesis and get all the content of the thesis well checked for mistakes, plagiarism, repetition, and theoretical & practical doubt before final submission.
- Even after final submission of thesis, if any mistakes or deficiency is found out of nature of importance which cannot be ignored, then the research scholar has to submit fresh/new hard bound copies of the thesis.
- Following the successful completion of the evaluation process and announcement of the award of the Ph.D. degree, the scholar shall submit soft copy of thesis to the University within a period of 10 days, for record and for hosting the same in INFLIBNET accessible to all Institutions/Universities. In the case of a thesis written in a regional language, a translated version of the same into English shall be submitted as above. A scholar has to follow the guidelines prescribed by the INFLIBNET for uploading the thesis on Shodhganga.
- **Format of submission of soft copy of the final thesis after *viva-voce.***

Example of Split files for Upload in " Shodh ganga"



Name	Date modified	Type	Size
01_title page.pdf	30/04/2025 11:51	Adobe Acrobat D...	239 KB
02_prelim pages.pdf	30/04/2025 11:51	Adobe Acrobat D...	873 KB
03_content.pdf	30/04/2025 11:52	Adobe Acrobat D...	261 KB
04_abstract.pdf	30/04/2025 11:52	Adobe Acrobat D...	202 KB
05_chapter 1.pdf	30/04/2025 11:52	Adobe Acrobat D...	497 KB
06_chapter 2.pdf	30/04/2025 11:52	Adobe Acrobat D...	1,255 KB
08_chapter 4.pdf	30/04/2025 11:55	Adobe Acrobat D...	898 KB
09_chapter 5.pdf	30/04/2025 11:55	Adobe Acrobat D...	1,631 KB
10_chapter 6.pdf	30/04/2025 11:55	Adobe Acrobat D...	305 KB
11_annexure.pdf	30/04/2025 11:55	Adobe Acrobat D...	2,083 KB
80_Recommendation.pdf	30/04/2025 11:56	Adobe Acrobat D...	411 KB
90_plagiarism report.pdf	30/04/2025 11:56	Adobe Acrobat D...	383 KB

Note:

- prelim pages to be clubbed as (title + declaration + dedication + certificate + acknowledgment + list of table + graphs files)
- annexures files to clubbed as (bibliography + references+ questionnaire + maps + publications, etc)
- 90_plagiarism_report: Please upload a one-page plagiarism/summary report, ensuring the file is named '90_plagiarism_report' and saved in PDF format.)
- Recommendation should contain title page and chapter which contains Recommendation/Conclusion/Summary/Furure findings. Recommendation file should be in ‘80_Recommendation’ and should be in PDF format without any images.

Disclaimer:

Notwithstanding anything stated in these guidelines, on the recommendation of the Academic Council (AC), University Research Council (URC) shall exercise its powers to change/amend/interpret/implement the decisions and to change any or all parts, of these guidelines at any time. The decision of Provost shall be final in case of any unforeseen issues arising and not covered by the Guidelines, Regulation or in the event of differences of interpretation.

2) CONTENT OUTLINE OF THE THESIS:

1. **Front page or Title Page**
2. **Certificate Pages**
   - Certificate by supervisor
   - Declaration by scholar
   - Plagiarism certificate
3. **Acknowledgements**
4. **Abstract**
5. **Table of Contents**
6. **List of Tables** (wherever applicable)
   - List of Figures (wherever applicable)
   - List of Charts
   - List of graphs
   - List of Symbols, Abbreviations, and Nomenclature
7. **Chapter 1 (Introduction)**
   - Introduction
   - Statement of the problem
   - Objectives
   - Variables
   - Definitions of terms
   - Importance of the study
   - Chapterization scheme
8. **Chapter 2 (Review of Literature)**
9. **Chapter 3 (Research Methodology)**
   - Research design
   - Sampling design
   - Hypothesis (if applicable)
   - Research Process
   - Statistical analysis (If applicable)

10. Chapter 4 (Data Collection)

- Type of data
- Collection of primary data
- Collection of secondary data

11. Chapter 5 [Data analysis/Interpretation (May comprised of one chapter or a number of chapters depending upon the subject matter/ requirements)**]**

12. Chapter 6 [Testing of hypothesis (if applicable)**]**

13. Chapter 7 [Discussion (including Conclusion/s, Recommendation/s where applicable)]

- Summary of research findings
- Conclusion
- Discussion
- Implication of the study
- Limitations
- Recommendations
- Scope of the future study

14. Bibliography

15. Appendices (summary and full copy of Publication & Conference, report of plagiarism (First page), any document supporting to thesis.) Any other information specific to the respective discipline.

Note: Point No.7-13 are given for the sample/format purpose, it can be modified as per requirement of the subject and supervisor's advice.

3) MANUSCRIPT PREPARATION:

One of the most important requisites in preparation of the Thesis is consistency of format and adherence to the specific instructions given below.

3.1 Page Dimensions, Margins and Quality:

- TYPE STYLE**:** Times New Roman (12) or Arial 10**.** It must be typewritten on A4 size paper (297mm x 210mm in a clear and legible font. Use the same font for the entire thesis but, if necessary; different fonts may be used within Tables, Figures, and Appendices.
- Font Size: Appropriate use of headings and subheadings

- Chapter Title (Times New Roman 16 / Arial 14 point -Bold Capital)

- Heading for section (Times New Roman 14/ Arial12 point - Bold Italic)
- Heading for sub-section (Times New Roman 12/ Arial 10 point - Bold)
- Heading for part of subsection- (Times New Roman 12/ Arial 10 point - Bold Italic)
- All headings should be left aligned, except chapter headings, which may be centered. The headings and subheadings can be numbered, if necessary.
- QUALITY: good quality white paper not lowers than 80**.**
- Tables and figures should conform to the margin specifications. Large size figures should be photographically or otherwise reduced to the appropriate size before insertion.
- MARGINS: Left side: 3.5 cm
  Top edge: 2.5 cm
  Right side: 2.5 cm
  Bottom edge: 1.5 cm

Cover Page/ Title Page: As per Annexure –I

Bonafide Certificate of Supervision: As per Annexure –II

Declaration by scholar: As per Annexure –III

Plagiarism certificate: As per Annexure –IV

Abstract – (Maximum 2048 words)

Abstract should be an essay type of narration not exceeding four pages outlining the research problem, the methodology used, a summary of the findings, possible applications of the research, and suggestions/directions for future research. The abstract should not contain cross citations. It should be typed single line spacing, in Times New Roman with font size 12 within the specified margin of the page. It should begin with the heading as the title of the thesis in title mode centered (bold), the name of candidate (next line) centered, and then 'ABSTRACT' with font size 14, bold and centered. The text of abstract should begin thereafter.

Acknowledgements:

Acknowledgements shall be brief and should not exceed one page when typed in single spacing Times New Roman with font size 12 within the specified margin of the page. It should begin with title ACKNOWLEDGEMENTS Times New Roman with font size 14 bold as heading placed in centre The signature of the candidate shall be made at the bottom right end above his/her name typed in title case.

Table of Contents:

The table of contents should list all the contents following this section. The preceding section like the Title Page, Certificate and Acknowledgements will not find a place amongst the items listed in the Table of Contents, but the page numbers in lower case Roman letters shall be accounted for them. The title TABLE OF CONTENTS in Times New Roman with size 14 bold as heading is placed in centre. One and a half spacing should be adopted for typing the contents.

(TABLE OF CONTENT)

Sr. no.	Title	Page No.
1	Cover Page/Title Page	I
2	Certificate by Supervisor	II
3	Certificate by Scholar	III
4	Acknowledgement	IV
5	Plagiarism certificate	V
6	Abstract	VI
7	Chapter-1	1
8	Chapter-7	150

List of Tables:

Tables and figures in a chapter should be typed in title mode in single space in Time New Roman with font size 12. The titles of tables should be placed directly above the table whereas the titles of figures should be placed directly underneath the figure in the very same page which refers to the contents they annotate.

By the word Table is meant the representation of tabulated numerical as well as non-numerical data in the body of the thesis and also in the appendices. All other non-verbal

material used in the body of the thesis and appendices such as Charts, graphs, maps, photographs and diagrams may be designated as figures. A proper representation of a table or a figure and its placement immensely adds to the ability to comprehend the work. Here are few suggestive guide lines in this regard which; of course; in no way substitute the ingenuity and creativity of an author.

- A table or figure including its caption should be accommodated within the prescribed margin limits and should appear on the page where its reference is made or on the page following the page in case it is not possible to place it on the same page.
- Table and figures on half or less ill length should necessarily appear on the same page along with the text. However, they should be separated from the text both above and below by double spacing.
- All tables and figures should be prepared on the same paper or material used for the preparation of the rest of the thesis.
- Captions of table/figures may use characters, numerals or symbols in the title mode.
- Two or more small tables or figures may be grouped if necessary on a single page.
- Wherever possible, the entire color photographs(s) may be reproduced on a full sheet of photographic paper. More than one photograph can be included on a page.
- Samples of fabric leather, etc., if absolutely necessary may be attached evenly in a page and fixed/ pasted suitably and should be treated as figures.

(Tables and Figures)

Sr. No.	Graph/Figure/Image No.	Title	Page No.
1			1
2			22
3			55
4			80
5			102

List of Figures:

The list of figures should use exactly the same numbers and captions as they appear below the figures in the text. Single spacing in Time New Roman with size 12 should be used.

List of Symbols, Abbreviations and Nomenclature:

Single spacing in Time New Roman with size 12 should be used typing the matter under this head. As far as possible, standard and popularly used symbols, abbreviations etc. should be adopted.

Citation of References in the thesis:

- Any work of other researchers used either directly or indirectly used in the research must be indicated at appropriate places in the thesis. It could be a journal paper, a paper in conference proceedings, a monograph, a personal communication, or a book; in physical or electronic form.
- There are several standards for referencing. A candidate may choose one of his/her choice with the consent of the thesis supervisor(s) and should be consistent throughout. University will prefer to use APA and MLA reference style wherever applicable.
- A reference (other than a book or monograph) should be mentioned at the appropriate places in the text of the thesis by the last name of the first author followed by the year of publication placed inside a pair of parentheses. Ex.

  (i) A research work on "Tourism and tourist industry" by Tej Vir singh (1975)

  (ii) The issue of FMS scheduling along with balancing has been discussed by Kumar and Shanker (2000a) while the interaction amongst the objectives has been extensively investigated by Kumar and Shanker (200b) and Stecke et al (1984).
- In case of a book or a monograph, however, the name/s of author should be followed by the year within the pair of parentheses. Ex. Ahmed (1998) has focused various aspects of tourism- a managerial perspectives.
- For the references having two authors, the last names of the two authors in the order of appearance can be used while for more than two authors, generally the last name of the first author followed by et al and then the year within parentheses is used.

Listing of References:

The listing of references should be typed in alphabetical order of the first author's name in single spacing starting 4 spaces below the heading REFERENCES in Times New

Roman with font size 14 bold there are several standards for referencing. E- Resources should have their proper URL mentioning the date and time of access. A candidate may choose one of his/her choice with the consent of the thesis supervisor(s) and should be consistent throughout. University will prefer to use APA and MLA reference style wherever applicable. Scholar can refer the link for APA style http://guides.library.uwa.edu.au/ld.php?content_id=17350815

Appendices:

Appendices in a thesis are provided to give supplementary information, which if included in the main text may serve as a distraction and could tend to dilute the central theme under discussion.

- Each appendix must find its reference in the main body of the thesis.
- Appendices shall carry the title of the contents reported and the same title shall be made in the contents page also.
- Appendices should be numbered using Roman numerals in upper case, e.g. Appendix I, Appendix II, etc.
- Figures, tables, equations and references appearing in appendices should be numbered locally to an appendix e.g. 11.1, 11.2, 111.5 etc and should be referred to an appropriate places just as in the case of chapters.

3.14.1 List of Publication of the Candidate:

The list of publications made by research scholar during the period of research and pertaining to the thesis submitted for the degree should be listed in chronological order in the order of international refereed journals, national refereed journals, proceedings of the conferences, in the same style as followed in providing the list of references. The publications should be referred in the main body of the thesis, wherever relevant. Details of conference attended or research papers presented should be also listed. Copy of research papers should be attached with the thesis.

No Due Certificate:

This certificate is to be filled by the scholar and verified by Dean of the faculty, Director-Research and account department. No dues certificate to be submitted at the time of Pre-Thesis presentation. **No Dues Certificate is not to be attached in the thesis copy; it should be submitted to the Research office.**

4) TYPING INSTRUCTIONS:

The impression on the typed/ duplicated/ printed copies should be black in color.

-Certain symbols characters or markings not found in a standard word processor may be hand written using Indian ink or a stylus pen (in case stencil sheets are used).

-All quotations exceeding one line should be typed in an indented space - the indentation being 15mm from either margin.

-The format for typing Chapter headings, Section headings and sub-section headings are explained through the following illustrative examples.

-Chapter headings CHAPTER 1 INTRODUCTION

-Section 1.1 Outline of Thesis

-Sub-section heading 1.1.2 Technical Definition

-The word CHAPTER (no.) without punctuation should be centered 2.5 cm down from the top of the page. There must be 18 point spaces between title and paragraph. Two spaces below, the title of the chapter should be typed centrally in upper case (capital letters) TITLE OF THE CHAPTER. The text should commence 4 spaces below this title, the first letter of the text starting 20mm, inside from the left hand margin.

-The section or sub-section headings preceded by their numberings should be left-justified. The typed material directly below section or sub-section headings should commence 2 spaces below it and should be offset 20min from the left hand margin. The text can be divided over paragraphs within a section or sub-section. Each paragraph should commerce 2 spaces below the last line of the preceding paragraph, the first letter in the paragraph being indented from the left hand margin by 20mm.

Example:

Chapter-1

Introduction

5) NUMBERING INSTRUCTIONS:

Page Numbering:

The preliminary pages of the thesis (such as Title page, Acknowledgement, Table of Contents etc.) should be numbered in lower case Roman numerals e.g. (i), (ii), (iii), The Title page, however, will be treated numbered as (i) but this will not be typed. The page immediately following the title page shall be numbered (ii) and it should appear at the bottom center of the page, and so on. Pages of the main text, starting with Chapter 1 should be consecutively numbered using Arabic numerals e.g. 1, 2, ... All page numbers (whether Roman or Arabic) should be typed without punctuation in the center of the page 20mm above from the bottom.

Numbering of Chapters, Sections and Sub-sections:

The numbering of Chapters, sections and sub-sections should be done using Arabic numerals only and further decimal notation should be used for numbering the sections and sub-sections within a chapter. For examples subsection 4 under section 3 of chapter 2 should be numbered as 2.3.4. The heading for a section or a sub-section should immediately follow in the same line after the number with a single space in between. Appendices and their sections and sub-sections should be numbered in an identical manner using upper case Roman e.g. I, II, starting with Appendix I.

Numbering of Tables and Figures:

Tables and figures appearing anywhere in the thesis should, bear appropriate numbers. The rule for assigning such numbers is illustrated through an example. If a figure in Chapter 3, happens to be the fourth then Fig. 3.4 is assigned to that figure. Identical rules apply for tables except that the word figure is replaced by the word Table. If figures (or tables) appear in appendices, for example the third figure in Appendix II will be designated as Fig. 11.3. If a table is to be continued into the next page, then a line should be drawn underneath an unfinished table and the phrase continued on page no... Placed on the right side and underlined should be typed just below the line. The top fine of the table continued on the next page should, for example read Table 2.1 (continued) placed centrally and underlined. While referring to a figure or table in the body of the thesis it should be referred to as Fig. 3.4,

Table 2.1, Table 11.6, and so on.

Numbering of Equations:

Equations appearing in each Chapter or Appendix should be numbered serially, the numbering commencing a fresh for each Chapter or Appendix. For example, the eighth equation in Chapter 2 should be numbered as (2.8) thus:

2.8 E=MC2

While referring to this equation in the body of the thesis it should be referred to as Eqn. (2.8).

6) THESIS BINDING SPECIFICATIONS:

Before viva voce the thesis to be submitted in spiral bound (printed on both the sides). After completion of reviews and *Viva Voce*, Final thesis should be submitted in Hard-half leather. The Chapters should begin on a new page. Do the same with each element of the front matter (list of Tables, Acknowledgments, etc). The side back of the thesis should also carry the title, name of candidate and month & year of final submission along with University logo.

- The Thesis has to be printed on both the sides of pages. Double-spacing should be used in the Abstract and text of the Thesis. Single spacing should be used in long Tables, block quotations separated from the text, footnotes, and bibliographical entries. Do not use any type of header.

Color code:

Dark blue color with impressions embossed in permanent golden color.

Size of the thesis:

The size of the Thesis should be minimum 150 pages of typed matter reckoned from the first page of Chapter 1 to the last page of the thesis excluding reference section. Under extraordinary circumstances, the size of the thesis shall be permitted with the concurrence of the supervisor.

Language:

The Language must be English. Those who are doing research in linguistic, can submit the thesis in concerned language with one copy in English.

7) NUMBER OF COPIES FOR SUBMISSION:

- One spiral copy (draft of the thesis) to be brought at the time of **pre-thesis presentation**. After successfully completion of Pre- Thesis presentation, submit 21spiral copies along with one CD to the Research department. (CD should contain two folders; one should be combination of all chapters, other should include separate chapters.)
- Two hard bound along with 1 soft copy (CD/DVD) to be submitted after successfully completing ***Viva-Voce*** **examination**.
- For electronic repository of the University, a CD with exactly identical contents as the final thesis in PDF format should also be submitted (Chapter wise PDF files). The candidate should ensure that the CD can be opened on any system. The CD should carry the name, Enrolment number and program of the candidate along with title and supervisor name.
- All the copies should be signed by research supervisor.
- Format for Shodhganga:

Example of Split files for Upload in " Shodh ganga"

Name	Date modified	Type	Size
01_title page.pdf	30/04/2025 11:51	Adobe Acrobat D...	239 KB
02_prelim pages.pdf	30/04/2025 11:51	Adobe Acrobat D...	873 KB
03_content.pdf	30/04/2025 11:52	Adobe Acrobat D...	261 KB
04_abstract.pdf	30/04/2025 11:52	Adobe Acrobat D...	202 KB
05_chapter 1.pdf	30/04/2025 11:52	Adobe Acrobat D...	497 KB
06_chapter 2.pdf	30/04/2025 11:52	Adobe Acrobat D...	1,255 KB
08_chapter 4.pdf	30/04/2025 11:55	Adobe Acrobat D...	898 KB
09_chapter 5.pdf	30/04/2025 11:55	Adobe Acrobat D...	1,631 KB
10_chapter 6.pdf	30/04/2025 11:55	Adobe Acrobat D...	305 KB
11_annexure.pdf	30/04/2025 11:55	Adobe Acrobat D...	2,083 KB
80_Recommendation.pdf	30/04/2025 11:56	Adobe Acrobat D...	411 KB
90_plagiarism report.pdf	30/04/2025 11:56	Adobe Acrobat D...	383 KB

Note: Bibliography/references/publication certificates/questionnaires to be merged in Annexures

- Recommendation of the study should be compulsorily given.