

SUSHANT UNIVERSITY, GURGAON

GUIDELINES FOR PREPARATION OF PHD SYNOPSIS



GUIDELINES FOR PREPARATION AND SUBMISSION OF PHD SYNOPSIS

1. Specification for Synopsis format

1.1 Preparation of synopsis and Number of copies

- Synopsis must be written and printed in Black text (colour may be used for images, if necessary) using a high quality Laser Jet or Ink Jet printer in standard Times New Roman Font.
- Synopsis must be printed or photocopied on white paper of 75 gsm or more. All the copies of Synopsis pages must be clear, sharp and even, with uniform size and uniformly spaced characters, lines and margins.
- Synopsis should be free from typographical errors.
- Four spiral bound copies of Synopsis along with a soft copy on a CD (properly labeled) are to be submitted to PhD Monitoring office.

1.2 Paper Size, Font Size and Margins

- Paper Size: Standard A4.

| Suggested font sizes details | Font type | Font size | Spacing |
|---|-----------------|----------------------|---|
| Cover page – (see specimen A) for details | Times New Roman | 18 pt. bold capitals | Centered |
| Section headings | Times New Roman | 14 pt. bold capitals | Left adjusted |
| Subsection headings | Times New Roman | 12 pt. bold capitals | Left adjusted |
| Text of Synopsis | Times New Roman | 12 pt. | Justified adjusted with 1.5 spacing for text and double spacing for equations |
| Margins | Left Margin | 3.5 cm | To accommodate binding area |
| | Right Margin | 2.5 cm | |
| | Top | 2.5 cm | |
| | Bottom | 2.5 cm | |

1.3 Page Numbering

- Page Numbers shall start from the Introduction and should be numbered in Arabic numerals (1, 2, 3, etc). Page numbers should be inserted in the center and at the bottom of each page. The number is not printed on the title page & the certificate from the supervisor.

1.4 Line Spacing

- The general text of the manuscript should be in 1.5 line spacing. Footnotes, multiline captions, long tables and references should be in single spacing. There should be a double spacing between two references and two equations.

1.5 Tables, Figures and Equations

- All tables and figures should be inserted as close to the textual reference as possible.

Tables should be centrally aligned in the page and their number should be like Table 1.1_ _ _ , Table 1.2_ _ _ , Table 1.3 _ _ _ and so on.

Similarly figures should be numbered like Figure 1.1_ _ _ , Figure 1.2_ _ _ , Figure 1.3_ _ _ and so on.

Also, equations can be numbered like Eq. (1.1), Eq. (1.2)...and so on. There should be double spacing between the two equations.

Equations can be written by using Latex software or any standard equation editor.

Table caption should be above the table and Figure caption should be below the figure then a space immediately after the figure number and table number and centrally aligned. Font size for figure and table numbers will be 10 bold and for the figure and table caption 10.

1.6 Length:

- The synopsis is considered to be an extended summary of the work highlighting the original contributions in the thesis to be submitted. It shall be limited to 15-20 pages.

1.7 Requirements:

- It is expected that at the time of submission of synopsis, all the academic requirements such as course work, examinations, delivery of seminars have been fulfilled except the writing of the thesis.

2. Structure of Synopsis

2.1 Cover page: The title of the thesis, author, school/department, month and year of submission along with the logo of the university will be included on the first cover. Certificate from Supervisor will be followed after the cover page (**Specimen B**).

It is important that a standard format should be followed to prepare the content of the synopsis which is being submitted in partial fulfillment of the requirements of the respective degree.

2.2 Sequence of contents

The below sequence for Synopsis organization should be followed:

- (i) Introduction
- (ii) Motivation
- (iii) Objectives and Scope
- (iv) Description of the research work
- (v) Conclusions / Summary
- (vi) Proposed contents of the thesis
- (vii) References

- (i) **Introduction:** In this section, outline briefly the scientific relevance or significance of the research work to be reported in the thesis in one page or maximum of two pages. Be precise and include only relevant background material in the introduction. Provide information on past works by citing appropriate references.
- (ii) **Motivation:** Refer to the background material provided in the introduction. One should clearly indicate the existing drawbacks and why further research is required to eliminate the drawbacks. Emphasize the importance of the research problem identified.
- (iii) **Objectives and Scope:** State clearly the questions for which answers are sought through this research. Define the conceptual, experimental, analytical or methodological boundaries within which the exercise will be carried out.
- (iv) **Description of the research work:** Give brief, but significant details regarding the research problem, the methodologies adopted and brief details of simulation studies or experiments to be conducted. This section may contain subsections as well. Restrict this section to less than 10 pages.
- (v) **Conclusions / Summary:** Mention the advantages arising out of the work to be presented in the thesis and also limitations of the work. If there are no conclusions to be drawn, then enumerate the contributions of the work and change the title of this section to summary of the work.
- (vi) **Proposed Contents of the thesis:** In this section, provide the chapter and section titles of the thesis. Maximum one page can be allotted for this section of the Synopsis.

- (vii) **List of references:** References can be numbered as [1], [2], [3] etc in the order in which they are referred to in the body of the Synopsis will appear “as stated in [3] or in [3]-[5]” etc as in IEEE format. e.g.:

[3] Langelaar G.C., Setyawan I., Lagendijk R.L., “*Watermarking Digital Image and Video Data*”, IEEE Signal Processing Magazine, vol. 17, pp. 20-43, Sep. 2000.

[4] Langelaar G.C., Lubbe J.C.A., Lagendijk R.L., “*Robust labeling methods for copy protection of images*”, Proc. SPIE Electronic Imaging '97, Storage and Retrieval for Image and Video Databases V, San Jose, CA, pp. 298-309, Feb. 1997.

An alternative way as mentioned in some journals is to arrange the references in the alphabetical order of the names of authors in which case the reference in the body of the Synopsis looks like” as mentioned in (Zhen 1970)”.

American psychological association (APA) citation style can also be followed as it is the standard across the researcher community across world.

e.g. Yurog, X., Yen, D. C., Lin, B. & Chou, D.C. (2002). Adopting Customer Relationship Management Technology. *Industrial Management & Data Systems*, 102(8), 442-52.

(Specimen A)

Cover Page / Title Page

THESIS TITLE (18 Bold, Center)

*Synopsis of thesis to be submitted
for the award of the degree of (14 Italics, Center)*

Doctor of Philosophy (16 Bold, Center)

Name of the Student (14 Bold)

(Enrollment No.-----) (12)

SU Logo

School of(12)

SUSHANT UNIVERSITY, GURGAON (14)

Month, Year (12)

(Specimen B)

CERTIFICATE (14 Bold, Center)

This is to certify that the synopsis entitled <title> submitted by <name> to school of _ _ _ at Sushant University for the award of the degree of Doctor of Philosophy is a bonafide record of the research work which will be carried out by him/her under my supervision and guidance. This PhD Synopsis along with recommendation is being forwarded to the PhD Monitoring office.

Name of research supervisor(s)

Signature of research supervisor(s)

Place:

Date: