

SUSHANT UNIVERSITY, GURGAON

GUIDELINES FOR PREPARATION OF PHD THESIS



GUIDELINES FOR PREPARATION AND SUBMISSION OF PHD THESIS

1. Specification for Thesis format

1.1 Preparation of Manuscript and Number of copies

- Thesis 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.
- Thesis must be printed or photocopied on white paper of 75 gsm or more. All the copies of thesis pages must be clear, sharp and even, with uniform size and uniformly spaced characters, lines and margins.
- Thesis should be free from typographical errors.
- Four copies of (Maroon Colour hard cover binding) thesis along with a soft copy on a pen drive are to be submitted to PhD Monitoring team.

1.2 Paper Size, Font Size and Margins

- Paper Size: Standard A4.

Suggested font sizes details	Font type	Font size	Spacing
cover and title page – (see specimen A) for details	Times New Roman	18 pt. bold capitals	Centered
Chapter headings with chapter number on top	Times New Roman	16 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
Body of thesis	Times New Roman	12 pt.	Justified adjusted with 1.5 spacing for text and double spacing for equations
Margins	Left Margin	3.0 cm	To accommodate binding area
	Right Margin	2.5 cm	
	Top	2.5 cm	
	Bottom	2.5 cm	

1.3 Page Numbering

- Page Numbers prior to chapter 1 should be numbered in Roman numerals (i, ii, iii, iv, v etc). The first page of the first chapter onwards 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 title page is considered to be page (i) but the number is not printed.

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 chapter wise like Table 1.1_ _ _ , Table 2.1_ _ _ , Table 3.1_ _ _ and so on.

Similarly figures should be numbered chapter wise like Figure 1.1_ _ _ , Figure 2.1_ _ _ , Figure 3.1_ _ _ and so on.

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

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

1.6 Binding

The copies of thesis may be spiral bound for pre submission thesis seminar. After the acceptance of the pre submission thesis seminar, the final Maroon coloured hard bound copies are to be submitted.

1.7 Lettering: All lettering shall be embossed in gold.

1.8 Bound back: The degree, the name of the candidate and the year of submission shall also be embossed on the bound (side) in gold.

1.9 Blank Sheets: Two white blank sheets shall be put at the end of the thesis.

2. Guidelines for structuring contents

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.

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

2. Organization of the Thesis

2.2 Sequence of contents

The thesis consists of following parts and the below sequence for the thesis organization should be followed:

(i) Preliminary part

- Title page (Specimen A)
- Declaration by the author (Specimen B)
- Certificate from supervisor (Specimen C)
- Acknowledgement
- Abstract (max. 1000 words)
- Table of contents
- List of figures
- List of tables
- List of acronyms / abbreviations (Specimen D)
- List of symbols etc (wherever applicable)

(ii) The Body of Thesis

- Introduction (chapter 1)
- Text of thesis (chapter 2,3,4 etc.)
- Summary and conclusions

(iii) Appendices

(iv) List of references, Bibliography

(v) Publications by the candidate

(i) **Preliminary part**

- Title page: Title page is same as that of cover page. This could be like: Title/Author/ A thesis submitted for the degree of Doctor of philosophy in the school of _ _ _ along with the year and month of submission.
- Declaration by the author : (see specimen B) the wording required is as follows:

I hereby declare that this submission is my own work 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 principals of academic honesty and integrality and have not misrepresented or fabricated or falsified any idea / data / fact / source in any submission. I understand that any violation of the above will be cause for disciplinary action by the institute 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/date)

- Certificate from supervisor(s) – (see specimen C)

This is to certify that the thesis entitled <title> submitted by <name> to school of _ _ _ _ for the award of the degree of Doctor of philosophy is a bonofide record of the research work carried out by him/her under my (own) supervision and guidance. The content of the thesis in full or pats have not been submitted to any other institute or university for the award of any other degree or diploma.

Signed by research supervisor(s)
With name(S) and date

Place:

Date:

- Acknowledgements: the acknowledgements by the candidate can be included here.
- Table of contents: the contents should list the chapter headings, sections and subsections of the different chapters along with page numbers.
- List of figures: list the number and captions of the figures with page numbers.
- List of tables: list the number and titles of the tables with page numbers.
- List of abbreviations: it should be arranged in alphabetic order.
- List of symbols: list the Greek symbols first next English letters in this order.

(ii) The body of thesis

- Introduction: Introduction shall be the first chapter of the thesis. It should outline the aim and scope of the work presented in the thesis. It shall justify and highlight the problem posed.
- Text of thesis: this includes all other chapters inclusive of headings, subheadings, tables, figures, etc.
- Summary and conclusions: this usually forms the last chapter of the text. ‘Scope for future work’ may be followed after this chapter.

(iii) Appendices

Supplementary illustrative material, lengthy derivations, raw experimental observations, questionnaires, data files that are too large to be represented simply in the results, chapter are included here and represented as appendix A, appendix B etc.

Each appendix with its title should be listed separately in the table of contents. Likewise, tables and figures contained in the appendices are to be included in the list of tables and figures respectively.

(iv) 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 thesis will appear “as stated in [53] or in [54]-[58]” etc as in IEEE format. e.g.:

[53] 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.

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 thesis looks like” as mentioned in (Chao and Zhen 1970)”. However, for uniformity, first method (IEEE journals) is to be used.

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. and Chou, D.C., (2002), Adopting Customer Relationship Management Technology. *Industrial Management & Data Systems*, 102(8), 442-52.

(v) Publications by the candidate

Articles, technical notes on the topic of the thesis published by the candidate may be separately listed and may also include reprints of his/her publication after the literature citation. Only publications which are published or accepted for publication need to be listed.

(Specimen A)

Cover Page / Title Page

THESIS TITLE (18 Bold, Center)

(in Capitals)

A thesis submitted

in partial fulfillment of the requirements for the Degree of (14 Italics, Center)

(Doctor of Philosophy/Master of Technology/ and so on) (16 Bold, Center)

Name of the Student (14 Bold)

(Registration No.-----) (12)

AU Logo

School of(12)

SUSHANT UNIVERSITY, GURGAON (14)

Month, Year (12)

(Specimen B)

DECLARATION (14 Bold, Center)

I hereby declare that the ideas and work contained in this thesis is my own work 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 integrality 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 institute and can also evoke penal action from the sources which have not been properly cited or from whom proper permission has not been taken when needed.

Signature of the Student

Name of the Student

(Registration No.)

Date:-----

(Specimen C)

CERTIFICATE (14 Bold, Center)

This is to certify that the thesis entitled <title> submitted by <name> to school of _ _ _ _ for the award of the degree of Doctor of philosophy is a bonafide record of the research work carried out by him/her under my supervision and guidance. The content of the thesis in full or parts have not been submitted to any other institute or university for the award of any other degree or diploma.

Name of research supervisor(s)

Signature of research supervisor(s)

Place:

Date:

(Specimen D)

LIST OF ACRONYMS & ABBREVIATIONS
(14 bold, Center)

(Alphabetically)

CC	Correlation Coefficient (12)
CDMA	Code Division Multiple Access
DCT	Discrete Cosine Transform
DFT	Discrete Fourier Transform
DPCM	Differential Pulse Code Modulation
DWT	Discrete Wavelet Transform
EBCOT	Embedded Block Coding with Optimized Truncation
EZW	Embedded Zero-tree Wavelet
FFT	Fast Fourier Transform
HH	High-High Band of DWT
HL	High-Low Band of DWT
HVS	Human Visual System
ICA	Independent Component Analysis
ICAR	Inherently Collusion Attack Resistant
IPR	Intellectual Property Right
JND	Just Noticeable Distortion
JPEG	Joint Photographic Expert Group
LH	Low-High Band of DWT
LL	Low-Low Band of DWT
LSB	Least Significant Bit
MBCE	Middle Band Coefficient Exchange