

GUIDELINES FOR PREPARATION AND SUBMISSION OF Ph.D. THESIS



**Noida International University
Greater Noida, Uttar Pradesh**

Vijay Kumar
The official blue circular stamp of the Registrar of Noida International University. The text 'NOIDA INTERNATIONAL UNIVERSITY' is written around the top inner edge, and 'REGISTRAR*' is written around the bottom inner edge. In the center of the stamp is a small version of the university's logo.

Registrar
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PREAMBLE

The content of the Ph.D. thesis must be paid utmost attention, which is being submitted in partial fulfillment of the requirements of the Doctoral degree.

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GENERAL INSTRUCTIONS

- On completion of the research work, the Ph.D. thesis is prepared according to the format provided.
- The students are advised to strictly adhere to the format.
- Six copies of the Synopsis (along with the soft copy) should be submitted at the time of DRC. If some changes are suggested by the DRC members, then the Synopsis must be submitted within 6 months after incorporating the corrections.
- The length of the thesis should preferably be restricted to approx 250 printed pages.
- The students are advised to restrict the total number of References to less than 200.
- Four spiral bound copies of the thesis, and 06 copies of summery of the thesis along with the soft copy of the same to be submitted to the “Research and Ph.D. Cell” for evaluation.
- It is preferred if the soft copy of the thesis be sent for evaluation.
- After evaluation of the Ph.D. thesis, if any changes suggested by the examiner, need to be incorporated. Afterwards six hardbound copies of thesis, to be submitted to the “Research and Ph.D. Cell” before Viva-Voce.
- The Supervisor/Co Supervisor have to be given a final copy of the thesis.
- A final copy of the thesis should also be given to the Central Library.

SYNOPSIS

The synopsis is a summary of the contents of the thesis. The synopsis is submitted prior to the DRC and will carry a cover page (**format given in Appendix-I**) It should be concise, and comprehensive, and should have the following details: The background and objectives, hypothesis, methods, major findings and significance/ implication of the findings

The results can include quantitative data. Citations are generally not included in the synopsis. The synopsis should not include internal headings, diagrams or other illustrations. Like the text, it must be double-spaced.

The declaration format given in **Annexure IX** is to be attached after front page

The length of the Synopsis should not exceed 20 pages.




Layout and Format for Preparation of the Thesis

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

Font

The thesis should be written either in English or Hindi. It must be typewritten on A4 size paper (21 cm x 29.7 cm) in a clear and legible font (e.g., Times New Roman 12 or Arial 10). As far as possible, use the same font for the entire thesis but, if necessary, different fonts may be used within Tables, Figures, and Appendices. The thesis has to be printed single-sided. 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. Paragraphs should be indented, or an empty line left between paragraphs.

A larger size type may be used for the title of the thesis and for Chapter headings, as long as it is not larger than 18 points. Boldface type may also be used on the title page and for headings, as well as in the text for special symbols or for emphasis. Reduced type may be used within Tables, Figures, and Appendices, but it should be at least 9 points in size and must be completely legible.

The thesis should be free from grammatical, lexical, and punctuation errors. In addition to the computer spellchecker, a thesis should be proofread to check that errors do not remain that are not detected by the spellchecker. The thesis should consistently use either American or British spelling but should not alternate between the two. When using numbers in the text, if the first word of a sentence is a number, it should be written in words.

Chapter and Page Layout

Begin each Chapter on a new page. Do the same with each element of the front matter (list of Tables, Acknowledgments, etc.), the Reference section, and each Appendix. Avoid typing a heading near the bottom of a page unless there is room for at least two lines of text following the heading. The Chapters should begin on a new page, but sections and subsections should not. A "display" page (a page that shows only the Chapter title) can be placed at the beginning of Chapters or Appendices.




Pages should be numbered at the bottom in the centre, using Arabic numerals (1, 2, 3) beginning with 1 on the first page of the Introduction and continuing consecutively to the end of the manuscript including References. The preliminary pages are numbered in lower-case Roman numerals, beginning with the declaration page.

Margins

A margin of at least 4.0 cm must be left at the top and left side of each page and a margin of at least 2.5 cm on the right and bottom. The last letter or character in the longest line on the page determines the margin.

Captions and numbering (Tables and Figures)

Each Table should carry a number and a title clearly describing the data presented. Similarly each Figure / Illustration should carry a number and caption that clearly describes the nature of data presented. The caption should be at the bottom of the Figure. Number them consecutively throughout, in the order in which they are placed in the text. The Figures, Graphs, Tables should be embedded in the text of the thesis, immediately after the first mention of it in the text, on the same page if there is room, or on the following page.

Captions and titles of Figures and Tables should appear on the same page as the material itself. Tables should be numbered consecutively with Arabic numerals throughout the thesis. Figures and Illustrations should also be numbered consecutively in the order of presentation. All Tables and Figures must be referred to in the text by numbers and not by a phrase such as "the following table".

Tables or Figures of peripheral importance to the text may be placed in an Appendix.

Appropriate use of headings and subheadings

Headings should be distinguished from the surrounding text by a larger font size, a different font, bolding, italics, or a combination of these. All headings of the same level, the same style, and headings at lower levels should be less prominent than those at higher levels. Example:

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

Heading for section (Arial 12 point/ Times New Roman 14 point - Bold Italic) Heading for sub-section (Arial 10 point /Times New Roman 12 point - Bold)

Heading for part of subsection- (Arial 10 point/ Times New Roman 12 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.

OUTER COVER OF THE THESIS and 1st INNER PAGE (Format given in **Appendix II**)

COLOUR OF THE FRONT PAGE OF THE THESIS FOR ALL THE FACULTY IS MAROON WITH GOLDEN FONTS

DECLARATION OF AUTHORSHIP (Format given in **Appendix III**)

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student should make this declaration.

- **Certificate by the Research Supervisor and Co-Supervisor** (Format given in **Appendix IV and Appendix V**) the Supervisor has to provide a certificate and if Co-Supervisor is present, separate certificates have to be given by the Supervisor and Co-Supervisor.
- **Certificate for Plagiarism** (Format given in **Appendix VI**)
- **Anti-plagiarism software (Ouriginal) report of Ph.D. thesis (certified by the Librarian).**
- **Certificate of Successful Completion of Viva –Voce of Ph.D.** (Format given in **Appendix VII**) To be signed by Supervisor, Co-Supervisor, and External examiner.
- **Undertaking for submission of Ph.D. thesis.** (Format given in **Appendix VIII**)

ACKNOWLEDGEMENTS

The acknowledgment of the thesis is written in gratitude to all those who were instrumental in bringing the thesis to fruition. The language used should be formal. Acknowledge those who have assisted technically (including materials, supplies), intellectually (assistance, advice), financially (for example, funding agency institutional support, travel grants), etc.



TABLE OF CONTENTS

The thesis must have a table of contents page listing chapter headings, section headings and sub-headings as well as appendices and their corresponding page number, as illustrated below. Indent subheadings as shown below

TABLE OF CONTENTS (HEADING FONT 18, TEXT -14, TIMES NEW ROMAN OR HEADING FONT 16, TEXT -12, ARIAL)

1	Declaration by student
2	Certificate by the Supervisor /Co Supervisor (if any)
3	Declaration Certificate for Anti-Plagiarism by the Student and Supervisor/Co-Supervisor
4	Antiplagiarism Software (Ouriginal) Report of Ph.D. Thesis (certified by Dean Research)
5	Certificate of Successful Completion of Viva –Voce of Ph.D.
6	Undertaking for Submission of Ph. D. Thesis
7	Acknowledgments
8	List of Figures
9	List of Tables
10	Abbreviations
11	Introduction Subheads ...
12	Review of Literature Subheads ...
13	Materials and Methods Subheads ...
14	Results Subheads ...
15	Discussion Subheads ...
16	Conclusion
17	Summary
18	References




- 19 Appendices (optional)
 Title.... ..
- 20 One Published Research Paper
- 21 Certificate of Two (02) Paper Presentations in Conferences/Seminars

Separate list of Figures, Tables, or Illustrations should be included on a separate page immediately following the table of contents.

LIST OF FIGURES

Figure No.	Caption	Page
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LIST OF TABLES

Table No.	Title	Page
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LIST OF ABBREVIATIONS: (optional)

If a large number of abbreviations are used in the thesis, which may be unfamiliar to a reader, a list of abbreviations may be useful.

THE TEXT OF THE THESIS

The text of the thesis is usually divided into chapters with subheadings within the chapters to indicate the orderly progression of topics and their relation to each other.

All chapter headings should be typed consistently. When there are subheadings, each level of heading should be clearly distinguished typographically from the other levels, and the variations should be selected so as to reflect in an obvious way the hierarchy of headings (that is, higher level headings should look more important). Always allow at least one extra line of space above subheadings, and preferably below as well.

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 report. It

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may also highlight the significant contribution from the investigation.

REVIEW OF LITERATURE: The title of Chapter-2 shall be the Review of Literature because the contents of this chapter are based on published material. The purpose of the literature review is to summarize, evaluate and compare the main developments and current debates in the field, which are specifically relevant to the subject of research embodied in the thesis. Literature review should also aim at and ways to address these issues with the present research program.

DESIGN OF STUDY (Material and Methods): The following information is meant to serve as a general suggestion and not as a rigid prescription. The supervisor and the student may decide how this part of the dissertation should be structured.

Although this section varies depending on method and analysis technique chosen, the chapter describes and justifies the methods chosen for the study and why this method was the most appropriate.

Following description of the research design, provide a detailed description of the procedure followed. Citations in this section should be limited to data sources and references of where to find more complete descriptions of procedure.

Description of the statistical analysis and tests performed are also to be given.

RESULTS: The results are actual statements of observations, including statistics, tables and graphs. Mention negative results as well as positive. Use S.I. units throughout the thesis. Break up results into logical segments by using subheadings. Key results should be stated in clear sentences. Do not repeat in the text all the values given in tables. Do not present the same data as graph as well as table. Use one of the appropriate styles of presentation.

DISCUSSION: The purpose of this chapter is not just to reiterate the findings, but discuss the observations in relation to the theoretical body of knowledge on the topic. This chapter should also address the implication of the findings. Interpret results in terms of the background laid out in the introduction. Include the evidence or line of reasoning supporting each interpretation Break up the

section into logical segments by using subheads

Outline the limitations of the study, and propose areas for future research.

CONCLUSION: The conclusion should provide answers or solutions to the questions or problems raised in the introduction. The argumentation of the thesis should be summarized briefly, and if appropriate, elaborate on how the research findings and results will contribute to the field in general and what sort of broader implications these may have. Suggestions may be made for further research where appropriate, but this is not a requirement

SUMMARY: Start with a few sentences that summarize the most important results and conclude by giving the strongest and most important statement that highlights the outcome of the study.

LIST OF REFERENCES: All publications cited in the thesis should be presented in a list of references following the text. Students are advised to restrict the total number of references to 200.

Citation of References in the text should be given by author's last name (no initials) followed by the year. When two or more citations are given, list them in chronological order. When there are two authors, include both names, separated by "&"; when there are three or more names, give only the first author followed by "et al." If there are two or more papers by the same author(s) in the same year, identify them by "a", "b", etc. (and be sure to include the identifying letters in the Reference List). All References cited in the text (including those included in figure legends and tables) should be listed in References.

Start the References on a separate page, and arrange citations in alphabetical order by the first author's last name; do not number the citations. List all the authors (do not use "et al." in the reference list). When there are two or more references to the same author(s), list them in chronological order.

For journal references, the names of authors (last name and initials) should be followed by the date (in parentheses), title of the article, journal name (in italics-use PubMed abbreviations), volume number (followed by a colon) and pages (first - last page numbers). Reference to electronic material

should include author name(s), date, article title, and journal (as above); where volume and/or page numbers are not available, substitute Digital Object Identifier (DOI) number.

Bibliography: The bibliography is a separate list from the reference list and should be arranged. A bibliography lists sources not cited in the text but which are relevant to the subject and used for background reading.

When writing a reference list in “Vancouver style”:

- Number all references.
- Arrange your list in the order in which the references appear in your text.
- If there are more than 6 authors, list the first 6 authors followed by “et al.”
- Use official abbreviations for titles of journals (if available).

Illustrative examples of entries in a Bibliography or list of References are given below:

Journal

Example:

Gopinath B, Radhakrishnan K, Sarma PS, Jayachandran D, Alexander A (2000) A questionnaire survey about doctor-patient communication, compliance and locus of control among South Indian people with epilepsy. *Epilepsy Res* 39: 73-82.

Chapter in a Book

Wenzel HJ, Schwartzkroin PA (2006) Morphologic approaches to the characterization of epilepsy models. In: Pitkanen A, Schwartzkroin PA, Moshe SL (eds) *Models of seizures and epilepsy*, Elsevier Academic Press, San Diego, pp. 629-652.

Book

Example:

Pechenik JA (1987) *A short guide to writing about biology*. Harper Collins Publishers, New York.

Book in a series

Bhattacharjee M (1998) *Notes of infinite permutation groups*, Lecture notes in mathematics no.1698, Springer, New York.

Encyclopedia articles

Varley DH, Immelman RFM (1972) *Libraries*. Standard Encyclopaedia of Southern Africa, vol.6, p.618-619

Thesis/dissertation

Smithers RHN (1997) the mammals of Botswana. D.Sc. thesis. University of Pretoria.

Conference Proceedings

Bourassa S (1999) 'Effects of child care on young children', Proceedings of the third annual meeting of the International Society for Child Psychology, International Society for Child Psychology, Atlanta, Georgia, pp. 44-6.

Citations from Internet

The following elements in sequence must be considered: Author (if known), Date of publication/last updated, Title of article or document on website Type of medium [Online], Available from (website), Access date in brackets

Harris P (2005) Reaching the top of the mountain. [Online]. Oxford University Press: Oxford. Available: <http://www.netLibrary.com/openbook/093456/html> [Accessed 8 January 2008]

Useful tips for referencing. [Online]. Available: <http://www.referencetips.org.za> [Accessed 5 November 2008].

Lawrence JJ (2005) Cholera epidemics in central Africa. The Times, 26 June 2005. [Online]. Available: <http://thetimes.com> [Accessed 27 June 2005].

Patents

Author(s) of patent – surname and initials Year of issue, Title of patent- italicized, Number of patents including country of issue

Cookson AH (1985) Particle trap for compressed gas insulated transmission systems, US Patent 4554399.

THE ANNEXURE

Appendices (optional):

Appendices may include the formulas, diagrams, protocols, or any similar data that are not contained in the body of the thesis. The number can be given as A-1, A-2 and listed as such in the table of contents.

List of publications:

List of publications obtained by the student from the PhD work should be included in the thesis. Students are strongly encouraged to place the accepted versions of the manuscripts (maximum two), which were integral part of thesis work.

Note: No page numbering is needed for the list of Publications.




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Appendix III- Format for declaration by student

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DECLARATION BY THE STUDENT

I, (NAME), declare that the thesis entitled-----
-----is my own work conducted under the
supervision of Dr. -----
----- (Supervisor/Co-supervisor) at-----

-----Department-----
-----approved by D.R.C.

I further declare that to the best of my knowledge the thesis does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University/ Deemed University without proper citation.

Besides this:

I have successfully completed the Course work of one semester as per UGC-Regulation 2016 norms.

I have also given a pre-Ph.D. presentation and successfully incorporated the changes suggested on the basis of feedback and comments received.

I have also published one research paper in a journal from the research work of the thesis and presented two papers in Conferences/Seminars and has produced an evidence of the same in the form of acceptance letter/or the reprint.

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Signature

Name of Candidate

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Appendix IV- Format for declaration by supervisor:

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CERTIFICATE

This is to certify thatin the department ofof this University has fulfilled the requirements prescribed for the Ph.D. degree of the Noida International University, Greater Noida, Uttar Pradesh.

The thesis entitled, “.....” was carried out under my direct supervision. No part of the thesis was submitted for the award of any degree or diploma prior to this date.

*Clearance was obtained from the University Ethics Committee/ University Animal Ethics for carrying out the study

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Signature

Name of Supervisor

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* As and when applicable.




Appendix V- Format for declaration by Co-supervisor

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This is to certify thatin the department ofof this University has fulfilled the requirements prescribed for the Ph.D. degree of the Noida International University, Greater Noida, Uttar Pradesh.

The thesis entitled, “.....” was carried out under my direct supervision. No part of the thesis was submitted for the award of any degree or diploma prior to this date.

*Clearance was obtained from the University Ethics Committee/ University Animal Ethics for carrying out the study

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* As and when applicable.




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CERTIFICATE FOR PLAGIARISM CHECK

It is certified that Ph.D./M.Phil. thesis entitled _____ by _____ has been examined. We undertake & declare that:

- a. This thesis has significant new work/knowledge as compared to already published or are under consideration to be published elsewhere. No sentence, equation, diagram, table, paragraph or section has been copied verbatim from previous work unless it is placed under quotation marks and duly referenced.
- b. The work presented is original and own work of the author (i.e. there is no plagiarism). No ideas, processes, results or words of others have been presented as Author's own work.
- c. There is no fabrication of data or results which have been compiled/analyzed.
- d. There is no falsification by manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- e. The thesis has been checked using OURIGINAL (copy of originality report attached).

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Signature

Signature

Signature

Name of the Candidate

Name of the Co-supervisor

Name of Supervisor

Font 14 Times New Roman bold not caps

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CERTIFICATE OF VIVA-VOCE OF Ph.D. STUDENT

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NETTLE EXTRACT ON NEUROLOGICAL ALTERATIONS
DURING COMORBIDITY OF EPRESSION AND TYPE 2
DIABETES”**

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For the degree of
Doctor of Philosophy in faculty of

.....

is evaluated and approved by

CO-SUPERVISOR

SUPERVISOR

EXAMINER

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Jayanar S


Undertaking for submission of Ph. D. thesis

I solemnly declare that research work presented in the thesis titled
“Title.....”

is solely my research work with no significant contribution from any other person. Small contribution/help wherever taken has been duly acknowledged and that complete thesis has been written by me.

I understand the zero tolerance policy of the NOIDA INTERNATIONAL UNIVERSITY (NIU) towards plagiarism. Therefore I as an Author of the above titled thesis declare that no portion of my thesis has been plagiarized and any material used as reference is properly referred/cited.

I undertake that material of the thesis submitted in hard bound and soft copy are same and no alteration has been done. If found guilty in future University may take any action against me.

I undertake that if I am found guilty of any formal plagiarism in the above titled thesis even after award of PhD degree, the University reserves the rights to withdraw/ revoke my PhD degree.

Student/Author Signature.....

Name.....

Roll No.....

Address.....

Jayanand


DECLARATION

I hereby declare that the synopsis entitled
 “Title.....
” is my own original work and
 it has not formed the basis for the award of any degree, diploma, associateship or fellowship of similar other
 titles.

Signature of Supervisor
Details of Supervisor:

Research Scholar

Signature of Co Supervisor
Details of Co Supervisor:

Vayana S

