GUIDELINES FOR PREPARATION AND SUBMISSION OF PhD THESIS

SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM
Thiruvananthapuram
PREFACE

The Thesis is a treatise that represents the fulfillment of the scholarly aspiration of the student. A good thesis should be clear and unambiguous and have a logical structure that should assist the reader’s understanding of the argument being presented and not obscure it. In order to achieve this objective, the layout and physical appearance of the thesis should conform to a set pattern.

The purpose of this handbook is to outline the guidelines that a PhD thesis submitted to the Institute should adhere to. This manual provides an overview of the format for the preparation of the PhD dissertation and guidelines for the submission of the thesis. For details regarding the PhD program, the students are advised to consult the PhD manual available at the website: http://www.sctimst.ac.in

I wish to thank Dr. R. Renuka Nair, Dr. Chandra Prakash Sharma and Mr. Sundar Jayasingh for their valuable input in the preparation of the handbook. I encourage the students and the faculty members to give their valuable suggestions, which will help us in updating the handbook every year.

July 15, 2010

K. Radhakrishnan
Director
GENERAL INSTRUCTIONS

• On completion of the research work, the PhD Thesis is prepared according to the format provided.

• The students are advised to strictly adhere to the format.

• The Thesis submitted after August 1, 2010 and not conforming to the prescribed format will be sent back to the student for revision and resubmission, thereby causing unnecessary delays.

• Four copies of the Synopsis should be submitted three months prior to the submission of Thesis.

• The length of the Thesis should preferably be restricted to 250 printed pages.

• The students are advised to restrict the total number of References to less than 200.

• Four softbound copies of the Thesis have to be submitted for evaluation.

• If the Thesis is declared eligible for award of the PhD degree, two hardbound copies of the Thesis have to be submitted to the Academic Division within one month of the viva-voce examination, after incorporating the corrections suggested by the examiners.

• The Guide and Co-guides have to be given a final copy of the Thesis.

• A final copy of the Thesis should also be given to the Institute Library.
LAYOUT AND FORMAT

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 in English. 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.

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 point. 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 point in size (partly because of microfilming requirements) 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 proof-read 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. Writers not fluent in English are encouraged to have their manuscript professionally edited before submission, to improve the English.

**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
should use 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.

**FORMAT OF THESIS**

The manuscript consists of three main parts: The Preliminaries, The Text, and The Annexure. It is to be arranged in the following sequence:

**The Preliminaries**

Cover Page
Title Page
Declarations by Student
Certificate by Research Guide
Approval of Thesis
Acknowledgements
Table of Contents
List of Figures, Tables or Illustrations
List of Abbreviations (optional)
Synopsis

**The Text**

Introduction
Literature Review
Materials and Methods
Results
Discussion
Summary and Conclusion
Bibliography

**The Annexure**
STRUCTURE OF THE PRELIMINARY PARTS

OUTER COVER (Lay out given in Appendix-I)
The outer cover should carry the following details:
The full title of the thesis
The candidate’s name
Ph.D Thesis - Year
Institute’s Emblem
Name of the Institute
Thiruvananthapuram

TITLE PAGE (Lay out given in Appendix II)
The title page should provide the following information in the following order:
The full title of the thesis
The statement- “A thesis presented by”
Candidate’s name, ‘to’
Institute’s name
The statement: “In partial fulfillment of the requirements for the award of Doctor of Philosophy”
The year of submission
Type the title of the thesis using capital letters throughout. If it occupies more than one line, double space between lines and arrange in inverted pyramid form. Express formulas, symbols, and abbreviations in words on the title page, even if the "shorthand" forms are conventional and widely accepted.

DECLARATION OF AUTHORSHIP (Format given in Appendix III)
The student should make this declaration.

CERTIFICATE BY THE RESEARCH GUIDE (Format given in Appendix IV)
The guide has to provide a certificate and if Co-guide is present, separate certificates have to be given by the Guide and Co-guide.
APPROVAL OF THESIS (Format given in Appendix V)
To be signed by Guide, Co-guide and External examiner

ACKNOWLEDGEMENTS
The acknowledgement 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) and financially (for example, funding agency institutional support, travel grants)

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>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declaration by student</td>
</tr>
<tr>
<td>Certificate of guide</td>
</tr>
<tr>
<td>Approval of thesis</td>
</tr>
<tr>
<td>Acknowledgements</td>
</tr>
<tr>
<td>List of Figures</td>
</tr>
<tr>
<td>List of Tables</td>
</tr>
<tr>
<td>Abbreviations</td>
</tr>
<tr>
<td>Synopsis</td>
</tr>
<tr>
<td>Introduction</td>
</tr>
<tr>
<td>Subheads ...</td>
</tr>
<tr>
<td>Literature Review</td>
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<tr>
<td>Subheads …</td>
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<tr>
<td>Materials and Methods</td>
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<tr>
<td>Subheads ...</td>
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<td>Results</td>
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<td>Subheads ...</td>
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<tr>
<td>Discussion</td>
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<td>Subheads ...</td>
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<tr>
<td>Summary and Conclusion</td>
</tr>
<tr>
<td>Bibliography</td>
</tr>
<tr>
<td>List of publication from thesis</td>
</tr>
<tr>
<td>Curriculum vitae</td>
</tr>
<tr>
<td>Appendices</td>
</tr>
<tr>
<td>Title….</td>
</tr>
<tr>
<td>............</td>
</tr>
</tbody>
</table>
A separate list of Figures, Tables, or Illustrations should be included on a separate page immediately following the table of contents.

LIST OF FIGURES

<table>
<thead>
<tr>
<th>Figure No.</th>
<th>Caption</th>
<th>Page</th>
</tr>
</thead>
</table>

LIST OF TABLES

<table>
<thead>
<tr>
<th>Table No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
</table>

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.

SYNOPSIS

The synopsis is a summary of the contents of the thesis. The synopsis is submitted prior to the submission of the thesis and will carry a cover page (format given in Appendix-VI). 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 length of the Synopsis should not exceed 6 pages.

In the Thesis, the synopsis should be placed before the main text and when it forms part of the thesis, it should carry the heading ‘SYNOPSIS.’

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 thesis should normally begin with a general introduction presenting an overview of the purpose and significance of the study. The introduction should show why the topic selected is worth investigating. This will normally be done with reference to existing research, identifying areas that have not been explored, need to be explored further, or where new research findings justify a reconsideration of established knowledge. Having precisely defined the research problem, the introduction should propose a solution to this problem. This response should make explicit the objective of the research, not simply state an intention to explore or discuss. The study should be based on a well-defined hypothesis, which should be clearly stated. How the research makes an original contribution to the theoretical body of knowledge and also the study's practical significance should be mentioned. It is especially critical that the Introduction is well written. Without a clearly defined purpose and strong theoretical grounding, the thesis or dissertation is fundamentally flawed from the outset.

The final section of the Introduction should provide a brief overview of each of the main chapters that the reader will encounter.

**LITERATURE REVIEW**: It is called the Literature Review 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.

A critical review of the available solutions to the problem that was addressed and identifying the knowledge gaps in the current literature would establish benchmarks against which the contributions of the study can be assessed. Therefore, the most recent information relating to the field of study has to be presented.
**DESIGN OF STUDY:** 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 subheadings.

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

**SUMMARY AND CONCLUSION:** 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. 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.

**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.

The student is responsible for the accuracy of the References. References should follow the *Harvard-like format.* 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.

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

**Journal**

*Example:*

Chapter in a Book


Book

Example:

Book in a series


Encyclopedia articles


Thesis/dissertation


Conference proceedings


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


**Patents**

Author(s) of patent – surname and initials Year of issue, *Title of patent* italicised,
Number of patent including country of issue


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**THE ANNEXURE**

**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.

**Curriculum vitae (optional):**
Provide one page giving academic qualifications, academic achievements and list of publications.

**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.
ANNEXURE

Appendix I- Layout of Outer cover

TITLE OF THESIS
(Capitals, bold and inverted pyramid form)

NAME

Ph.D. THESIS
Year

(Institute Emblem)

SREE CHITRA TIRUNAL INSTITUTE
FOR
MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM
Thiruvananthapuram
Appendix II – Layout of title page

TITLE OF THESIS
(Capitals, bold and inverted pyramid form)

A THESIS PRESENTED BY
(NAME)

TO
THE SREE CHITRA TIRUNAL INSTITUTE FOR
MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM
Thiruvananthapuram

IN PARTIAL FULFILMENT OF THE REQUIREMENTS
FOR THE AWARD OF
DOCTOR OF PHILOSOPHY

YEAR
Appendix III-Format for declaration by student

CERTIFICATE

I……………… hereby certify that I had personally carried out the work depicted in the thesis entitled, “…………………………………………………”, except*……..

No part of the thesis has been submitted for the award of any other degree or diploma prior to this date.

Signature

Name of the Candidate

Date

(* If external help was sought declare and acknowledge)
Appendix IV - Format for declaration by Guide:

Name of the guide
Division/Department

This is to certify that .........................................................in the department/division of ........................................of this Institute has fulfilled the requirements prescribed for the Ph.D degree of the Sree Chitra Tirunal Institute for Medical Sciences and Technology, Trivandrum.

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 Institutional Ethics Committee/ Institutional Animal Ethics for carrying out the study

Signature
Date

* As and when applicable.
If an external/ Coguide was present a similar declaration should be given
Appendix V - Format for approval of thesis

The thesis entitled

…………………………………………………………………………………………

Submitted by

…………………………………………………………………………………………

for the degree of
Doctor of Philosophy

of

SREE CHITRA TIRUNAL INSTITUTE
FOR
MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM
Thiruvananthapuram

Is evaluated and approved by

…………………………………………………………….. …………………………….
Name of the guide.                                                   (Name of thesis examiner
Appendix VI - Cover page of synopsis

TITLE OF THESIS
(Capitals, bold, inverted pyramid form)

SYNOPSIS

by

NAME

for Ph.D. Degree

of

THE SREE CHITRA TIRUNAL INSTITUTE FOR
MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM
Thiruvananthapuram

(The typed pages may be stapled and submitted 3 months prior to the submission of thesis. When synopsis forms part of the thesis the cover page need not be included)