PART II: PREPARATION OF THESIS

I. The Volume of Thesis
A student must keep in view the economy of space, labor, time and clarity of presentation. Padding with lengthy descriptions and avoidable discourses do add to the standard of scholarship. The study of science enjoins on us a forthright, objective description of phenomenon and interpretation of results. It is therefore, essential that the bulk of thesis must be carefully controlled, e.g. around 75-100 pages for M.A / M.Sc. or M.Phil. / MS thesis and 150-200 for PhD dissertation in experimental, social and descriptive science including appendices and tables (excluding illustrations) may be a reasonable volume to incorporate and digest a lot of scientific information.

II. English Usage and Grammar
The past tense is preferred for scientific writing. The students will be responsible for correct English usage and grammar. Small sentences comprising 25-30 words may be good practice to follow. A good sentence is one which describes one thing at a time in minimum words. Such straightforward sentences are easy to construct (e.g. “There has been an increase in the amount of milk consumed by teenagers” and “Teenagers are drinking more milk” – compare the two sentences to say the same thing). The students may seek help of other competent persons in this regard.

III. Abbreviations.
Acceptable abbreviations may be used in foot notes, tables, and references. To save space and time, it is sometimes convenient to use abbreviations for lengthy scientific words or phrases used frequently, throughout the text. Such abbreviations must be presented in parentheses immediately after the words or phrase for which they stand. An example is “Phosphate Buffered Saline (PBS) was used in all dialysis operations.” In succeeding sentences throughout the thesis, the initials PBS are used in place of the words phosphate buffered saline.

IV. Typing Directions
Good quality white bond paper of the size A4 size must be used. One inch broad margin must be on each side except the left side margin which should be 1.25 inch. No header footer used while typing no extra margin should be left within the marked margin. “New Times Roman” writing font style is the recommended throughout the thesis. The main headings font size should be 16 and capital while for the sub heading and general text should be 14 and 12 respectively.
V. PAGINATION
All pages must be numbered. Pages of abstract and Acknowledgements should bear Roman numbers (i, ii, iii, iv, v, vi etc), whereas pages from introduction onward should be given Arabic numbers (1, 2,3,4,5 etc.), in the center of the page at bottom.

Distribution of Work:
Order of Contents in the Thesis / Research Reports

Thesis must be written in the following order;
1. Title Page
2. Dedication (optional)
3. Declaration
4. Certificate by the Supervisory Committee
5. List of Contents
6. List of Figures
7. Acknowledgements
8. List of Abbreviation (if any)
9. Summery
10. Introduction
11. Review of Literature
12. Materials and Methods
13. Results
14. Discussion
15. References
16. Appendices (if any)
THESIS WRITING INSTRUCTIONS

• Abstract

Begin a new page. On the first line of the abstract page, center the word “Abstract”

Beginning with the next line, write a concise summary of the key points of your research. Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions. You may also include possible implications of your research and future work you see connected with your findings. Your abstract should be a single paragraph double-spaced. Your abstract should be between 150 and 250 words.

You may also want to list keywords from your paper in your abstract. To do this, center the text and type Keywords: (italicized) and then list your keywords. Listing your keywords will help researchers find your work in databases.

Chapter-1: INTRODUCTION

i. This section must spell out different but relevant aspects of the topics under investigation, present status of the problem in the light of previous relevant work done, and category statement about the reasons of undertaking the study. The aims and objectives must be highlighted under this section, and should not be treated as separate sub-heading.

Chapter-2: REVIEW OF LITERATURE

i. This section must include the recent review of literature relevant to the research under investigation.

Chapter-3: MATERIALS AND METHODS

ii. Describe this section in detail, so the future crop of students may be able to follow the techniques adopted and repeat the experiments.

Chapter-4: RESULTS AND DISCUSSION

b. Describe results succinctly. Avoid Verbosity.
c. The results which are given in the form of Tables and figures may be described in words as and when needed, otherwise avoid verbosity and try to be concise and to the point as much as possible
d. Give data either in Figure or Table form. Do not give the same data in two forms.
e. Tables and Figures should form part of Results Section and should never be collected together at the end of the section.
f. Do not give “raw data” Analyze the data statistically and include only the essential details.

g. This section may also include discussion of the data generated by you and not work done by other workers. The data of other laboratories may be given only to support your data. In case you have different results from the previously recorded literature, one can give possible reasons for that. The discussion must end with clearly defined conclusion and future prospects of the subject of investigation.

Chapter-5: SUMMARY

This section must include the object of study, methodology adopted, major features of results (must be quantified, wherever necessary) and conclusions.

• Conclusions and Recommendations

This section must include the overall conclusions and suggestions or recommendations for further research work in the same area of research.
REFERENCE WRITING INSTRUCTIONS

IN-TEXT CITATION
Generally APA style of writing is recommended for reference writing for all the dissertation and thesis writing.

Citing an Author or Authors
A Work by Two Authors: Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand in the parentheses.

Research by Wegener and Petty (1994) supports...
(Wegener & Petty, 1994)

A Work by Three or More Authors: Use the first author's name followed by et al. in the signal phrase or in parentheses.

(Kernis et al., 1993)
In et al., et should not be followed by a period.

Use the first author's name followed by et al. in the signal phrase or in parentheses.

Harris et al. (2001) argued...
(Harris et al., 2001)
Unknown Author: If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized or underlined; titles of articles, chapters, and web pages are in quotation marks.

A similar study was done of students learning to format research papers ("Using APA," 2001).
Note: In the rare case the "Anonymous" is used for the author, treat it as the author's name (Anonymous, 2001). In the reference list, use the name Anonymous as the author.

Organization as an Author: If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

According to the American Psychological Association (2000),...
If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.
First citation: (Mothers Against Drunk Driving [MADD], 2000)
Second citation: (MADD, 2000)

Two or More Works in the Same Parentheses: When your parenthetical citation includes two or more works, order them the same way they appear in the reference list, separated by a semi-colon.

(Berndt, 2002; Harlow, 1983)

Authors With the Same Last Name: To prevent confusion, use first initials with the last names.

(E. Johnson, 2001; L. Johnson, 1998)

Two or More Works by the Same Author in the Same Year: If you have two sources by the same author in the same year, use lower-case letters (a, b, c) with the year to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.

Research by Berndt (1981a) illustrated that...

Introductions, Prefaces, Forewords, and Afterwords: When citing an Introduction, Preface, Foreword, or Afterwords in-text, cite the appropriate author and year as usual.

(Funk & Kolln, 1992)

Personal Communication: For interviews, letters, e-mails, and other person-to-person communication, cite the communicators name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list.

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

Citing Indirect Sources
If you use a source that was cited in another source, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses.

Johnson argued that...(as cited in Smith, 2003, p. 102).

Note: When citing material in parentheses, set off the citation with a comma, as above.
**Electronic Sources**

If possible, cite an electronic document the same as any other document by using the author-date style.

Kenneth (2000) explained...

**Unknown Author and Unknown Date:** If no author or date is given, use the title in your signal phrase or the first word or two of the title in the parentheses and use the abbreviation "n.d." (for "no date").

Another study of students and research decisions discovered that students succeeded with tutoring ("Tutoring and APA," n.d.).

**Sources Without Page Numbers**

When an electronic source lacks page numbers, you should try to include information that will help readers find the passage being cited. When an electronic document has numbered paragraphs, use the abbreviation "para." followed by the paragraph number (Hall, 2001, para. 5). If the paragraphs are not numbered and the document includes headings, provide the appropriate heading and specify the paragraph under that heading. Note that in some electronic sources, like Web pages, people can use the Find function in their browser to locate any passages you cite.

According to Smith (1997), ... (Mind over Matter section, para. 6).

**Note:** Never use the page numbers of Web pages you print out; different computers print Web pages with different pagination.
Content Notes

Content Notes provide supplemental information to your readers. When providing Content Notes, be brief and focus on only one subject. Try to limit your comments to one small paragraph.

Content Notes can also point readers to information that is available in more detail elsewhere.

¹ See Blackmur (1995), especially chapters three and four, for an insightful analysis of this extraordinary animal.

Copyright Permission Notes

If you quote more than 500 words of published material or think you may be in violation of “Fair Use” copyright laws, you must get the formal permission of the author(s). All other sources simply appear in the reference list.

Follow the same formatting rules as with Content Notes for noting copyright permissions. Then attach a copy of the permission letter to the document.

If you are reproducing a graphic, chart, or table, from some other source, you must provide a special note at the bottom of the item that includes copyright information. You should also submit written permission along with your work. Begin the citation with “Note.”

Reference List: Basic Rules

Basic Rules

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- If you have more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.
- Capitalize all major words in journal titles.
- When referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

Please note: While the APA manual provides many examples of how to cite common types of sources, it does not provide rules on how to cite all types of sources. Therefore, if you have a source that APA does not include, APA suggests that you find the example that is most similar to your source and use that format. For more information, see page 193 of the Publication Manual of the American Psychological Association, sixth edition.
BIBLIOGRAPHY

At the end of a piece of work, list references to documents cited in the text. This list may be called a Bibliography or References. We suggest to make the heading as “References”. Exceptionally you may be asked to list references not cited in the text but which make an important contribution to your work. These are usually listed under the heading of Further Reading. You are advised to review the guidelines issued to you for the preparation of work to clarify this point.

APA reference style

The APA Publication Manual now instructs authors to use hanging indents for references and to use italics for titles. The phrase "hanging indent" refers to a first line which sticks out one-half inch (1.25 cm) to the left. You will notice hanging indents are not used below, because they are difficult to simulate on a resizeable web page. However, you should use either hanging indents or regular indents on your reference list. Hanging indents are preferred, and they are easy to set up in word processors. (For example, in Microsoft Word, go to Format/Paragraph and one of the formatting options under "Special" is "Hanging" which will set up an appropriate hanging indent for that paragraph.)

All titles in references are set in sentence caps (only the first word and proper nouns are capitalized) but titles quoted in the text are set in heading caps (all major words capitalized). No quotation marks are used around titles of articles in the references list, but quotes are used when citing article titles in the text.

The APA Publication Manual (2001) contains 95 examples of different reference types (pp. 240-281). Here are a few examples of the most commonly used formats. Remember that hanging indents are not used in these examples, but they should be used in your paper. Double space within reference items if your paper will be submitted to a publication for editing or review.

Anonymous or unknown author (common in newspapers):

Citation: "Caffeine Linked," 1991. Use heading caps (each important word capitalized) when citing titles in text citations.

Books (Group author, 3 to 5 authors, reprint/translation, edition other than first):

Citation: (American Psychiatric Association [APA], 1990); next citation (APA, 1990). Note: "Author" is used as above when author and publisher are identical.

Citation: (Booth, Colomb, & Williams, 1995); next citation (Booth et al., 1995).


Citation: (Ebbinghaus, 1885/1913).


Citation: (Strunk & White, 1979).

Chapter or section in a book (online & print):


Citations: (Beers & Berkow, 1999, chap. 189); (Stephan, 1985). Note: Break a URL to wrap a line only after a slash or before a period. Do not add a hyphen or any other punctuation.

Conference paper (unpublished):


Citation: (Shrout et al., 1996). APA references list up to the first six authors to a work. If there are more than six, add et al. ("and others") after the first six names. For citations in your text, use just the lead author plus "et al."

11
Government report online accessed through GPO database:


Journal articles (Print, electronic copy, changed source, online journal, paged by issue):


Journal article, electronic facsimile:


Many documents are now available online as exact copies of the print original (usually in Adobe's PDF format). References to exact reproductions of journal articles (which include page numbers, etc., from the journal) are treated as normal journal references with the bracketed phrase "Electronic version" added to the reference as above. If, however, the document is not an exact copy of a print version, treat it as a web reference and add the usual information for electronic references: the date you retrieved the document and the URL.

Journal article, changed/doubtful source:


Journal article, retrieved from a database:


Online only journal (paged by issue): 


Citation: (Kortepeter & Parker, 1999). There is no period after the URL in a reference.
Note: When directly quoting or citing a document, a page number or other means of identifying a specific passage is required. In the absence of page numbers, if paragraph numbers appear in an electronic document, add the paragraph symbol or the abbreviation *para.* and the paragraph number to the citation (e.g., Kortepeter & Parker, 1999, ¶ 17). If there is no paragraph number, cite the nearest preceding section heading and count paragraphs from there (e.g., Kortepeter & Parker, 1999, Method section, para. 4).

Note: Occasionally a research journal may be paged by issue, that is, page numbering in each issue begins at page one. In these cases add the issue number in parentheses, in plain text, after the volume number as in the example above.

**Letter to the editor:**


**Magazine article:**


**Newsletter/newspaper articles:**


Note: As a rule, you should not cite a source if the document cannot actually be retrieved. What is the chance of retrieving a copy of a 1993 issue of a Psychology Department newsletter? Such a document probably is not retrievable. If it is an important reference in your paper for some reason, and you have a copy of that newsletter in your possession (as you should if quoting from it) you could put "Available from the author by request" in brackets after the reference list entry, or put that phrase in parentheses in the text where you refer to the newsletter and leave it off your reference list. Unpublished conference papers are OK to include in reference lists and citations because they are generally available as reprints from the lead author.


The date is given as it appears on the publication. For anonymous newspaper articles, see the previous section on "Anonymous or unknown authors."
Pamphlet:


Web page:

Plagiarism

Remember that you must acknowledge your source every time you refer to someone else's work. Failure to do so amounts to plagiarism, which is against the University rules and is a serious offence. Under the rules Original Plagiarism report along with the Certificate from Supervisor and Declaration by the student must be submitted while submitting the thesis to the Directorate of Advanced Studies. The Directorate of Advanced Studies shall notify the dates for the semi-final and final phases of thesis submission. Further If the thesis, submitted by a candidate for final evaluation, is proved to be copied/plagiarized at the time of viva-voce examination, it will be liable to be rejected on the report of Board of Examiners and the Controller of Examinations will declare the candidate fail in thesis examination. The admission of such candidate shall be cancelled and he/she shall not be readmitted under any circumstances.

More over If the thesis of a candidate is proved to be plagiarized after its evaluation and declaration of result, previous result of the candidate will be cancelled and he/she will be declared to have failed in thesis examination. Such a candidate shall not be readmitted under any circumstances.