

Woxsen University, Hyderabad, India

GUIDELINES FOR PREPARATION AND SUBMISSION OF THESIS

Structure of writing thesis

The Research work can be written in the following parts:

- Title Page
- Inside Cover Page
- Thesis Certificate (Annexure - 4)
- Acknowledgements
- Table of Contents
- List of Figures, Tables, Illustrations
- List of Abbreviations
- Structure of the Thesis (Tentative Chapter Scheme)
- References
- Originality Certificate
- Hard copies of publications during Ph.D.

(Note: Research Students should consult the Dean and the Research Supervisor as to whether any other discipline-specific components need to be included and if so where.)

Title Page

The title page should provide the following information in the following order/the full title of the Thesis.

The Faculty and Name of the University/Research Students Name

The Research Supervisor's Name

The Place of submission (Hyderabad)

The Month and Year of submission



(As per the Thesis Format)

Inside cover page same as the title page.

Acknowledgements

This page will acknowledge individuals who provided the student with any assistance in the preparation of the Thesis. This would include individuals/organisations in addition to the research Supervisor. (Limited to 1 page only)

Table of Contents

The contents should list the chapter headings, sections, and subsections of the different chapters along with page numbers of each. It should be possible to get a complete picture of the thesis by

looking at the contents. While the contents cannot be as brief as listing only the chapter headings, it need not be as elaborate as to list all paragraph titles within subsections. It is preferable to include.

the chapter, section, and subsection headings only in the contents with appropriate page numbers.

List of Figures, Tables, or illustrations

If appropriate, a separate list of figures, tables, or illustrations should be included on a separate page immediately following the Table of Contents.

References

Please refer examples the below link for academic references:

Harvard referencing

<https://www.librarydevelopment.group.shef.ac.uk/referencing/harvard.html>

Reference from Thesis: (Below Format)

Author's SURNAME, INITIALS.,

Year of publication.

Title of thesis.

Designation, (and type).

Name of institution to which submitted.



e.g., AGUTTER, A.J.,2004. The linguistic significance of current British slang. Thesis (PhD). Edinburgh University.

Reference from Book: (Below Format)

Author's SURNAME, INITIALS.,

Year of publication.

Title.

Edition. (if not the first).

Place of publication:

Publisher.

e.g. MERCER, P.A. AND SMITH, G., ,2004. Private viewdata in the UK.

2nd ed. London: Longman

Reference from Journals: (Below Format)

Author's SURNAME, INITIALS.,

Year of publication.

Title of journal.

Volume number and (part number).

Page numbers of contribution.

e.g. EVANS, W.A., 2004. Approaches to intelligent information retrieval.

Information processing and management, 7 (2), 147-168

Reference from Conferences: (Below Format)

Contributing author's SURNAME, INITIALS.,

Year of publication.

Title of contribution. Followed by In:

INITIALS. SURNAME, of editor of conference proceedings



(if applicable) followed by ed. or eds.

Title of conference proceedings including date and place of conference

Place of publication:

Publisher,

Page numbers of contribution.

e.g. SILVER, K., 2004. Electronic mail: the new way to communicate. In: D.I. RAITT, ed. 9th international online information meeting, London 3-5 December 2003. Oxford: Learned Information, 323-330.

Reference from E-Journals: (Below Format)

Author. (year). Title. Journal Title [online], volume (issue), location within host.

Available from: URL

[Accessed Date].

e.g. Korb, K.B. (2005). Persons and things: book review of Bringsjord on Robot-Consciousness. Psychology [online], 6 (15). Available from:

goher://wachau.ai.univie.ac.at:70/00/archives/Psychology/95.V6/0162

[Accessed 17 Jun 2005].

Reference from Book Chapter: (Below Format)

Author(s) of chapter – family name and initials, use & for multiple authors. (Year). Title of chapter. In Editor(s) – initial(s) and family name - of book (Ed. OR Eds.), Title of book – italicised (pp. Page numbers). Publisher. DOI or Web address (if available)

e.g. Rattan, A. (2019). How lay theories (or mindsets) shape the confrontation of prejudice. In R. K. Mallett & M. J. Monteith (Eds.), *Confronting prejudice and discrimination: The science of changing minds and behaviors* (pp. 121-140). Academic Press. <https://doi.org/10.1016/B978-0-12-814715-3.00008-4>



Reference from Patent: (Below Format)

Inventor name, Initials. (Year). Title of patent (Country/Region Patent No. Number). Issuing Body. URL

e.g Ghatak, S. (2019). Immunization testing system (U.S. Patent No. 10,788,482). U.S. Patent and Trademark Office. <https://rb.gy/ik0fb0>

Reference from Ph.D Dissertation : (Below Format)

Author, A. (year). *Title of dissertation* [Unpublished doctoral dissertation OR master's thesis]. Name of Institution.

e.g Miller, T. (2019). Enhancing readiness: An exploration of the New Zealand Qualified Firefighter Programme [Master's thesis, Auckland University of Technology]. Tuwhera. <https://openrepository.aut.ac.nz/handle/10292/12338>

Reference from Webpages: (Below Format)

Author or authors. The surname is followed by first initials.

Year, Month Day (in round brackets). Use the most exact date possible

Title (in italics).

Website name.

URL.

The first line of each citation is left adjusted. Every subsequent line is indented 5-7 spaces.

e.g. Johnson, A. (2018, May 24). *"It doesn't need to be this way"*: The promise of specialised early intervention in psychosis services. IEPA. <https://iepa.org.au/network-news/it-doesnt-need-to-be-this-way-the-promise-of-specialised-early-intervention-in-psychosis-services/>

Certificate of Originality

This is to certify that the Thesis submitted by me is an outcome of my independent and original work. I have duly acknowledged all the sources from which the ideas and extracts have been taken. The thesis is under the plagiarism limit of 11% and has not been submitted elsewhere for publication.



Page Numbering

The preliminary parts are numbered in roman numerals (i, ii, etc). The first page of the first chapter (Introduction) onwards will be numbered in Arabic numerals 1 2 3 etc.

List of Abbreviations

If theses is makes use of a large number of abbreviations that may be unfamiliar to a reader, providing a list of them can act as a useful Supervisor.

References and Bibliography

References of all authors whose material or research work is referred or contained in the Thesis must be written in this section using a standard format as per the specific Faculty guidelines. **Bibliography is optional.**

Binding

The student should submit the copies of the thesis in fully bound form (soft cover) for Ph.D. and a partially bound form (coiled wire binding, clamping, or filing).

Color-code for binding the hardbound copy:

School of Business: **Black**

School of Technology: **Dark Blue**

School of Design: **Maroon**

School of Humanities: **Silver**

Layout and Appearance

- a) The thesis shall be printed on both sides of the paper (75 gsm) white A4 paper in Calibri (Body), 12pt and the color scheme for the cover page should be as per the Annexure - 2. The Thesis may be printed on both side of the paper, line spacing in the abstract and the text of should be 1.5. single spacing should be used in long tables, block quotations separated from the text, footnotes and bibliographical entries. Paragraphs should not be indented. One line space be left between paragraphs.

- b) Margins should be one inch or 2.5 cm on all sides, and page size should be set to A4. Pages should be numbered at the bottom in the Centre, using Arabic numerals (1, 2, 3) starting with the first page of the Thesis (i.e. the first page of the introduction). Pages prior to this should be numbered with lowercase Roman numerals (i, ii, iii).
- c) Chapters should start on a new page, but sections and sub sections should not.

Suggested Related to Formatting:

Suggested font sizes Details	Font type	Font size	Spacing
Facing page (cover and first page) – see sample page for details	Calibri (Body)	14 pt. bold capitals	Centered (Adjustable spacing)
Chapter headings with chapter number on top	Calibri (Body)	14 pt. bold capitals	Centered
Section headings	Calibri (Body)	12 pt bold capitals	Left adjusted
Subsection headings	Calibri (Body)	12 pt bold capitals	Left adjusted
Paragraph headings	Calibri (Body)	12 pt. bold sentence case	Left adjusted
Body of thesis	Calibri (Body)	12 pt.	Adjusted on both left and right and with 1.5 spacing for text and double spacing for equations
Margins	Left Margin	1.5 inch	To accommodate binding area
	Right Margin	1.5 inch	
	Top	2.0 inch	On pages on which chapter begins
		1.0 inch	Other pages
	Bottom	1.25 inch	



Number of copies to be submitted to academic section:

For Evaluation: Four spiral bound copies of the thesis along with a soft copy on CD/Pendrive is to be submitted to R&D Cell. These four are excluding students copy.

After ODC (Oral Defense Committee): Three Hardbound thesis (Incorporating any observations made during the examination by the panel) should be submitted to exam cell. This excludes students and supervisor copy.

FORMAT OF THE THESIS COVER PAGE

Approved Title of the Thesis in Title Case

 <bold>

Thesis Submitted to <School Name>, Woxsen University

For award of the degree of

 <bold> <italic>

DOCTOR OF PHILOSOPHY

 <bold>

(faculty of)

 <bold>

NAME OF THE RESEARCH STUDENT*

 <bold>

Under the Guidance of

 <bold>

Name of the Supervisor

 <bold>

WOXSEN UNIVERSITY, HYDERABAD, INDIA – 502345

 <bold>

YEAR

* (without any title like Mr. Mrs. Ms.)

WOXSEN UNIVERSITY

COLOUR SCHEME FOR COVER OF THESIS

The cover page of thesis should be as per below mentioned color print in all faculties.

Color-code for binding the hardbound copy:

School of Business: **Black**

School of Technology: **Dark Blue**

School of Design: **Maroon**

School of Humanities: **Silver**



WOXSEN UNIVERSITY

THESIS CERTIFICATE

a) The Thesis entitled

.....
.....
.....
.....

.....submitted to the <School Name>, Woxsen University,
Hyderabad for the award of Ph.D. Degree under the Faculty ofis based on my
original work carried out under the guidance offrom
.....to.....

b) The Research work has not been submitted elsewhere for award of any degree.

c) The material borrowed from other sources and incorporated in the Thesis has been duly
acknowledged and/or referenced.

d) I understand that I would be held responsible and accountable for plagiarism, if any, detected
later on.

e) Research Paper published based on the research conducted out of and in the course of the study
leading to Ph.D. are duly credited to WoU and appended to the thesis and has not formed the
basis for the award of any degree, diploma, associate ship, fellowship, titles in this or any other
University or other institution of Higher learning.

Date:

Signature of Research Student

Name:

PRN:

Counter signed by Research Supervisor(s)

Name:

Designation(s)

WOXSEN UNIVERSITY
THESIS SUBMISSION FORM

Date:

Name of the Student	
Scholar ID	
Name of the faculty	
Date of Registration	
Topic for Ph.D. Research	
Name of the Supervisor	

No dues submitted	Yes/No
Half-yearly progress reports are satisfactory	Yes/No
The Thesis is in prescribed format	Yes/No
Has the committee recommended the submission of Thesis?	Yes/No
Prerequisite of submission proofs are available	Yes/No
Course Work Grade Card	Yes/No
Synopsis Acceptance	Yes/No
Abstract Acceptance	Yes/No
Originality Report	Yes/No

I hereby submit four spiral bounding copies of the Thesis and soft copy in PDF format.

Dated:

Signature of Research Student

Recommendation by the Research Supervisor

- i) Supervisor:
- ii) Dean of the School:
- iii) Doctorial Office:
- iv) Director R&D: