

**HINDUSTAN INSTITUTE OF TECHNOLOGY AND SCIENCE (HITS)
CHENNAI 603 103**

DEAN (RESEARCH) OFFICE

**GUIDELINES FOR THE PREPARATION OF Ph.D. THESIS
AND M.S./M.TECH. (BY RESEARCH) THESIS
(Steps to be Followed)**

1. GENERAL

The Thesis prepared and submitted by the research scholar is an organized and scholarly documentation of an original research work carried out by him over a period of time. It is the basis on which the examiners will express their opinion whether the scholar's work has resulted in the discovery of new facts or techniques as yet unknown according to the present State of the Art and thus a definite contribution to the advancement of knowledge.

2. SIZE OF THE THESIS

The size of the Ph.D. thesis should be between a maximum of 300 pages and a minimum of 200 pages of typed matter. For the M.Tech. by Research program these limits will be a maximum of 250 pages and a minimum of 150 pages. The count will be from first page of Chapter 1 to the last page of the List of Publications.

3. SEQUENCE OF ARRANGEMENT OF THESIS

The Thesis material should be arranged in the following sequence:

COVER PAGE

TITLE PAGE

BONAFIDE CERTIFICATE

DECLARATION

ACKNOWLEDGEMENT

TABLE OF CONTENTS

ABSTRACT

1. LIST OF TABLE

2. LIST OF FIGURE

3. LIST OF PLATE

4. LIST OF SYMBOLS

5. ABBREVIATIONS

CHAPTER - 1 INTRODUCTION

CHAPTER - 2 REVIEW OF LITERATURE

2.1 RESEARCH GAP

2.2 OBJECTIVES

CHAPTER - 3 MATERIALS AND METHODS

CHAPTER - 4 RESULT

CHAPTER - 5 DISCUSSION (ENDS UP WITH CONCLUSION)

CHAPTER - 6 SUMMARY

CHAPTER - 7 FUTURE DIRECTIONS

CHAPTER - 8 BIBLIOGRAPHY/REFERENCE

ANNEXURE - I

➤ GLOSSARY

ANNEXURE - II

1. LIST OF PUBLICATIONS

2. REPRINTS OF PUBLICATIONS

❖ The actual Tables, Figures and Plates should be included at appropriate places in the body of the Thesis.

4. PAGE DIMENSIONS AND MARGIN

The pages will be in standard A4 size (279 mm x 210 mm). Good quality white paper of not less than 80 GSM thickness should be used. The pages should have the following margins:

Top edge	:	35 mm
Bottom edge	:	30 mm
Left Side	:	40 mm
Right Side	:	25 mm

Tables and Figures also should conform to the margin specifications.

5. FORMAT SPECIFICATIONS FOR THE CONTENTS OF THE THESIS

5.1 COVER PAGE AND TITLE PAGE

A specimen copy of Cover Page and Title page is shown in Annexure I

5.2 BONAFIDE CERTIFICATE AND DECLARATION

The Bonafide Certificate should be typed in double line spacing using Font Style Times New Roman and Font Size 13 as per format shown in Annexure II and Annexure III respectively.

5.3 ABSTRACT

It should be a brief narration in about 400 words stating the research problem, methodology for solution, research findings and its conclusions. Key words should be mentioned. It should be typed in double line spacing using Font Style Times New Roman and Font Size 13.

5.4 ACKNOWLEDGEMENT

It should be brief not exceeding one page when typed in double line spacing. The scholar's signature should be affixed at the bottom right end above his name typed in capitals.

5.5 TABLE OF CONTENTS

All contents, except the title page, Bonafide Certificate, Declaration and Acknowledgement, will find a place in the Table of Contents. Items preceding the Table of Contents will have page numbers in lower case Roman letters. Items following the Table of contents will have Arabic style page numbers. One and a half line spacing should be adopted for typing the Table of Contents. A specimen copy of the Table of Contents is shown in Annexure III

5.6 LIST OF TABLES

The captions in the List and in the text above the Table should be identical. One and a half line spacing should be adopted for the List of Tables.

5.7 LIST OF FIGURES

The captions in this List and in the text below the figures should be identical. One and a half line spacing should be adopted for the List of Figures. Any Graphs or graphical representation will be known as Figure.

5.8 LIST OF PLATES

The captions in this List and in the text below the Plates should be identical. Any photographs / images will be known as plates.

5.9 LIST OF SYMBOLS AND ABBREVIATIONS

Standard symbols and abbreviations as adopted in the particular discipline should be used. The list should be arranged alphabetically.

Use of *et al* :- *et al* is an abbreviation used to denote when more than two authors to be cited. *et al* always to be used in italics with first author first name. The Researcher should keep a space between *et* and *al*. If it is used in the running sentences, there should be a dot after *et al* and then the year should be in bracket. For example: According to Chand *et al.* (2017) sun rises in the east.

If it is used as an author citation cum year, the whole should be together in bracket in the running matter. In that case, there should be a dot and coma after *et al* and then the year. For example: (Chand *et al.*, 2017)

