

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT
ACADEMIC SECTION

GUIDELINES FOR PREPARATION AND SUBMISSION OF PhD THESIS

I. NUMBER OF COPIES TO BE SUBMITTED TO ACADEMIC SECTION

Four softbound copies of the thesis, prepared in B5 (JIS) sized paper (Width 7.2 in. and Height 10.1 in.), are to be submitted initially. One copy will be returned to the student after the final oral examination and successful defense. On successful defense of the thesis, one copy in hard bound form and a soft copy of the thesis on CD will have to be submitted to the academic section. The corrections, if any, suggested by the thesis examiners and oral examination board will have to be incorporated in the thesis before final submission. A certificate to this effect by the guide will have to be attached along with the final copy of the thesis. Provisional certificate will be issued only after this.

II. STRUCTURE OF THE THESIS.

Facing page: The title of the thesis, author, department, month and year of submission along with the emblem of the Institute will be included on the first cover. This may be made in special quality paper like plastic coated paper.

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The language setting for the thesis should be 'English (United Kingdom)', set in B5 (JIS) paper size, with 'Times New Roman' font, 11 point size and 1.5 line spacing, unless otherwise specified.

Three main parts of the thesis can be easily identified. These include the front matter, body of the thesis, and back matter. The order of these items is as given below

III. FRONT MATTER

1. Title page
2. Copyright statement
3. Dedication, if any
4. Acknowledgements, if any
5. Declaration by the author
6. Certificate from supervisor(s)
7. Thesis Evaluation certificate from the Examiner (in the final copy only)
8. Abstract
9. Contents
10. Nomenclature (including symbols and abbreviations)
11. List of figures, if any (Applicable to theses in Architecture only)
12. List of tables, if any (Applicable to theses in Architecture only)

IV. BODY OF THE THESIS

Chapter 1
Introduction
 Motivation and Overview
 Literature Survey
Chapter 2
.....
.....
Chapter N:
Conclusions and Future Works

V. BACK MATTER

1. References
2. Publications from the Thesis (Format same as that of reference)
 - Peer Reviewed Journal Papers

- Under Review (Manuscripts under review under this separate subsection. This section should be removed from the thesis submitted after defense.)
 - Peer Reviewed Conference Papers.
3. Author Biography (optional)
 4. Appendix, if any
 5. Index (optional)

VI. TITLE PAGE

See sample title page.

VII. COPYRIGHT STATEMENT

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VIII. ACKNOWLEDGEMENTS

The author of the thesis can acknowledge the help and guidance received from different persons in this section. Any financial support received from funding agencies in the preparation of the thesis should definitely stated here.

IX. DECLARATION

The following declaration should appear in the page. (by the scholar submitting the thesis)

I hereby declare that except where specific reference is made to the work of others, the contents of this thesis are original and have not been submitted in whole or in part for consideration for any other degree or qualification in this, or any other university. This thesis is my own work and does not contain any outcome of work done in collaboration with others, except those specified in the text and Acknowledgements.

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X. CERTIFICATE

The certificate should be signed by the supervisor(s) and countersigned by the head of the department. The wordings of the certificate is as follows.

This is to certify that the thesis entitled.....
 submitted by **NAME OF AUTHOR**
 to National Institute of Technology Calicut for the award of the degree of Doctor of Philosophy is a bonafide record of the research work carried out by him under my(our) supervision and guidance. The content of the thesis, in full or parts have not been submitted to any other Institute or University for the award of any other degree or diploma.

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This certificate must be signed by the internal and external examiner during the open defense of the thesis and should be attached in the final copy of the thesis only. The standard wordings is as follows.

This is to certify that **NAME OF AUTHOR** (Roll No: PXXXXXXX) has successfully defended the Thesis entitled on
___ / ___ / _____.

The committee recommends the candidate for the award of the degree of

Doctor of Philosophy.

Signature of External Examiner

Signature of Internal Examiner

XII. ABSTRACT

This part of the thesis will be the most widely published and most read because it will be published in Dissertation Abstracts International. It is best written towards the end, but not at the very last minute because you will probably need several drafts. It should be a distillation of the thesis: a concise description of the problem(s) addressed and your method of solving it/them, your results and conclusions. An abstract must be self-contained. Usually they do not contain references. When a reference is necessary, its details should be included in the text of the abstract. The number of words may be limited to 1000 not exceeding two pages of spacing 1.5 and font type Times New Roman with size 11. The abstract should be followed by the keywords (index terms) in the same page with the title Keywords in bold face and italics.

Keywords:

XIII. CONTENTS

The contents should list the chapter headings, sections and subsections of the different chapters along with page numbers of each that follows. 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.

XIV. NOMENCLATURE

Nomenclature includes all the symbols and abbreviations used in the thesis. For the convenience of reading, it is recommended to classify the symbols as roman, Greek, superscripts and subscripts (those applicable) and the acronyms / abbreviations.

XV. LIST OF FIGURES (APPLICABLE TO THESES IN ARCHITECTURE ONLY)

List the number and captions of the figures with page numbers

XVI. LIST OF TABLES (APPLICABLE FOR THESES IN ARCHITECTURE ONLY)

List the number and titles of the tables with page numbers

XVII. PAGE NUMBERING AND HEADER

The front matter is numbered in *roman numerals* (i, ii, ...). The body of the thesis and the back matter follows the *Arabic numerals* (1, 2, 3, ...) for page numbering starting from the first page of the first chapter (Introduction). Page number position and header to be provided at 0.5 in from the edge of the paper as shown in the sample draft.

XVIII. NUMBERING SECTIONS, SUBSECTIONS, EQUATIONS, FIGURES ETC

It is common practice to use decimal numbering in the thesis. If the chapter number is 2, the sections of the chapter will carry the numbers 2.1, 2.2, 2.3 etc. The subsections in section 2.2 will be numbered as 2.2.1, 2.2.2 etc. It is recommended to keep the maximum depth of the table of contents to this level (level 3). Differentiation of the deeper subsections can be achieved by bold faced sentence case titles. Figures and tables each chapter should be numbered from 1 and distinguished by the chapter number.

Use the dotted decimal form for this purpose. For example, the figures in chapter 4 will be numbered Fig. 4.1, Fig. 4.2, etc. Similarly, the tables of chapter 4 should be numbered as Table 4.1, Table 4.2, etc. The caption of a figure should appear below the figure, with center alignment. In the case of a table, the caption should appear above it.

All figures and tables should be self explanatory with proper description by captions, legends, titles of the axes and any other supplementary information. The same dotted decimal numbering scheme can be used for equations also. Figures should be referred as Figure 4.2 (of Fig. 4.2) and equations as Equation (5.8) (or Eqn. (5.8)), and tables as Table 3.8. If there are some appendices, these can be numbered as A, B, C etc. The figures, tables, and equations in these appendices can be numbered with A., B., C., etc. as prefixes.

XIX. REFERENCES

References should be numbered in *Arabic* numerals starting from 1, in the order in which they are referred to in the thesis. A typical reference in the body of the thesis will appear as “as stated by Knuth et. al. [3] or in [3] or [3-5]”. An alternate way is the author-year format wherein the references are sorted in the alphabetical order of the surname of the first author. In such cases, the reference to an article is made as “as mentioned in (Adam and Eve 1946)”. All the articles in the list should be referred at least once in the thesis text.

References to journal papers should contain the *name of the author(s), title of the paper, name of the journal, volume number, issue number, particular pages (pp) and year of publication*. Similarly conference papers should mention the *name of author(s), title of the paper, name of the conference, place in which the conference was held and date, month and year of the conference along with the page numbers of the paper in the proceedings of the conference*. References to books should contain name of the *author, title of the book, name of the publisher, edition number, ISBN number, and the year of publication*. References to the web resources should include the *month and year of access*.

XX. APPENDICES

If there is some content that, if included in the body of the thesis, would break the continuity of reading or elaboration of some concepts, it is better to include it as an appendix. Some items which are typically included in appendices are: major derivations or theoretical developments, important and original computer programs, data files that are too large to be represented simply in the results chapters, pictures or diagrams of results which are not important enough to keep in the main text etc.

XXI. INDEX (OPTIONAL)

This section contains important terms used in the thesis, for indexing purpose. The index should have a alphabetically sorted list index terms and the page numbers of pages in which they are used. The index should be limited one or two pages.

XXII. SUGGESTED FONT SIZES

Particular	Font Size	Alignment	Additional formatting
Facing page (cover and first page)	14 pts Boldface	Center, Bold	14 pt for title and 12 for author. 11 points for the remaining.
Front matter heading (From Acknowledgements page until contents page)	18 pts	Center, Bold	96 points space before and 6 points space after headings
Chapter headings	24 pts (title)	Left, Bold	Chapter number in 18 pts. 96 points space before and 6 points space after chapter number. 12 points space before and 24 points space after chapter headings.
Section heading	16 pts	Left, Bold	6 points space before and 6 points space after section heading
Subsection Heading	14 pts	Left, Bold	6 points space before and 6 points space after subsection heading
Smaller subsections	11 pts	Left, Bold	No numbering. 6 points space before and zero-point space after smaller subsectionssection heading
Body of the thesis	11 pts	Justified	
Margins (Left mean odd side left, and right means odd side right. For even side, the vice versa)	Top	0.80 in.	
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	Left	1.0 in.	
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