

KAMDHENU UNIVERSITY, GANDHINAGAR

Basics of Thesis Writing

Organization

A thesis can be broadly separated into three parts: *preliminaries, text, reference and other appendices*. The preliminaries present information to help reader find information in your thesis. The *text* is the written presentation of your work. *Reference materials* are the references actually cited in your thesis. *Appendices* typically include the basic data obtained during your research.

General Approach

Outstanding research presented poorly, defeats the entire endeavor. Research and writing require concentrated and scholarly effort as well as creativity.

Requirements

Materials

The final deposit thesis copies must be copied, printed and /or typed using permanent ink or toner on archival (acid-free), A 4 size executive bond paper measuring 210 × 297 mm (80 / 100 GSM). The three required copies must be identical. All pages of a final deposit are to be clean, evenly dark, and with no visible evidence of correction.

Margins

When you print, type or photocopy the final copies of your manuscript, all text and figures in the deposited copies must fit within unbound (top, bottom, and right) margins that are 1 inch or more, and a bound (usually left) margin that is no less than 1½ inches

Spacing

The text of the thesis must be double-spaced (except for long quotations), typed / printed on one side only. Single-spacing is required for footnotes to text, to tables, and to figures; for bibliographic entries; and for all block quotations. A double space should be used to separate successive footnotes on a single page. Multi-line major headings, subheadings, and table and figure captions as well as appendix material and information within tables and figures may be single-spaced if done in a consistent manner.

Type Size and Style

The same 12-point typeface is to be used for all preliminary pages, text, table and figure captions, appendices, cover sheets, references, and page numbers. The pitch may be either proportional or an established measurement of 10 or 12 characters per inch. Fonts like Times New Roman are preferred and recommended for thesis and dissertations. Boldface may be used for the title of the thesis, all major headings, within the formatting scheme for subheadings, and for table or figure captions (designators and titles). Italics may be used sparingly only for emphasis, foreign words, technical or key terms, mathematical expressions, or book and journal titles. Super and subscript and footnotes that appear at the bottom of the page may be printed in 10-point typeface.

Standard typing practices must be observed throughout, including matters of spacing following punctuation marks and paragraph indentation. Thesis shall be careful check-up of typographical errors.

Page Order and Numbering

Preliminary pages must be numbered with small Roman numerals at the bottom center of each page, beginning with ii. The title page is considered (i) but it is not printed on that page. The abstract comes next but is not numbered. If an acknowledgement page is used, it follows the abstract and is numbered (ii). The same sequence and location of numbering is continued throughout the remaining pages of the preliminaries except that the approval page (last in the preliminaries) is not numbered.

Levels of Headings:

HTML defines six heading levels: <h1>, <h2>, <h3>, <h4>, <h5>, <h6>. These should be thought of as (roughly) analogous to Chapters, Sections, and Subsections, etc., in a conventional document. In general, the intent of a heading is to say something about the text that follows the heading (see below for some grudging exceptions).

Always use heading levels in order, with one heading level 1 at the top of the document and if necessary several level 2 headings, and then if necessary several level 3 headings under each level 2 heading. If you don't like the way heading level 2 is formatted, fix it on your client, and don't just skip to heading level 3.

The key point is that <h1> should identify the major heading for the document and that <h2>, <h3>, etc. should identify successive nested sections and subsections within a heading.

Determining heading level

A very good way to determine which heading level is appropriate for a particular portion of your document is to consider how that section would be treated in an outline, with the 'title' of the document being heading level one. For an outline with headers numbered in this fashion

Chapter I (Left upper side)	Introduction (right upper side)
Chapter II	
2.1	
2.2	
2.2.1	
2.2.1.1	
2.3	

You can directly translate the number of subsection "fields" to heading levels, thus:

Outline number	Heading level
1. Chapter 1	h1
1.1	h2
1.2	h2
1.2.1	h3
1.2.1.1	h4
1.3	h2

Guidelines to Major Advisor and Students for Thesis Writing:

- ❖ **THE TITLE** should be short, specific and informative. It should be phrased to identify the content of the thesis and include the nature of the study, be short, specific and informative. It should be phrased to identify the content of the thesis and include the nature of the study and technical approach, which is essential for key-word indexing and information retrieval.
- ❖ In addition, a **SHORT TITLE** not exceeding 50 letters should be provided separately for running head lines.
- ❖ The **ABSTRACT**, written in complete sentences, should not have more than 250-300 words. It should contain a very brief account of the materials, methods, results, discussion and conclusion, so that the reader need not refer to the article except for details. It should not have references to literature, illustrations and tables.
- ❖ **The INTRODUCTORY/INTRODUCTION** part should be brief and limited to the statement of the problem or the aim of the experiment. The review of literature should be pertinent to problem.
- ❖ **CRITICAL RESEARCH REVIEW** pointing out lacunae in research and suggesting possible lines of future work.
- ❖ Relevant details should be given of the animal, **MATERIALS AND METHODS**, including experimental design and the techniques employed. Where the methods are well known, the citation of a standard work is sufficient. Mean result with the relevant standard errors should be presented rather than detailed data. The statistical methods used should be clearly stated.
- ❖ The **RESULTS AND DISCUSSION** should preferably be combined to avoid repetition. **The result** should be supported by brief but adequate tables, or graphic or pictorial material, wherever necessary. Self-explanatory tables should be typed on separate sheets and carry appropriate titles. The tabular matter should not exceed 35% of the text.
- ❖ The **data** should be so arranged that the tables would fit in the normal layout of the page. All weights and measurements should be in metric units.
- ❖ The **DISCUSSION** should relate to the limitations or advantage of the author's experiments in comparison with the work of others.

- ❖ Line-drawings should be clearly drawn in black waterproof ink on smooth, tough paper. Photographs should be large, unmounted, glossy prints of good quality. They should be clear and relevant to the subject. Line-drawings and photographs should have legends, which should also be supplied on a separate sheet. Tables and illustrations should not reproduce the same data.
- ❖ Thesis copy are sent to the advisory committee for **SCRUTINY** and all the committee members should meet criticism by improving the thesis.
- ❖ **PROOF-CORRECTION** should be in ink, in the margin. All queries marked in the Thesis should be answered. Proofs are supplied for a check-up of the correctness of type-setting and facts. The proofs should be returned within 10 days.
- ❖ The **BIBLIOGRAPHY/REFERENCES** should have the name of the authors, initials, year of publication, full title of the paper, name of the journal (spelt out in full), volume, preferably the issue within parentheses and complete page-range (not merely the first page). Authors should ensure that all references in the text appear at the end of the thesis and vice-versa, and that names and dates at the two places correspond.
- ❖ **Writing authors in Citation and References shall be based on Scientific Style and Format:** The CSE Manual for Authors, Editors, and Publishers, 7th Edition, 2006. Council of Science Editors (formerly CBE, the Council of Biology Editors) (<https://www.lib.washington.edu/help/guides/42CBE.pdf>); <http://www.lib.washington.edu/help/guides/42CSE.pdf>.
- ❖ Submittee two copies of **CD** containing entire thesis (from cover page to last page of the thesis) along with the hard copy of the Thesis to the PG Coordinator.
- ❖ **Capitalization Rules:** Follow the guidelines for using Capital Letters for the Thesis writing <http://www.grammarbook.com/punctuation/capital.asp>; <http://grammar.about.com/od/punctuationandmechanics/a/Guidelines-For-Using-Capital-Letters.htm>

SYNOPSIS OF POSTGRADUATE THESIS

"TOPIC OF RESERCH PROJECT"

Pravinkumar B. Kandhani

M.V.Sc. Scholar

Reg. No.2015010060021001

**DEPARTMENT OF ANIMAL GENETICS AND BREEDING
POSTGRADUATE INSTITUTE OF VETERINARY EDUCATION AND RESEARCH
KAMDHENU UNIVERSITY, GANDHINAGAR**

2016

**SYNOPSIS FOR THE THESIS OF POSTGRADUATE STUDENT (MVSc.)
KAMDHENU UNIVERSITY, GANDHINAGAR**

Format for Synopsis

Name of the Student:

Registered for:

Registration No. & Date:

Major subject:

Minor subject:

Name and Designation of Major Advisor:

Members of Advisory Committee:

Title of Research Project:

SWRs to:

- 1) Major Advisor and Members of Advisory Committee for information and approval please.
- 2) Head of the Department (Concerned Subject)

Date:

(Signature of Student)

Justification of research work:

Major Objectives:

Brief resume of research work done:

- a) In India
- b) In Abroad
- c) In the Department

Technical Plan:

Location of research work, Experimental material, Design of experiment, Laboratory Techniques, Methodology, Statistical analysis, (This should be given phase-year-season wise.)

Collaborations:

Bibliography of references cited:

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Signature of Student

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Signature of Major Advisor

Synopsis approved by the Major Advisor and Members of the Advisory Committee:

Date:

Name of Committee members

Signature

1 -----(Major Advisor)

2. -----(Minor Advisor)

3. -----(Member)

4. -----(Member)

KAMDHENU UNIVERSITY, GANDHINAGAR

Thesis format

A. The preliminary pages

1. Title page.
2. Abstract.
3. Certificates
4. Acknowledgements (not more than two pages)
5. Contents.
6. List of tables
7. List of figures
8. List of symbols or abbreviation

B. The Text

1. Introduction (Chapter-1)
2. Review of literature (Chapter-2)
3. Materials and methods (Chapter-3)
4. Results and Discussion (Chapter-4)
5. Summary and conclusions (Chapter-5)

C. The references and appendices

1. References
2. Appendices

KAMDHENU UNIVERSITY, GANDHINAGAR

(Name of College)

CERTIFICATE - I

Date:

This is to certify that " _____ " has successfully completed the comprehensive examination of Major and Minor subject held on _____ as required under the regulation for M. V. Sc./M. Tech/M. F. Sc. / Ph. D. in Veterinary Sciences & Animal Husbandry / Dairy Technology/ Fisheries Sciences.

()
Head of Department

()
(Name & Designation)
Major Advisor

KAMDHENU UNIVERSITY, GANDHINAGAR

(Name of College)

CERTIFICATE -II

Date:

This is to certify that the thesis entitled "-----" submitted for the degree of M. V. Sc./M. Tech/M. F. Sc. / Ph. D. in Veterinary Sciences & Animal Husbandry / Dairy Technology/ Fisheries Sciences in the subject of _____ embodies bonafide research work carried out by _____ under my guidance and supervision and that no part of this thesis or research work has been submitted for any other degree. The assistance, guidance and help received during the course of investigation have been fully acknowledged. The draft of the thesis was also approved by the advisory Committee on _____.

()
Head of Department

()
Major Advisor

()
Principal / Dean of PG institute

KAMDHENU UNIVERSITY, GANDHINAGAR

(Name of College)

CERTIFICATE -III

Date:

This is to certify that the thesis entitled"-----"
submitted by _____ to the Kamdhenu University, Gandhinagar
in partial fulfillment of the requirement for the degree of M. V. Sc./M. Tech/M. F. Sc/ Doctor of
Philosophy in -----(Name of Faculty i.e. Veterinary Sciences & Animal Husbandry
/Dairy Technology/ Fisheries Sciences) in the subject of _____ (Discipline) after
suggestions and recommendations by external examiner was discussed and defended by the
candidate before the following members of the Advisory Committee. The performance of the
candidate in the oral examination on this thesis has been found satisfactory; we therefore,
recommend that the thesis may be approved.

()
Head of Department

Approved (Seal & Date)

()
Principal/ Dean

()
Major Advisor

()
Minor Advisor

()
Committee member

()
Committee member

KAMDHENU UNIVERSITY, GANDHINAGAR

(Name of College)

CERTIFICATE -IV

This is to certify that _____, Department of _____ College, Kamdhenu University, Gandhinagar has made all corrections / modifications in the thesis entitled " _____ " which were suggested by the External Examiner and the Advisory Committee in the oral examination held on _____. The final copies of the thesis duly bound and corrected were submitted on _____ are enclosed herewith for approval.

Date:

()

Principal/Dean PG Institute

Kamdhenu University, Gandhinagar

()

Major Advisor

()

Head of the Department

APPROVED (Seal & Date)

()

Director of Research and Dean P.G. Studies

Kamdhenu University, Gandhinagar

DECLARATION

This is to certify that the whole of the research work reported in this thesis in partial fulfillment of requirement for the award of the degree of M. V. Sc./M. Tech/M. F. Sc/ Doctor of Philosophy in Veterinary Sciences & Animal Husbandry /Dairy Technology/ Fisheries Sciences in the subject of _____ is the result of investigations done by undersigned under the direct guidance and supervision of _____ (Name & Designation of Major Advisor), Kamdhenu University, Gandhinagar and no part of the research work has been submitted for any other degree so far.

Place:

(Name of Student)

Date:

Countersigned by

(Major Advisor)

Name and Designation