GUIDELINES FOR PREPARATION AND SUBMISSION OF PhD SYNOPSIS

KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES, PANANGAD

ERNAKULAM

ORGANISATION OF THE PARTS OF SYNOPSIS

1. Cover Page
2. Title Page
3. Table of content
4. Chapters
5. References
6. List of Publication

The size of Synopsis should not strictly exceed 25-30 pages of typed matter reckoned from the first page to the last page including List of Publication.

TITLE OF SYNOPSIS
(Capitals, 14 point bold and inverted pyramid form)

NAME
(Capitals, 12 point bold)

Ph.D. SYNOPSIS
(Capitals, 12 point bold)

**FACULTY OF…………………………………………………….
KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES,
PANANGAD, ERNAKULAM**
(Capitals, 12 point bold)

Year
(12 point bold)

TITLE
(Capitals, 14 point bold)

Synopsis Submitted to the
(12 point bold Italics)

Kerala University of Fisheries and Ocean Studies, Panangad
(14 point bold Italics)
in partial fulfillment for the award of the Degree of
(12 point bold Italics)
Doctor of Philosophy
(14 point bold Italics)
Under the Faculty of ---
(12 point bold Italics)

By

Admission No. --------------------

DEPARTMENT OF --
SCHOOL OF --
KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES
PANANGAD, KOCHI-682506, KERALA
(Capitals, 12 point bold)

2019 (12 point bold)

Table of content

Format of Synopsis

One of the most important requisites in preparation of the Synopsis is consistency of format and adherence to the specific instructions given below.

Font

The Synopsis should be written in English. It must be typewritten on A4 size bond paper (21 cm x 29.7 cm) in a clear and legible font (e.g., Times New Roman 12 or Arial 10). As far as possible, use the same font for the entire Synopsis but, if necessary, different fonts may be used within Tables, Figures, and Appendices. The Synopsis has to be printed single-sided. Double-spacing should be used in the Abstract and text of the Synopsis Single spacing should be used in long Tables, block quotations separated from the text, footnotes, and bibliographical entries. Paragraphs should be indented, or an empty line left between paragraphs.

Larger size type may be used for the title of the Synopsis and for Chapter headings, as long as it is not larger than 18 point. Boldface type may also be used on the title page and for headings, as well as in the text for special symbols or for emphasis. Reduced type may be used within Tables, Figures if deemed necessary, but it should be at least 9 point in size (partly because of microfilming requirements) and must be completely legible.

The Synopsis should be free from grammatical, lexical and punctuation errors. In addition to the computer spellchecker, a Synopsis should be proof-read to check that errors do not remain that are not detected by the spellchecker. The Synopsis should consistently use British spelling but should not alternate between the two. When using numbers in the text, if the first word of a sentence is a number, it should be written in words. Writers not fluent in English are encouraged to have their manuscript professionally edited before submission, to improve the English.

Chapter and Page Layout

The chapter shall be in continuous mode Pages should be numbered at the bottom in the Centre (except on interleaf), using Arabic numerals (1, 2, 3) beginning with 1 on the first page of the Introduction and continuing consecutively to the end of the manuscript including References. The preliminary pages are numbered in lower-case Roman numerals, beginning with the declaration page.

Margins

A margin of at least 4.0 cm must be left at the top and left side of each page and a margin of at least 2.5 cm on the right and bottom

Appropriate use of headings and subheadings

Headings should be distinguished from the surrounding text by a larger font size, a different font, bolding, italics, or a combination of these. All headings of the same level should use the same style, and headings at lower levels should be less prominent than those at higher levels.