

GUIDELINES FOR PREPARATION AND SUBMISSION OF PhD THESIS

PART DOCUMENT OF PhD REGULATION 2019



KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES, PANANGAD

ERNAKULAM

GENERAL INSTRUCTIONS

- On completion of the research work, the PhD *Thesis* is prepared according to the format provided in English
- *Five* copies of the *Synopsis* should be submitted *at least one month* prior to the submission of *Thesis*.
- The length of the *Thesis* should preferably be restricted to 250 printed pages
- The students are advised to restrict the total number of References to less than 200.
- *Five* softbound copies of the *Thesis* have to be submitted for evaluation.
- If the *Thesis* is declared eligible for award of the PhD degree, *Four* hardbound copies of the *Thesis* have to be submitted to the Academic Division within *one month* of the viva-voce examination, after incorporating the corrections suggested by the examiners. This includes one copy to University, one copy to Guide, one copy to Directorate of Research and one copy to concerned school or college.

LAYOUT AND FORMAT

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

Font

The Thesis 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 thesis but, if necessary, different fonts may be used within Tables, Figures, and Appendices. The Thesis has to be printed single-sided. Double-spacing should be used in the Abstract and text of the Thesis. 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 Thesis 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, and Appendices, but it should be at least 9 point in size (partly because of microfilming requirements) and must be completely legible.

The Thesis should be free from grammatical, lexical and punctuation errors. In addition to the computer spellchecker, a thesis should be proof-read to check that errors do not

remain that are not detected by the spellchecker. The thesis should consistently use either American or 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

Begin each Chapter on a new page. Do the same with each element of the front matter (list of Tables, Acknowledgments, etc.), the Reference section, and each Appendix. Avoid typing a heading near the bottom of a page unless there is room for at least two lines of text following the heading. An interleaf (a page that shows only the Chapter title) can be placed at the beginning of Chapters or Appendices. 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

Captions and numbering (Tables and Figures)

Each Table should carry a number and a title clearly describing the data presented on the top of table. Similarly each Figure / Illustration should carry a number and caption that clearly describes the nature of data presented. The caption should be at the bottom of the Figure. Number them consecutively throughout, in the order in which they are placed in the text. The Figures, Graphs, Tables should be embedded in the text of the thesis, immediately after the first mention of it in the text, on the same page if there is room, or on the following page.

Captions and titles of Figures and Tables should appear on the same page as the material itself. Tables should be numbered consecutively with Arabic numerals throughout the thesis. Figures and Illustrations should also be numbered consecutively in the order of presentation. All Tables and Figures must be referred to in the text by numbers and not by a phrase such as "the following table".

Tables or Figures of peripheral importance to the text may be placed in an Appendix.

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.

Cover page: Title of Thesis should be Times New Roman/Ariel 14 Bold Big Caps

All other matters should be Times New Roman/Ariel 12 Bold Big Caps

Title Page: Title of Thesis should be Times New Roman/Ariel 14 Bold Big Caps

2nd line should be Times New Roman/Ariel 12 Bold Italics

3rd line University affiliation name should be Times New Roman/Ariel 14 Bold Italics

4th line should be Times New Roman/Ariel 12 Bold Italics

5th line Doctor of Philosophy should be Times New Roman/Ariel 14 Bold Italics

6th line should be Times New Roman/Ariel 12 Bold Italics

All other matters should be Times New Roman/Ariel 12 Bold Big Caps

Example:

Chapter Title (Arial 14 point/ Times New Roman 16 point -Bold Small caps)

Heading for section (Arial 12 point/ Times New Roman 14 point - Bold Italic)

Heading for sub-section (Arial 10 point /Times New Roman 12 point - Bold)

Heading for part of subsection- (Arial 10 point/ Times New Roman 12 point- Bold Italic)

All headings should be left aligned, except chapter headings, which may be centered. The headings and subheadings can be numbered, if necessary.

FORMAT OF THESIS

The manuscript consists of three main parts: The Preliminaries, The Text, and The Annexure. It is to be arranged in the following sequence:

The Preliminaries

Cover Page
Title Page
Certificate of Plagiarism
Declarations by Student
Certificate by Research Guide
Acknowledgements
Table of Contents
List of Figures, Tables or Illustrations
List of Abbreviations (optional)
Abstract upto 4 pages

The Text

Introduction
Literature Review
Materials and Methods
Results
Discussion
Summary and Conclusion
List of References
List of Publication
Appendices

The Annexure

STRUCTURE OF THE PRELIMINARY PARTS

OUTER COVER (Lay out given in **Appendix-I**)

The outer cover should carry the following details:

The full title of the thesis

The candidate's name

Ph.D Thesis

Institute Emblem

Name of the Faculty

Name of the Institute

Year

TITLE PAGE (Lay out given in **Appendix II**)

The title page should provide the following information in the following order:

The full title of the thesis

The statement- “Thesis submitted to”

Institute Name

The statement: “in partial fulfillment
for the award of the Degree of Doctor
Of Philosophy Under Faculty of”

Department Name

“By” Candidate Name “Admission No.” Candidate Admission No.

Institute’s Emblem

“DEPARTMENT OF” Department Name

“SCHOOL OF” Name

University Name

Type the title of the thesis using capital letters throughout. If it occupies more than one line, double space between lines and arrange in inverted pyramid form

CERTIFICATE OF PLAGIARISM (Format given in **Appendix III**)

DECLARATION OF AUTHORSHIP (Format given in **Appendix IV**)

The student should make this declaration.

CERTIFICATE BY THE RESEARCH GUIDE (Format given in **Appendix V**)

The guide has to provide a certificate and if Co-guide is present, separate certificates have to be given by the Guide and Co-guide.

ACKNOWLEDGEMENTS

The acknowledgement of the thesis is written in gratitude to all those who were instrumental in bringing the thesis to fruition. The language used should be formal. Acknowledge those who have assisted technically (including materials, supplies), intellectually (assistance, advice) and financially (for example, funding agency institutional support, travel grants)

TABLE OF CONTENTS (Format given in **Appendix VI**)

The thesis must have a table of contents page listing chapter headings, section headings and sub-headings as well as appendices and their corresponding page number. A separate list of Figures, Tables, or Illustrations should be included on a separate page immediately

following the table of contents

LIST OF FIGURES

Figure No.	Caption	Page
------------	---------	------

LIST OF TABLES

Table No.	Title	Page
-----------	-------	------

LIST OF ABBREVIATIONS: (optional)

If a large number of abbreviations are used in the thesis, which may be unfamiliar to a reader, a list of abbreviations may be useful.

ABSTRACT

The synopsis is a summary of the contents of the thesis. It should be concise, and comprehensive, and should have the following details: The background and objectives, hypothesis, methods, major findings and significance/ implication of the findings

The results can include quantitative data. The Abstract should not include internal headings, diagrams or other illustrations in Single space. The length of the Synopsis should not exceed 4pages.

THE TEXT OF THE THESIS

The text of the thesis is usually divided into chapters with subheadings within the chapters to indicate the orderly progression of topics and their relation to each other.

All chapter headings should be typed consistently. When there are subheadings, each level of headings should be clearly distinguished typographically from the other levels,

and the variations should be selected so as to reflect in an obvious way the hierarchy of headings (that is, higher level headings should look more important). Always allow at least one extra line of space above subheadings, and preferably below as well.

INTRODUCTION: The thesis should normally begin with a general introduction presenting an overview of the purpose and significance of the study. The introduction should show why the topic selected is worth investigating. This will normally be done with reference to existing research, identifying areas that have not been explored, need to be explored further, or where new research findings justify a reconsideration of established knowledge. Having precisely defined the research problem, the introduction should propose a solution to this problem. This response should make explicit the objective of the research, not simply state an intention to explore or discuss. The study should be based on a well-defined hypothesis, which should be clearly stated. How the research makes an original contribution to the theoretical body of knowledge and also the study's practical significance should be mentioned. It is especially critical that the Introduction is well written. Without a clearly defined purpose and strong theoretical grounding, the thesis or dissertation is fundamentally flawed from the outset.

The final section of the Introduction should provide a brief overview of each of the main chapters that the reader will encounter.

LITERATURE REVIEW: It is called the Literature Review because the contents of this chapter are based on published material. The purpose of the literature review is to summarize, evaluate and compare the main developments and current debates in the field, which are specifically relevant to the subject of research embodied in the thesis. Literature review should also aim at and ways to address these issues with the present research program.

A critical review of the available solutions to the problem that was addressed and identifying the knowledge gaps in the current literature would establish benchmarks against which the contributions of the study can be assessed. Therefore, the most recent information relating to the field of study has to be presented.

MATERIALS AND METHODS: The following information is meant to serve as a general suggestion and not as a rigid prescription. The supervisor and the student may decide how this part of the dissertation should be structured.

Although this section varies depending on method and analysis technique chosen, the chapter describes and justifies the methods chosen for the study and why this method was the most appropriate.

Following description of the research design, provide a detailed description of the procedure followed. Citations in this section should be limited to data sources and references of where to find more complete descriptions of procedure.

Description of the statistical analysis and tests performed are also to be given

RESULTS: The results are actual statements of observations, including statistics, tables and graphs. Mention negative results as well as positive. Use S.I. units throughout the thesis. Break up results into logical segments by using subheadings. Key results should be stated in clear sentences. Do not repeat in the text all the values given in tables. Do not present the same data as graph as well as table. Use one of the appropriate styles of presentation.

DISCUSSION: The purpose of this chapter is not just to reiterate the findings, but

discuss the observations in relation to the theoretical body of knowledge on the topic. This chapter should also address the implication of the findings. Interpret results in terms of the background laid out in the introduction. Include the evidence or line of reasoning supporting each interpretation. Break up the section into logical segments by using subheads

Outline the limitations of the study, and propose areas for future research.

SUMMARY AND CONCLUSION: Start with a few sentences that summarize the most important results and conclude by giving the strongest and most important statement that highlights the outcome of the study. The conclusion should provide answers or solutions to the questions or problems raised in the introduction. The argumentation of the thesis should be summarized briefly, and if appropriate, elaborate on how the research findings and results will contribute to the field in general and what sort of broader implications these may have. Suggestions may be made for further research where appropriate, but this is not a requirement

LIST OF REFERENCES: All publications cited in the thesis should be presented in a list of references following the text. Students are advised to restrict the total number of references to 200.

Illustrative examples of entries in a Bibliography or list of References are given below:

Journal

Gopinath B, Radhakrishnan K, Sarma PS, Jayachandran D, Alexander A (2000) A questionnaire survey about doctor-patient communication, compliance and locus of control among South Indian people with epilepsy. *Epilepsy Res* 39: 73-82.

Chapter in a Book

Wenzel HJ, Schwartzkroin PA (2006) Morphologic approaches to the characterization of epilepsy models. In: Pitkanen A, Schwartzkroin PA, Moshe SL (eds) *Models of seizures and epilepsy*, Elsevier Academic Press, San Diego, pp. 629-652.

Book

Pechenik JA (1987) *A short guide to writing about biology*. Harper Collins Publishers, New York.

Book in a series

Bhattacharjee M (1998) *Notes of infinite permutation groups, Lecture notes in mathematics* no.1698, Springer, New York.

Encyclopedia articles

Varley DH, Immelman RFM (1972) Libraries. Standard Encyclopedia of Southern Africa, vol.6, p.618-619

Thesis/dissertation

Smithers RHN (1997) The mammals of Botswana. DSc thesis. University of Pretoria.

Conference proceedings

Bourassa S (1999) 'Effects of child care on young children', *Proceedings of the third annual meeting of the International Society for Child Psychology*, International Society for Child Psychology, Atlanta, Georgia, pp. 44-6.

Citations from Internet

The following elements in sequence must be considered: Author (if known), Date of publication/last updated, Title of article or document on website Type of medium [Online], Available from (website), Access date in brackets

Harris P (2005) Reaching the top of the mountain.[Online]. Oxford University Press: Oxford. Available: <http://www.netLibrary.com/openbook/093456/html> [Accessed 8 January 2008]

Useful tips for referencing. [Online]. Available: <http://www.referencetips.org.za> [Accessed 5 November 2008].

Lawrence JJ (2005) Cholera epidemics in central Africa. The Times, 26 June 2005. [Online]. Available: <<http://thetimes.com>> [Accessed 27 June 2005].

Patents

Author(s) of patent – surname and initials Year of issue, *Title of patent- italicised*, Number of patent including country of issue

Cookson AH (1985) *Particle trap for compressed gas insulated transmission systems*, US Patent 4554399.

THE ANNEXURE

List of publications:

List of publications obtained by the student from the PhD work should be included in the Thesis. Students are strongly encouraged to place the accepted versions of the manuscripts (maximum two), which were integral part of thesis work.

TITLE OF THESIS

(Capitals, 14 point bold and inverted pyramid form)

NAME

(Capitals, 12 point bold)

Ph.D. THESIS

(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)

Thesis 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)

KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES*Certificate of Plagiarism Check*

Title of thesis	The Impact of Psychological Contract Breach among Bank Employees in Ernakulam District, Kerala	
Name of Scholar	Name	
Admission number:	-----	
Name of Guide	-----	
Software name:	---	
Date of Check:	---	
Time of Check:	--	
	Introduction/ Review of Literature	Rest of the thesis
Similarity index	%	
Acceptable maximum limit (%) of similarity	25%	25%

I hereby certify that this thesis has been evaluated using ----- software. I have analyzed the report produced by the system and based on it; I certify that the references in the thesis are in accordance with good scientific practice.

Checked by (Name, designation & signature):

Name and signature of Scholar:

Name and signature of Supervisor:

Name and signature of Director of Research:

Declaration

I, _____, hereby declare that the thesis entitled “-----
-----”, is a bonafide record of the research work done by me under guidance and supervision of -----
----, School of -----, Kerala University of Fisheries and Ocean STUDIES , for the Ph.D. programme in the Department of ----- . I also declare that this research work is the result of my own effort and has not previously formed the basis for the award of any Degree, Diploma, Associateship, Fellowship or any other similar titles or recognition.

It is also certified that all the corrections and suggestions recommended by the committee during the pre-submission viva of the thesis entitled “-----
-----”, held on ----- at Kerala University of Fisheries and Ocean Studies, Panangad, Kochi

Panangad

Candidate Name

Date

(Letter Head)

**SCHOOL OF -----
KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES
PANANGAD P.O., KOCHI- 682 506, KERALA, INDIA**

Certificate

This is to certify that the thesis entitled “-----
-----” is a bonafide record of the research work done by -----,
under my guidance and supervision in Department of -----,
in partial fulfillment of the requirement for the award of the Degree of Doctor of Philosophy under
the Faculty of -----, Kerala University of Fisheries
and Ocean Studies, Panangad, Kochi – 682506

Supervising Guide

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