

GUIDELINES

for

Writing

Synopsis

&

Thesis

by

Ph.D. Scholars



Dr. Rammanohar Lohia Avadh University

AYODHYA-224001

2024

Every Ph.D. scholar will submit a synopsis (in 03 copies) duly signed by the supervisor along with the prescribed application form, the requisite fee and other necessary documents in the Academic Section of the Administrative Block of the University.

Note- The details may be seen in the University Website-www.rmlau.ac.in.

Guidelines for writing synopsis are as given below:

Components of the Synopsis

1. Title

The title should be in capital letters. It should be concise, specific and reflect the proposed research programme.

2. Introduction

This section (comprising 2-3 pages) should highlight the scope and significance of the proposed research work along with the **knowledge gaps** and **objectives** of the study under separate sub-heads.

3. Expected new knowledge

The likely outcome of the study should be mentioned here.

4. Review of literature

An up-to-date and comprehensive review of relevant literature indicating history, developments and IPR (Intellectual Property Rights) relating to the topic of the proposed research problem should be given in 3-4 pages.

5. Research Methodology

The methodology for research and experiments should be planned relevant to the respective faculty and in accordance with the objectives under the following broad sub-heads:

- i) Name of the experiment/Survey/Model
- ii) Location: Field Survey/ Name of Lab
- iii) Observation/Population sample selection and sample size to be recorded
- iv) Data Collection/Recording readings of experiments
- v) Analysis of data/Readings
- vi) Conclusion

6. Schedule work-flow diagram and milestones

This section should indicate the time plan/Calendar of the research work from its beginning to the thesis submission. Annexure-XVI

Note- Changes, if any may be made in consultation with the supervisor.

7. Collaboration (if any)

In case of collaborative research work, the consent of the Head of the Collaborating Department should be taken and nature of the collaboration be specified.

8. References

All the references must be written in “APA 7” style as indicated in Annexure XII.

Dr. Rammanohar Lohia Avadh University Ayodhya

Guidelines regarding Ph.D. Thesis preparation, Printing and Submission

5 Copies of the thesis and 5 copies of the summary in hardcover binding must be prepared, from which 3 copies of the thesis and summary must be submitted to the Academic Section in the main Administrative Block of the University through the Head of the respective Department.

Note-Fee and other details may be seen in the University website- www.rmlau.ac.in.

Bound copies of thesis should include the following:

1. Cover page should have hard cover binding with golden print – Annexure –I
(Colour of cover as given at point No. 25)
2. The format for the spine/backbone (written as **Ph.D. Thesis** (left) **Name of the Scholar** (Center) **Year** (Right))
3. Inner cover page should be same as cover page, printed on a white A4 sheet
4. Undertaking from the Ph.D. Scholar - Annexure –II
5. Declaration Certificate - Annexure –III
6. Certificate from the Supervisor (on Department’s letterhead) – Annexure –IV
7. Certificate from the Co-Supervisor (if any in her/his Department’s letterhead) – Annexure –V
8. Coursework and comprehensive examination completion certificate- Annexure-VI
9. Pre-submission seminar completion certificate - Annexure –VII
10. Copyright transfer Certificate - Annexure –VIII
11. Acknowledgements- It should be brief (in a single page) and should follow the title (cover) page. Avoid the social obligations in this section.
12. Preface- if any
13. Table of Contents- as per Annexure -IX
14. List of Abbreviations, Symbols, Figures and Tables- as per Annexure-X
15. Abstract of the thesis, not exceeding 250 words, should be given as per Annexure-XI
16. Text (divided into chapters, sections and sub-sections)
17. References- in APA 7/latest version as per Annexure-XII
18. A Pen drive containing the soft copy in pdf format of one complete thesis as shown in Annexure-XIII
19. A **plagiarism report from the central library of the University as per Annexure-XIV**
20. List of papers (published/ accepted/ presented)
21. Photocopy of the first page of 02 research papers, published in peer-reviewed Journals/UGC CARE list (indexed in reputed databases such as Scopus, Web of Science) as First Author and Supervisor as corresponding author/co-author as per Dr. Rammanohar Lohia Avadh University Ayodhya Ph.D. Regulations 2022.
22. Proof of attending and presenting 02 research papers in Conferences/Seminars related to Ph.D. research work.

23. Copies of acceptance letter in case the paper is accepted.
24. A personal profile not exceeding one page with a photograph of the candidate as per Annexure-XV
25. Department-wise colour cover page of the thesis.

S. N.	Name of the Faculty	Cover Page
1.	Faculty of Arts and Humanities (including Home Science)	Green
2.	Faculty of Science (Including Medical, Paramedical and Pharmaceutical) and Engineering	Maroon
3.	Faculty of Law	Black
4.	Faculty of Commerce and Management	Navy Blue
5.	Faculty of Education	Pink

26. PRINT REQUIREMENTS:

- Text must be set in 12-point Times New Roman.
- **Both sides printed**
- Font Size (Chapter Separator): Times New Roman 22

27. PAPER REQUIREMENTS: The original report is to be printed on a regular white A4 sheet (80gsm - 100gsm).

28. MARGINS

- The text of the document must be justified.
- The left and right margin will be set at 1.25". The top and bottom margin will be set at 1".
- A subheading at the bottom of a page will be followed by at least two full lines of type. If space does not permit two lines plus a 1" margin, the subheading will begin on the next page. Similarly, a new paragraph toward the bottom of a page will run for at least two lines or be started on the next page. The final few words of a paragraph will not be continued on the next page. At least two full lines of type are required to continue a paragraph on the next page.

29. PAGINATION

- Each page must be numbered, with the exception of the Title Page, which counts as page 1 but does not show a number.

- The preliminary pages, including the undertaking from the scholar, self-declaration from the scholar, certificates from Supervisor and Co-Supervisors, Copyright transfer certificate, Table of Contents, List of Tables, List of Figures, Abstract, etc. will be numbered with lower-case Roman numerals (ii, iii, iv, etc.) centred 0.83” from the bottom edge of the page. The first page that will show a page number is page ii.
- All remaining pages, including text, illustrations, appendices, and references carry consecutive numerals (1, 2, 3, etc.). The page number will be bottom centre.

30. SPACING

- The text of the document will follow a line spacing of 1.5”.
- Exceptions are made for the following material, which will be single-spaced:
 - Table and figure captions
 - Tabular material as necessary
 - Appendix material as appropriate

31. CENTRING

Centred material is to be centred between the left and right margins.

32. INDENTATION

The first line of all paragraphs of running text will be indented 0.5”.

33. TABLES AND FIGURES

33.A DEFINITIONS

- The word “Table” is used for tabular data in the body of the thesis and in the appendices.
- The word “Figure” designates all other illustrative material used in the body and in the appendices, including, for example, graphs, charts, drawings, images, and diagrams.

33. B PREPARATION

- All figures and tables, including numbers and captions, will fit within a 6” by 9” area in order to comply with margin regulations.
- Where material for figures and tables is too large to fit within margin requirements, it may be reduced either by xerography or by means available to the word processing programs (reduction of point size in fonts). Care must be taken that the final reduction is clear and legible.
- Page numbers, table titles, and figure captions must be the same size as the rest of the text (not reduced).

33. C PLACEMENT

- Tables and figures that must be positioned horizontally (landscaped) will face the outer edge of the page, with the widest margin at the binding edge.

- Tables and figures less than one half-page in length will be included on the same page with the text whenever possible, separated from the text above or below by double spacing. If they exceed a half-page in length, they will be placed on a separate page. Two or more small tables or figures may be placed on a single page.
- The placement of the table or figure does not affect the position of the page number.

33.D NUMBERING

- Tables and figures appearing in the body of the report must be referred to in the text and will follow as closely as possible the first reference to them.
- Table numbers and titles will be consistent with APA format.
- Figure numbers and captions will be consistent with APA format.
- Tables and figures are numbered in separate series. Each table and figure, including any in the appendices, has a number in its own series. Each series is numbered consecutively in Arabic numerals within chapters (e.g., Figure 10.1, Figure 10.2, and Figure 10.3).
- Each table and figure will be separately numbered. Figures will be complete on one page.
- If a table continues to the following page, the top line should read “Table 10.1 (continued).” The title is not repeated. Column headings should be repeated.

33. E TITLES AND CAPTIONS

- Tables will be identified by the word “Table” and be numbered consecutively using Arabic numerals. Double-space after the table number and type the table title in italics. Capitalize all major words of the table title, including prepositions of four or more letters (e.g., use “With” and “Between” and “of” and “to”). See the APA 7/latest version manual for sample table titles.
- Figures will be identified by the word “Figure” and be numbered consecutively using Arabic numerals. The word “Figure” and its corresponding number are typed in italics. Captions for figures are continued on the same line as the figure number. The captions are not italicized. Figure captions are placed below the figure and must follow APA 7/latest version style for capitalization: capitalize only the first word of the caption, any proper noun or adjective, and the first word after a colon.
- These titles/captions will appear in the preliminary pages in the List of Tables or List of Figures

33. F CITATIONS

- When referring to a table or figure in the text, the full word and number will be used (e.g., Table 10 or Figure 6). The table or figure reference must precede the table or figure itself.

List of Annexures

TITLE <Capital letters, font Arial bold 18>

THESIS

Submitted For the Award of the Degree of

DOCTOR OF PHILOSOPHY<capital letters, font Arial 16>

(Name of Area)

By

<NAME OF THE Ph.D. SCHOLAR> <capital letters, font Arial bold 16>

Under the Supervision of

<NAME OF THE SUPERVISOR> < capital letters, font Arial 16>

<NAME OF THE CO-SUPERVISOR(s)> < capital letters, font Arial 16>



<NAME OF THE DEPARTMENT/COLLEGE, > <capital letters, font Arial 14>

Dr. RAMMANOHAR LOHIA AVADH UNIVERSITY AYODHYA

UTTAR PRADESH<capital letters, font Arial 14>

INDIA<capital letters, font Arial 14>

20_____

UNDERTAKING FROM THE Ph.D. SCHOLAR

I hereby declare that I,, have completed the Ph.D. thesis work on the title “.....
.....
.....” under the supervision ofandfor the degree of Doctor of Philosophy, Dr. Rammanohar Lohia Avadh University Ayodhya Uttar Pradesh.

This is my own work and I have not submitted it earlier elsewhere.

Date:

Sign of the Scholar

Place:

Name of the Scholar

DECLARATION CERTIFICATE

I, *<Name of Scholar>* S/o / D/o *<Name of Father>*, and *<Name of Mother>* certify that the work embodied in this Ph.D. thesis is my own bonafied work carried out by me under the supervision of *<Name of Supervisor>* and *<Name of Co-Supervisor>* for a period of *<Month, Year>* to *<Month, Year>* at Dr. Rammanohar Lohia Avadh University Ayodhya Uttar Pradesh. The work embodied in this Ph.D. thesis has not been submitted elsewhere for the award of any other degree/ diploma except for publication in the form of research paper.

I, hereby declare that I have faithfully acknowledged, given credit to and refereed to the research workers wherever their works have been cited in the text and the body of the thesis. I further certify that I have not willfully copied up some other's work, para, text, data, results, etc. reported in the journals, books, magazines, reports, dissertations, thesis, etc. or available at websites and included them in this Ph.D thesis and cited as my own work.

Date :

Sign of the Scholar

Place :

Name of the Scholar

Enrolment No.....

Date of Registration: DD:MM:YYYY

Date of Submission: DD:MM:YYYY

CERTIFICATE FROM THE SUPERVISOR

This is to certify that research work embodied in this thesis entitled “_____” submitted to Dr. Rammanohar Lohia Avadh University Ayodhya Uttar Pradesh, for the award of the degree of **Doctor of Philosophy (<Name of Area>)** has been carried out by <Name of Scholar> under my supervision at <Name of Institution> <Location>, **Dr. Rammanohar Lohia Avadh University Ayodhya** from _____ to _____.

To the best of my knowledge and belief, this work is original and has not been submitted so far in part or in full for the award of any degree or diploma of any University/ Institute.

Date.....

Signature of Supervisor

Name of Supervisor

Designation, Name of Institution

CERTIFICATE FROM THE CO-SUPERVISOR

This is to certify that research work embodied in this thesis entitled “_____” submitted to Dr. Rammanohar Lohia Avadh University Ayodhya Uttar Pradesh, for the award of the degree of Doctor of Philosophy (<Name of AREA>) has been carried out by Ms./Mr. _____ under my co-supervision at <Name of Institution> **Dr. Rammanohar Lohia Avadh University Ayodhya**, from _____ to _____.

To the best of my knowledge and belief, this work is original and has not been submitted so far in part or in full for the award of any degree or diploma of any University/Institute.

Date.....

Signature of Co-Supervisor

Name of Co-Supervisor

Designation, Name of Institution/Organisation

COURSE WORK AND COMPREHENSIVE EXAMINATION

COMPLETION CERTIFICATE

This is to certify that, Enrollment No....., a bonafide Ph.D. Scholar of <*Name of Institution* > has successfully completed the course work and comprehensive examination, which is part of his/her Ph.D. programme.

Signature of the HoD

Name of the HoD

Name of the Institution

Date:

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This is to certify that Mr./Ms....., Enrollment No....., Ph.D Scholar of <*Name of Institution*, > has successfully completed the pre-submission seminar (held on) requirement, which is part of his/her Ph.D programme on his/her thesis entitled, “ ”

Signature of the HoD

Name of the HoD

Name of the Institution

Date:

COPYRIGHT TRANSFER CERTIFICATE

Title of the Thesis:

Ph.D. Scholar's Name:

Enrollment No.....

COPYRIGHT TRANSFER

The undersigned hereby assign to the Dr. Rammanohar Lohia Avadh University Ayodhya Uttar Pradesh copyright that may exist in and for my thesis submitted for the award of the Ph.D. degree.

Signature of the Scholar

Name of the Scholar

Date.....

Note: However, the author may reproduce or authorize others to reproduce material extracted verbatim from the thesis or derivative of the thesis for author's personal use provide that the source and the University's copyright notice are indicated.

TABLE OF CONTENTS

Chapter	Topic	Page
	CERTIFICATES	
	ABSTRACT	
I	INTRODUCTION	
II	REVIEW OF LITERATURE	
III	RESEARCH METHODOLOGY	
IV	RESULTS AND DISCUSSION Sub-divisions/sub-topics, if any, should also be given under each chapter	
V	SUMMARY	
	REFERENCES	
	APPENDICES	
	LIST OF PAPERS PUBLISHED/ACCEPTED/COMMUNICATED/PRESENTED PHOTOCOPY OF 1 st PAGE OF PAPERS PUBLISHED/ACCEPTED	
	PROFILE OF SCHOLAR	

List of Abbreviations, Symbols, Figures and Tables

~~X~~ X

Abbreviations for SI and Non-SI units	
SI Unit	Non-SI Unit
Length	
Kilometer, km (10^3 m)	mile, mi
meter, m	foot, ft
centimeter, cm (10^{-2} m)	inch, in
millimeter, mm (10^{-3} m)	Angstrom, A
nanometer, nm (10^{-9} m)	
mile, mi	
Area	
hectare, ha	Acre, ac
square kilometer, km ² (10^3 m ²)	square mile, mi ²
square meter, m ²	square foot, ft ²
square millimeter, mm ² (10^{-3} m ²)	square inch, in ²
Volume	
cubic meter, m ³	quart (liquid), qt
liter, l (10^{-3} m ³)	cubic foot, ft ³
acre-inch	Gallon
cubic foot, ft ³	ounce (fluid), oz
cubic inch, in ³	pint (fluid), pt
bushel, bu	
Mass	
gram, g (10^{-3} kg)	ounce (avdp), oz
kilogram, kg	pound, lb
megagram, Mg (tonne)	quintal (metric), q
tonne, t	ton (2000 lb), ton
pound, lb	ton (U.S.), ton
Yield and Rate	
kilogram per hectare, kg ha ⁻¹	pound per bushel, bu ⁻¹
kilogram per cubic meter, kg m ⁻³	bushel per acre, 60 lb
liter per hectare, L ha ⁻¹	bushel per acre, 56 lb
pound per acre, lb acre ⁻¹	mile per hour
Specific Surface	
square meter per kilogram, m ² kg ⁻¹	square millimeter per gram, mm ² g ⁻¹
square centimeter per gram, cm ² g ⁻¹	
Density	
megagram per cubic meter, Mg m ⁻³	gram per cubic centimeter, g cm ⁻³
Pressure	
Megapascal, Mpa (10^6 Pa)	Bar
pascal, Pa	pound per square foot, lb ft ⁻²
Atmosphere	pound per square inch, lb in ⁻²

Temperature	
Kelvin, K	Fahrenheit, °F
Celsius, °C	
Energy, Work, Quantity of Heat	
joule, J	Erg
joule per square meter, J m ⁻²	foot-pound
newton, N	calorie per square centimeter (Langley)
watt per square meter, W m ⁻²	Dync
British thermal unit, Btu	calorie per square centimeter minute (irradiance), cal cm ⁻² min ⁻¹
caloric, cal	
h	mg dm ⁻³ h
Plane Angle	
radian, rad	degrees (angle), °
Electrical Conductivity, Electricity, and Magnetism	
siemen per meter, S m ⁻¹	millimho per centimeter, mmho cm ⁻¹
tesla, T	gauss, G
Water Measurement	
cubic meter, m ³	cubic feet per second, ft ³ s ⁻¹
cubic meter per hour, m ³ h ⁻¹	U.S. gallons per minute, gal min ⁻¹
hectare-meters, ha-m	acre-feet, acre-ft
hectare-centimeters, ha-cm	acre-inches, acre-in
acre-inches, acre-in	
Concentrations	
centimol pr kilogram, cmol kg ⁻¹	milliequivalents per 100 grams, meq 100 g ⁻¹
gram per kilogram, g kg ⁻¹	percent, %
Milligram per kilogram, mg kg ⁻¹	parts per million, ppm
Radioactivity	
Becquerel, Bq	curie, Ci
Becquerel per kilogram, Bq kg ⁻¹	Picocurie per gram, pCi g ⁻¹
gray, Gy (absorbed dose)	rad, rd
sievert, Sv (equivalent dose)	rem (roentgen equivalent man)
Plant Nutrient Conversion	
<i>Elemental</i>	<i>Oxide</i>
P	P ₂ O ₅
K	K ₂ O
Ca	CaO
Mg	MgO

Standard abbreviations relating to weights, Measures and calendar

Weights and Measures

b	billion
C	Celsius
cc	cubic centimeter
cm	centimeter(s)
cu	cubic
cwt	hundred weight
f	foot (feet)
ft	-do- (part of the body)
gal	gallon(s)
g	gram(s)
gr	grain(s)
ha	hectare
kg	kilogram
km	kilometre(s)
l	litre(s)
m	metre/mile/million(s)
mg	milligram(s)
mm	millimetre(s)
mt	metric tonne
q	quintal(s)
sq	square
t	tonne(s)
temp	temperature
µg	microgram
µl	microlitre

Calendar

AD	Anno Domini
am	ante meridiem
Apr	April
Aug	August
BC	Before Christ
cal	Calendar
cent	Century
d	Date
Dec	December
Feb	February
Fri	Friday
hr(s)	hour(s)
Jan	January
Jul	July
June	June
m	minute(s)
Mar	March
May	May
Mon	Monday
Nov	November
Oct	October
pa	per annum
pm	post meridiem
s	second
Sat	Saturday
September	September
Sun	Sunday
Thursday	Thursday
Tues	Tuesday
Wed	Wednesday
Yr(s)	year(s)

Title of the Thesis/Dissertation :
Name of the Student and Admission No. :
Subject :
Name and Designation :
Supervisor :
Name and Designation of Co-Supervisor (if any) :
Degree to be Awarded :
Year of Award of Degree :
Total Pages in Thesis/Dissertation :
Name of the University :

ABSTRACT

(Not exceeding 250 words)

Keywords:

Signature of Supervisor

Signature of the Student

Examples of writing references in APA latest version

1. Examples of writing references in Journal articles

A basic reference list entry for a journal article in APA must include:

- Author or authors. The surname is followed by first initials.
- Year of publication of the article (in round brackets).
- Article title.
- Journal title (in *italics*).
- Volume of the journal (in *italics*).
- Issue number of the journal in round brackets (no italics).
- Page range of article.
- The first line of each citation is left adjusted. Every subsequent line is indented 5-7 spaces.

Examples:

Ruxton, C. (2016). Tea: Hydration and other health benefits. *Primary Health Care*, 26(8), 34-42.

Aspy, D. J., & Proeve, M. (2017). Mindfulness and loving-kindness meditation: Effects on connectedness to humanity and to the natural world. *Psychological Reports*, 120(1), 102-117.

Wilmott, C., Fraser, E., & Lammes, S. (2018). 'I am he. I am he. Siri rules: work and play with the Apple Watch', *European Journal of Cultural Studies*, 21(1), 78-9.

2. Examples of writing references of Books

Basic format to reference a book

- Author or authors. The surname is followed by first initials.
- Year of publication of the book (in round brackets).
- Book title (in *italics*).
- Edition (in round brackets), if other than first.
- Publisher.
- The first line of each citation is left adjusted. Every subsequent line is indented 5-7 spaces.

Examples:

Cottrell, S. (2013). *The study skills handbook* (5th ed.). Palgrave Macmillan.

Dawson, J., & Lucas, R. (1993). *Lifestyles of New Zealand Forest plants* (4th ed.). Victoria University Press.

McQueen, R. A., & Knussen, C. (2006). *An introduction to research methods and statistics in psychology*. Pearson Prentice Hall.

Greig, A., Taylor, J., & MacKay, T. (2013). *Doing research with children: A practical guide*. Sage.

Important Notice

Thesis in pdf format in Pen drive is to be attached at end cover with copy of thesis submitted. The content of thesis in pdf format should be in Pen drive must be as described below:

- 1) One file of complete thesis in pdf format not more than 8 MB in size
- 2) Separate Chapters of the thesis as shown below

Name	Type
01_title.pdf	PDF File
02_certificates.pdf	PDF File
03_acknowledgements.pdf	PDF File
04_contents.pdf	PDF File
05_preface.pdf	PDF File
06_list of tables figures.pdf	PDF File
07_chapter 1.pdf	PDF File
08_chapter 2.pdf	PDF File
09_chapter 3.pdf	PDF File
10_chapter 4.pdf	PDF File
11_chapter 5.pdf	PDF File
12_chapter 6.pdf	PDF File
13_chapter 7.pdf	PDF File
14_references.pdf	PDF File



Dr. Rammanohar Lohia Avadh University, Ayodhya

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Paper ID	1880985
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Signature of Student

Signature of Guide

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PROFILE

Name of the Student :
Father's Name :
Mother's Name :
Nationality :
Date of Birth :
Permanent Address :
Mobile No. :
E-mail Id :

Educational Qualifications-

S. No.	Degree	Year	University	OCPA/OGPA/% of Marks
1.	Graduation			
2.	Post Graduation			

Title of Ph.D. Thesis :
Research Paper Published : Write according to APA style of reference writing
Conferences Attended :
Awards/Distinctions/Fellowships/ Scholarships :

Date:

Signature of the Student

Schedule Work Flow Diagram																			
	Activity	Semester II						Semester III						Semester IV					
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
I	Collection of samples/materials	*																	
	Standardization of methods	*	*	*															
	Lab. Experiment set-up		*	*															
	Sample preparations			*															
	Biochemical Analysis			*	*														
	Data collection & compilation				*														
II	Experiment and Lab work					*													
III	Data collection & compilation												*	*					
									*	*									
										*	*								
												*	*						
														*					
IV	Thesis Seminar														*	*			
	Thesis writing																*		
	Rough thesis submission																*		
	Final thesis submission																	*	

JFMA..... D refers to the name of the Month

Activity table and time schedule should be prepared as the individual case

Note: Research Methodology will vary and, accordingly the activities at I & II can be partitioned in the schedule of work.