

Shri G.S. Institute of Technology and Science, Indore

GUIDELINES FOR PREPARATION OF THESIS/ DISSERTATION REPORT

FOR

Final phase of Project Thesis of UG courses

and

PG Courses

(M.Tech./ M.E./ M.Sc./ M.Pharm. / M.B.A./ M.C.A.)

FORMAT

Part A

1. Cover
2. Inner first page (inner cover page)
3. Recommendation Roman page nos.(start)
4. Certificate
 - a) Certificate from industry/ R & D Institute, if applicable
5. Declaration
6. Acknowledgement

Note - Cover and Inner first page will be same. If there are more than one supervisor then the names of both the supervisor shall appear on cover and inner page.

Part B

1. Abstract/Synopsis
2. Index/Contents
3. List of Figures
4. List of Tables
5. List of Symbols
6. List of Abbreviations Roman page nos.(end)

Part C Chapters (General Guidelines)

1. Introduction
2. Literature Review
3. About Case Study/ Data Collection/ Material Testing
4. Analysis and Design/ Analysis and Methodology
5. Implementation/ Experimentation
6. Results and Discussion
7. Conclusions and Scope of Future Work

Note- Part C may vary as per the problem and domain of work

Part D

1. Appendix, if required
2. References

3. Check for Plagiarism: Must contain the receipt indicating “page count” by using Approved Plagiarism software.
4. List of papers published from the presented work (if any)

Note: Print on side edge of cover should bear branch, title, name of student and Session

ABOUT PAPER TO BE USED AND PRINTING

Quality: The thesis shall be printed/Xeroxed on photocopier paper of 75 GSM (min).

Size: The size of the paper shall be standard A4 (height 297 mm, width 210 mm).

Type •Setting, Text Processing and Printing: The text shall be printed employing LaserJet or Inkjet printer. Thesis should be free from typographical errors.

The font type of the general text of the thesis shall be in **Times New Roman with a line spacing of 1.5.**

SECTION	FONT SIZE	SPECIFICATIONS
Chapter No. & Title	16, Bold	Upper Case
Section No. & Title	14, Bold	Title Case
Sub-section No. & Title	12, Bold	Title Case
Title of Figures, Tables	12, Bold	-
Tables, Quotations, References	10	Single Line Spacing
Other written matter	12	1.5 Line Spacing

Page Format: The Printed Sheets shall have the following margin settings:

Top Margin	1.00 inch
Bottom Margin	0.80 inch
Left Margin	1.50 inch
Right Margin	1.00 inch

- Content should not extend beyond the bottom margin except for completing a footnote, last line of chapter/subdivision, or figure/table caption.
- A sub-head at the bottom of the page should have at least two full lines of content below it. If the sub-head is too short to allow this, it should begin on the next page.
- Color may be used for figures.
- Students should also submit the thesis in soft form (PDF) for storage and archival.
- Pages containing cover page, recommendation, certificate shall be adjusted accordingly.

Pagination (Page Numbering)

- Page numbering in the text of the thesis shall be Arabic numerals (1, 2, 3...) at the footer.
- The beginning of each Chapter shall be marked using a separate page consisting only the Chapter Number and the Chapter Title (Refer the sample attached at the end of this document).
- Page number for the first page of the each Chapter shall not appear in print, only the second page will bear the corresponding page number.
- Pagination for pages before the Introduction chapter shall be in **lower case Roman numerals**, e.g. “iv”.

Header

Except for the First page of every Chapter, all other pages shall bear the respective Chapter Title in the Header flushed to the right (i.e. outer edge of the page). The first letter of each word should be capitalized. It should be completed in one line. If the title is too long then write first two words and last two words separated by three dots. The size should be 10 and follow the same font type.

Footer

Footer should contain name of department on left, Name of College as 'S.G.S.I.T.S., Indore' in right and page number at center.

Paragraph format

- Vertical space between paragraphs shall be about 2.5 line spacing.
- The first line of each paragraph should normally be indented by five characters. A candidate may, however, choose not to indent if (s) he has provided sufficient paragraph separation.
- A paragraph should normally comprise more than one line.

Binding

The candidates shall submit single or double side printed hard bound thesis/dissertation/report with the following color specification:

Course	Color of Binding Material	Color of Lettering on The Cover
B.Tech.	Light Pink	Black
M.Tech. / M.E.	Sky Blue	Black
M. Pharma	Black	Black
MCA	Sky Blue	Black
MBA	Sky Blue	Black
M.Sc	Sky Blue	Black

Blank Sheets

In addition to the white sheets (binding requirement) two white sheets shall be put at the beginning and the end of the thesis.

MORE DETAILS

PART- A

Samples have been provided at the end of this document for the following:

- Cover Page
- Recommendation
- Declaration
- Certificate

PART B

Index/contents: Enlist the titles of all the chapters, sections and subsections using decimal notation, as in the text, with corresponding page number against them, flushed to the right.

Abstract: The thesis/dissertation/report shall contain an abstract highlighting the important features of the thesis/dissertation/report in not more than 500 words. It shall be self-complete and contain no citations for which the thesis has to be referred.

List of Figures and List of Tables: Two separate lists of Figure captions and Table titles along with their numbers and corresponding page numbers against them shall follow the Abstract.

List of Symbols/abbreviation: A complete and comprehensive list of all abbreviations, notations and nomenclature including Greek alphabets with subscripts and superscripts shall be provided after the list of tables and figures. (As far as possible, generally accepted symbols and notation should be used).

PART C

Chapters: Each chapter shall begin on a fresh page with an additional top margin of about 1.5 inch from top of the page. Chapter number (**in Arabic numerals**) and title shall be printed with right alignment in 16pt font size in bold face using upper case (all capitals).

Sections and Subsections: A chapter can be divided into Sections, Sub-sections and Sub-sub-Sections so as to present different concepts separately. Sections and sub-sections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Sub-section in third Section of Chapter 2. Chapters, Sections and Sub-sections shall be included in the contents with page numbers flushed to the right. Further subsections need not be numbered or included in the contents.

Table / Figure Format

- As far as possible, tables and figures should be presented in portrait style. They should be inserted as close to the textual reference as possible. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages.
- Tables, figures and equations should be numbered chapter-wise using Arabic numerals. They are to be referred to in the body of the text.
- Capitalizing the first letter of the word and number, as for instance, Table 5.3, Figure 3.11, Equation (4.16), etc.
- Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption, e.g. [Ref. Jaiswal (2001)] or [Ref [4]]
- All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams etc.) should be prepared, wherever possible on the same paper used to type the text and conform to the specifications outlined earlier.

PART D

Annexure/Appendix

Detailed information, lengthy derivations, raw experimental observations etc. are to be presented in the separate appendices, which shall be numbered in English Alphabet Capitals (e.g. Appendix A, Appendix F etc.). Since reference can be drawn to published/unpublished literature in the appendices, these should precede the Literature Cited/Reference section.

Literature Cited/References

The list of references should appear as a consolidated list with references listed either alphabetically or sequentially as they appear in the text of the thesis. Spacing and font size should be consistent inside a single reference, and there should be double spacing between two different references. A few examples of formats of references are given below in case of single and multiple authors and the