

Manual Preparation of Ph.D Synopsis
(Prescribed Format and Specification)

1. GENERAL :

The synopsis is to be considered a detailed summary of the work with important results highlighting the original contributions in the thesis to be submitted. It should give an outline of the thesis. The review of earlier work is to be minimized just enough to highlight the contributions in the research work to be reported in the thesis. It is expected that at the time of submission of the synopsis, no work is yet to be completed except writing the thesis and all other academic requirements such as coursework, comprehensive examinations and the suggestions and directions given by members of the Doctoral Committee have been fulfilled.

2. NUMBER OF COPIES TO BE SUBMITTED :

Six hard copies and one soft copy (PDF file) in a properly labelled CD are to be submitted to the University.

3. SIZE OF SYNOPSIS :

The size of synopsis should be 30-40 pages of 1½ spacing on A4 size good quality white paper preferably not lower than 80 gsm.

4. ARRANGEMENT OF CONTENTS OF THE SYNOPSIS:

The sequence in which the thesis material should be arranged and bound :

1. Cover Page & Title page
2. Declaration
3. Bonafide Certificate
4. Acknowledgement
5. Abstract
6. Table of Contents
7. List of Tables
8. List of Figures
9. List of Symbols and Abbreviations
10. Chapters
11. References
12. Appendices
13. List of Publications
14. Vitae

The Tables and Figures shall be introduced in the appropriate places.

5. PAGE DIMENSIONS AND MARGIN :

The dimensions of the final bound copies of the thesis report should be 297mm×210mm (Standard A4 size).

The synopsis should have the following page margins

Top edge	: 25 to 30 mm
Bottom edge	: 25 to 30 mm
Left side	: 35 to 40 mm
Right side	: 20 to 25 mm

The synopsis should be prepared on good quality white paper preferably not lower than 80 gsm. Tables and figures should conform to the margin specifications. Large-size figures should be photographically or otherwise reduced to the appropriate size before insertion.

6. SYNOPSIS PREPARATION :

The Scholar shall submit a typed copy of the manuscript to the supervisor for the purpose of approval. In the preparation of the manuscript, care should be taken to ensure that all textual matter is typewritten to the extent possible in the same format as may be required for the final thesis. Upon approval of the manuscript by the supervisor, the final synopsis should be prepared according to the specification outlined in this section as well as in the following sections.

General Typing Instructions :

- Corrections, interlineations and crossing out of letters or words will not be permitted in any of the copies of the thesis intended for submission. Erasures, if made, should be neatly carried out in all copies.
- A sub-heading at the bottom of a page must have at least two full lines below it, or else, it should be carried over to the next page.
- The last word of any page should not be split using a hyphen.
- One and a half spacing should be used for typing the general text.
- The general text shall be typed in Font Style “Times New Roman” and Font Size 12.
- Single spacing should be used for typing :
 - (i) Long Tables
 - (ii) Long quotations
 - (iii) Foot notes
 - (iv) Multiline captions
 - (v) References
- All quotations exceeding one line should be typed in an indented space - the indentation being 15mm from either margin.

7. TYPING INSTRUCTIONS :

The synopsis should have the following page margins

Top edge	: 25 to 30 mm
Bottom edge	: 25 to 30 mm
Left side	: 35 to 40 mm
Right side	: 20 to 25 mm

- Tables and figures should conform to the margin specifications. Large-size figures should be photographically or otherwise reduced to the appropriate size before insertion.
- The general text shall be typed in Font Style “Times New Roman” and Font Size 12.
- The page-numbering for all items 1 to 3 should be done using lower case Roman numerals and

the pages thereafter should be numbered using Arabic numerals.

- General formatting can be similar to that of the thesis (see format for Ph. D thesis). However, figures and equations are to be numbered using running numbers. References can be numbered as 1, 2, 3 etc in the order in which they are referred to in the body of the synopsis. Only those, which are cited in the synopsis, need be given in the list of references.
- **Cover Page & Title Page** : A specimen copy of the Cover page & Title page for synopsis is given in Annexure X & XI b.
- **Declaration** : A specimen copy of the Declaration by the candidate is given in Annexure XI(c) and that by the Guide/Co-Guide in Annexure XI(d).
- **Table of Contents** : The table of contents should list all material following it (divisions and subdivisions of body of the synopsis) and the formatting shall be similar to that of the thesis (see format for Ph.D thesis)

8. SPECIFICATIONS FOR BINDING :

Each of the 6 copies of the synopsis should be sewn and bound using flexible cover of thick white art paper. The cover should be printed in black letters and the text for printing should be identical to what has been prescribed for the title page.

9. SUBMISSION OF SYNOPSIS :

Six softbound copies of the synopsis are to be submitted along with a soft copy of the synopsis (PDF file) on a CD with proper labelling.

The candidate has to submit the Thesis within six months from the date of submission of the synopsis.