

**Guidelines for
Synopsis and Dissertation/Thesis
Preparation**



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School of Social Sciences
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Bilaspur**

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Synopsis & Dissertation/Thesis writing overview

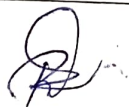
A Dissertation/Thesis should contain the following parts in the order shown:

- i. Fly page (1 Blank Page)
- ii. Title page: The first page contains the title of the dissertation, the name of the student; enrollment number; supervisor's name; the degree for which the dissertation is submitted; name of the university; and month and year. Start the title of your paper in Times New Roman font, size 20 point bold. Only the first letter of the first word should be a capital unless proper nouns are used, the rest must be all in lower case letters. (Please refer to Sample-A)
- iii. Student's Declaration: This page should contain a declaration by the student on originality of the dissertation. The declaration should be signed. (Please refer to Sample-C)
- iv. Certificate: Duly signed by the Supervisor and the HoD. (Sample-C)
- v. Main Text Layout: The main text should be in 12 point Times New Roman (normal), not in bold, using 1.5 line spacing. All text should be produced as a single column and justified throughout.
- vi. Headings: Heading should be set aligned left and should be set in 12 point Times New Roman bold, with one complete line space above & below.
- vii. Typing instructions: The paper must be A4 size and the synopsis should have the following page margins:

Top margin	: 2.5 cm
Bottom margin`	: 2.5 cm
Left margin	: 3.0 cm
Right margin	: 2.1 cm
- viii. Page number: Small roman numerals must be used for the preliminary section. The title page understood to be 'i' but no number appears on this page. Arabic numerals begin with the first page of the body of the dissertation, but no number appears on this page. Numbering continues consecutively through the appendices. All the numbers, both Roman and Arabic, are printed 2.5cm from the bottom of the paper flushed to the centre of the page.
- ix. The size of the synopsis: The size of synopsis should be 10-15 pages of 1.5 spacing on A4 size good quality white paper. The synopsis can have maximum 15 pages, including the cover page and should be printed on one side of the paper.

- x. Tables in the Text: All tables must be numbered using Arabic numerals. A caption should be positioned at the top of the table. If the caption is written in a single line, it should be centered. If the caption is written more than one line, it should be aligned to the left. Tables must be numbered with respect to the chapter.
- xi. Figures in the Text: Illustrations such as maps, charts, graphs, drawings, diagrams, and photographs are referred as figures. All figures must be clear and of high quality. Figures must be numbered using Arabic numerals. A caption should be located at the bottom of the figure. If the caption is written in a single line, it should be centered. If the caption is written in more than one line, it should be aligned to the left. Figures are numbered with respect to the chapter.
- xii. In-Text Citations: While citing the references in the text, the following format should be followed:
- (Surname, Year) or (Surname *et al.*, Year) or (Surname, Year, Page No.)
- xiii. Footnotes/Endnotes: Footnotes or Endnotes should be in 10 points, Times New Roman and used only if absolutely necessary and must be identified in the text by consecutive numbers, and listed at the end of the page/chapter.
- xi. References/Bibliography List: A reference or bibliography list includes details of the sources cited in your dissertation/thesis. It starts on a separate page at the end of your Dissertation/Thesis and is titled References. Each item cited in the reference list must have been cited in your work. All sources appearing in the reference list must be ordered alphabetically by surname. You may sometimes need to include a bibliography in addition to a references list. In contrast to the reference list, a bibliography includes details of sources not cited in your paper which were only used to support your research. These items should also be listed in alphabetical order.

References to other publications must be as per the University guidelines and carefully checked for completeness, accuracy and consistency. The font for references should be times new roman 12 with 1.5 line spacing and paragraph formatting to be used is "hanging" with Justified.



Typical style of writing the references is given below:

(a) For single author

Surname, Initials, Title of the Article, Journal Name (in italics), Volume, Pages, Year.

(b) For two authors

Surname, Initials and Surname, Initials, Title of the Article, Journal Name (in italics), Volume, Pages, Year.

(c) For more than two authors

Surname, Initials, Surname, Initials, and Surname, Initials, Title of the Article, Journal Name (in italics), Volume, Pages, Year.

(d) For Books

Surname, Initials, Book's Name (in italics), Publisher, Year

(e) For Internet based articles

Surname, Initials, Title of the Article, Title of Web Page (in italics), Year, Accessed date. URL.

(f) For articles in Newspapers

Surname, Initials, Title of the Article, Name of the Newspaper, Page No., Date,

(g) For unpublished doctoral thesis

Surname, Initials, Title of the thesis. (Unpublished Doctoral Thesis), University's Name, Year.

Reader

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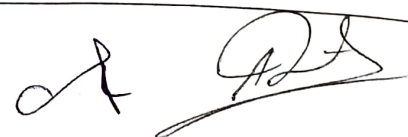

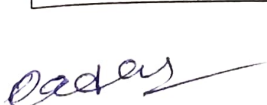
PS

1. Layout of Synopsis

- i. Cover page & title page (Sample-B)
- ii. Introduction (Statement of the Problem)
- iii. Review of Literature
- iv. Theoretical Framework/Conceptual Framework
- v. Rationale and Scope
- vi. Objectives
- vii. Research Questions
- viii. Research Methodology
- ix. Plan of work/Tentative Chapterisation
- x. Timeline
- xi. Limitations of the Study
- xii. References/ Bibliography

2. Layout of Dissertation/Thesis

- i. Cover Page & title page
- ii. Undertaking from the Candidate (for PhD Scholars)
- iii. Declaration
- iv. Certificate
- v. Certificate for the completion of course work/comprehensive examination (for PhD Scholars)
- vi. Certificate for the successful completion of the pre-submission seminar (for PhD Scholars)
- vii. A copyright transfer certificate (for PhD Scholars)
- viii. Acknowledgements
- ix. Table of Contents
- x. Abbreviations
- xi. List of Tables, Figures & Boxes
- xii. Preface
- xiii. Main Body of the dissertation (from Introduction to Conclusion)
- xiv. References / Bibliography
- xv. Appendices



Sample A

Title of research topic

Time New Roman

Font size: 20

Bold

A Dissertation/Thesis submitted

To

Guru Ghasidas Vishwavidyalaya



*In partial fulfillment of the requirements for the
for th Degree of Master of Arts/Doctor of Philosophy in Political Science*

By

(Name of Student)

Enrollment No.

Roll No.

Under the Supervision of

Name

Designation

Department

Month & Year of submission

[Handwritten signature]

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[Handwritten signature]

[Handwritten signature]

Sample B

Synopsis for MA/PhD degree

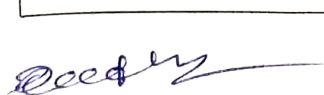
Title:

Name of Student:

Roll/Registration No.:

Supervisor's Name:

Department of Political Science
School of Social Sciences
Guru Ghasidas Vishwavidyalaya



Sample C

CANDIDATE'S DECLARATION

I,, certify that the work embodied in this Ph. D. thesis (/MA Dissertation) is my own bonafide work carried out by me under the supervision of and the co-supervision of for a period of from toat Research Centre/Departmentof Guru Ghasidas Vishwavidyalaya. The matter embodied in this Ph. D. thesis (/MA Dissertation) has not been submitted for the award of any other degree/diploma.

I declare that I have faithfully acknowledged, given credit to and referred 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 lifted up some other's work, para, text, data, results, etc. reported in the journals, books, magazines, reports, dissertations, theses, etc., or available at web-sites and included them in this Ph. D. thesis and cited as my own work.

Date:

(Signature of the candidate)

Place: Bilaspur

(Name of the candidate)

Certificate from the Supervisor/Co-supervisor

This is to certify that the above statement made by the candidate is correct to the best of my/our knowledge. The research work embodied in the thesis was carried out under my/ our supervision and that the candidate has worked under me/ us for the period required under the regulations.

.....
(Co-supervisor's signature, Name & Designation) (Supervisor's signature, Name & Designation)

(Signature of the HOD with seal)

