

## **SPECIFICATIONS FOR M.Sc., M.Phil. AND Ph.D. THESES**

### **1. General Information**

- a. The thesis shall be prepared and bound on A-4 size, 90-100 g white paper on which the title of the thesis, author's name, and the year of submission, are to be superimposed in golden colour on the front/title page; the background colour will be black for M.Sc./M.Phil. and dark green for Ph.D. theses.
- b. The title, chapter headings and table titles shall not have terminal punctuation.
- c. Incorrectly divided words are not acceptable, e.g. clockwise but not clock-wise, reuse but not re-use, and winter-hardy but not winter hardy (refer to English Usage and Grammar).
- d. ~~Character~~ on the thesis must be approved by the ASRB as per the synopsis.
- e. Page numbers in Arabic numerals shall be situated in the center, 2.5 cm from the bottom of the paper except for the first page of major chapters.
- f. There may be several methods of doing the same thing. Study the manual carefully because all documentation must conform to the standards prescribed.
- g. The heading or title of rows and columns of a table are generally in singular form.

### **2. Typing Directions**

- a. Font No. and face: A font No. of 12 with Times New Romans Regular Font face be used.
- b. Any special material to be included in the thesis as an "EXIBIT" must be prepared on the thesis paper unless there is special requirement to use other paper.
- c. Striking over letters or words is not acceptable. No corrections by pen or pencil are to appear in the thesis.
- d. Margins (Top, Bottom, Left, and Right) of about 2.5 cm are to be maintained.
- e. The text must be typed on 1.5 line space and each full page must contain 25-30 lines.
- f. The tables are to be typed on single line space.
- g. The titles of tables, columns, rows and fig. must be typed on single space.
- h. Always use the standard abbreviations, once spelled at the first place of appearance; if new abbreviation is coined, it must be followed consistently through out the text. It is advisable to prepare a list of abbreviations and place before the Acknowledgement.
- i. The units of measurement as per the SI System of Units must be followed (Appendix A).
- j. ~~The~~ figures in a table must be uniform with respect to digits after decimal but this level may be different in different tables.

### 3. The Format of Thesis

**Parts of Thesis:** The parts of a thesis are to be arranged as follows:

- a. **Title Page:** The title page must follow spacing and capitalization as sample page.
- b. **Certificate:** This must be in the form of the attached sample.
- c. **Acknowledgement:** It is optional. If given, should be realistic and brief. Lengthy, flattering remarks and undue appreciations are against the scientific traditions. Better to accommodate this section on one page, in general.
- d. **Table of Contents:** It should have primarily chapters, sub-headings and sub-sub-headings only. Avoid too many details (Appendix 1).
- e. **List of Tables:** It is essential part and be given in the format given at appendix 2.
- f. **List of Figures:** It is required, if any Fig. are included (Appendix 3).
- g. **List of Plates/Photos:** It is required, if any Photos are included (Appendix 3).
- h. **Main Body of Thesis.** This comprises introduction, review of literature, materials and methods, results and discussion, conclusions, references and appendices.
- i. **Appendices.** These should be included for the understanding of text (Appendix 4).
- j. Name on the title page must be the same as it is on official documents of the student.

### 4. Illustrations

Illustrated material of full page size may be photographed on light weight photographic paper and inserted as a page of the thesis. The services of photography are generally available to students for the preparation of prints to be used in the thesis. Digital cameras for photographs and computer graphic software to draw graphs can be used, of which colour prints can be printed for thesis. Photographs, where dimensional measure or contrast is to be brought out should include a scale in its composition or a scale line, be drawn on photographs. The photograph should be impersonal representation of the material required to be duplicated.

The photos may be in glossy black but colour photo prints may also be used, and may be preferred in the case of photos of vegetation. Reproduction of material to be included in the thesis shall be prepared so as to produce clear black and white copy. Negative Photostats, ozalids, breuning and other process prints must be avoided. The scales on 'X' and 'Y' axis should be similar to have better comparison of graphs when more than one graphs pertaining to the same property are placed on one page, e.g. six graphs showing changes in SAR for five soil depths after harvest of each of the six crops.

## 5. Proof Reading

Mean symptom readings (Table 1) showed that *Avena sterilis* lines were more resistant than the *A. sativa* checks and that the resistance was transmitted to F<sub>1</sub> and F<sub>2</sub> hybrids with Lamar. The dominance effects were consistently smaller than the cumulative additive effects and did not differ significantly from zero in six cases out of eight (Table 1), although these results indicate that inheritance of resistance was determined predominantly by additive gene action they should not be taken as proof that dominance was not involved. In fact, the performances of the F<sub>1</sub>'s (Table 1, Fig. 1) were not at the midpoint between those of their parents but were closer to those of the resistant *A. sterilis* parental lines, suggesting some dominance for resistance.

### PROOFREADER'S MARKS

^	Caret-something to be inserted; mark in text line	¶	Paragraph
○	Period	no ¶	No paragraph
^	Comma	wf	Wrong font
⊙ or :	Colon	==	Capitals and Caps
⋮	Semicolon	==	Small capitals and sc
∕	Apostrophe	less ¶	Less space
"/"	Quotations	¶	Insert space
=/or/H	Hyphen	eq ¶	Equalize spacing
(/)	Parentheses	↷	Turn letter or line
[ / ]	Brackets	↶	Move to left or to right
□	Indent one em, double for two em, and so on	↷	Move up or move down
1/4M	One cm dash (long dash)	↑↓	Transpose
1/4N	One en dash (short dash)	Ⓟ	Character to go around letters, words, or phrases to indicate that they are to be transposed. Always include "tr" on margin of proof.
1/4H	Hyphen	lc	Lower case
Ⓢ	Close up	sup	Superscript letter or figure
stet	Let it stand, when something has been inadvertently crossed out. Dots under matter will usually suffice, but also include "stet" on margin to avoid misunderstanding.	sub	Subscript letter or figure
~	Delete-take out	ital	Italics and
Ⓢ	Delete and close up	rom	Roman
×	Broken letters or defective type	bf	Boldface
		⑦	Circle around figures means spell out
		Ⓢ	Circle around word means
		Ⓢ	Use figure or abbreviation.