



Guidelines for Preparation of Ph. D. Synopsis

1. ORGANISATION OF THE PARTS OF SYNOPSIS

The sequence in which the synopsis material should be arranged and bound as follows:

1. Title page

2. TABLE OF CONTENT (Title in Upper Case)

3. Sections

4. References

5. List of Publications

The size of Synopsis should not strictly exceed 35 pages of typed matter reckoned from the first page to the last page including the List of Publications.

Title Page

This shall be the first printed page of the synopsis and shall contain the submission statement: submitted in partial fulfilment of the requirements of the Degree, PhD., the name and Reg No. Of the candidate, name(s) of the supervisor and co-supervisor(s) (if any), Department, school and year of submission (sample enclosed). Title page and last page of the Ph. D. Synopsis shall contain the signatures of the Ph. D. Candidate, Guide/Supervisor, Co-Guide/Co-Supervisor, and Dean of the School through which Synopsis is submitted to the R & D Cell of Alard University Pune.

Table of Contents

The contents shall enlist the headings of the section and sub-section using decimal notation, as in the text, with corresponding page number against them, flushed to the right. (Refer attached sample)

Chapter

The synopsis shall be presented in a single chapter; however, it may be divided in suitable sections again subdivided into sub-sections and sub-sub-section so as to present the content discretely and with due emphasis. Tables and Figures should be included at appropriate places in the text of the dissertation.

Indicative sections are given below:

- 1. Background/Introduction**
- 2. Need for the study**
- 3. Review of related literature**
- 4. Objectives of the study**
- 5. Variables of the study / Parameters of the study**
- 6. Operational Definitions**
- 7. Hypothesis / Assumptions made**
- 8. Design of the study / Technique used**
- 9. Sampling technique**
- 10. Tools for collecting the data**
- 11. Validation procedures**
- 12. Experimentation/Field work details**
- 13. Tools for analysis/statistical techniques**
- 14. Findings / Discussions**
- 15. Implications / Suggestions**
- 16. Recommendations for further Research**
- 17. Limitations of the study**
- 18. Conclusions**
- 19. Tentative structure of dissertation (Brief descriptions of the chapters)**

References

The candidates shall follow the style of citation and style of the subject area (as prescribed by the University) consistently throughout his/her Ph. D. Synopsis. However, the names of all the authors along with their initials and the full title of the article/monogram/book etc. have to be given; in addition to the journals/publisher, volume, number, page(s) and year of publication.

Citation from websites should include the name(s) of author(s) (including the initials), full title of the article, website reference and when last accessed. Reference to personal communications, similarly, shall include the author, title of the communication (if any) and date of receipt.

List of Publications

Provide the list of publications and presentations in the same format prescribed for referencing

2. Ph. D. SYNOPSIS FORMAT

2.1 Paper

The synopsis shall be printed on white paper, weight 80 GSM or more. The size of the paper shall be standard A4; height 297 mm, and width 210 mm.

2.2 Printing & Binding

The text shall be printed employing LaserJet printer the text having been processed using a standard text processor. The synopsis shall be printed on Single sided A4 sheet papers.

Front Cover:

The front cover shall contain the following details:

Full title of dissertation in 6 mm 22 points size font properly centered and positioned at the top. Full name of the candidate in 4.5 mm 15 points size font properly centered at the middle of the page. A 40 mm dia replica of the Institute emblem followed by the name of the Department, name of the Institute and the month and year of submission, each in a separate line and properly centered and located at the bottom of the page.

2.3 Margin

The printed sheets shall have the following writing area and margin requirements:

The title page shall be printed on a single-sided page, and the remaining content shall also be printed on single-sided pages. However, the first page of the Introduction shall begin on a new page.

For single-sided printing, the margins shall be as follows: Top – 1 inch, Bottom – 1 inch, Left – 1 inch, and Right – 1 inch. When using mirrored margins, the settings shall be: Top – 1 inch, Bottom – 1 inch, Inside – 1 inch, and Outside – 1 inch. An additional top margin of approximately 15 mm shall be provided at the beginning of each chapter. Thus, the total top margin at the beginning of a chapter shall be approximately 45 mm (30 mm + 15 mm).

2.4 Page Numbering

Page numbering in the text of the synopsis shall be Hindu-Arabic numerals at the center of the footer starting from the starting of the first page of the content (No page number for title page and table of contents). Page number shall appear 20 mm from below.

2.5 Paragraph format

The line spacing of the body text should be 1.5 line. Vertical space between paragraphs shall be about 1.5 line spacing. The first line of each paragraph should normally be indented by 15 mm. A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page (that is, no widows or orphans should be left). The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated. Single spacing should be used for typing references.

2.6 Font style and size

Heading = Times New Roman (TNR), 18 pt Bold

Sub Heading 1 = TNR 14 Pt Bold, All Caps

Sub Heading 2 = TNR 14 pt Bold, Capitalize Each Word

Sub Heading 3 = TNR 14 pt Bold, Sentence Case

Sub Heading 4 = TNR 13 pt Bold, Sentence Case Italic 3

Body Text = TNR 13 Pt Table & Figure Captions = TNR 13 pt Bold

2.7 Section format

The word synopsis without punctuation should be centered 45 mm down from the top of the page. Two spaces below, the Sub heading of the section should be typed. The paragraph shall be started another two spaces below the sub heading with a indent of 15mm A synopsis 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. The Sections and Sub-sections titles along with their numbers in 4 mm (14 pt) fonts, in bold face shall be flushed to the left (not centered). The typed material directly below division or sub-division heading should commence 1.5 line spaces below it and should be offset 15 mm from the left hand margin.

2.8 Table / Figure

Format as far as possible, tables and figures should be presented in portrait style. 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 in separate pages. Table and figures shall be numbered continuously. 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.

2.9 Equations

Equations appearing in each Chapter or Appendix should be numbered serially, the numbering should commence afresh for each Chapter or Appendix.

2.10 Referencing

Citation and Bibliography should follow APA referencing Style.

COVER PAGE

PAPER SIZE: A4

TITLE (Caps Times New Roman, Font Size 16, Centre Alignment, Bold)

Synopsis of the PhD Thesis (Caps Times New Roman, Font Size 16, Centre Alignment, Bold)

Submitted by (Times New Roman, Font Size 14, Centre Alignment, Bold)

Name of the PhD Scholar (Caps Times New Roman, Font Size 16, Centre Alignment, Bold)

Alard School of

Register / PRN Number



Under the Guidance of

Guide Name

Co-Guide (if assigned) Name

Month and Year

Signature	Signature	Signature	Signature
Name of the Student	Name of the Guide	Name of the Co-guide	Name of the Dean of the School