

Guide to Style and Format of Thesis

MD / MS / DM / MCh Courses

- **Paper** : A4 size; good quality bond paper
- **Language**: British English
- **Font**:
 - Running Text: Times New Roman 12
 - Title and Chapter Headings: >12 but <18);
 - Legend in Times New Roman 10
- **Margin**: left side (binding edge) - 1.5 inches & other three sides - 1 inch. All written and illustrative material should fall within these margins.
- **Line Spacing & Paragraph**: 1.5 line spacing and 1 tab (5 space) indent, justified, no hyphenation for paragraphs
- **Tables and Figures**: All tables (tabulated data) and figures (charts, graphs, images, diagrams etc..) should be numbered sequentially using Arabic numerals and referred to in the body of the text (e.g. Table2, Figure 2 etc). They should be inserted as close to the text as possible and the list provided in the preliminary pages of the thesis. Images, photographs etc must be scanned in good resolution
- **Page order and Pagination**: Page number should be at the right bottom- corner of each page; Numbering of pages should start from the introduction section and end with the bibliography section of the main text; preliminaries should not be numbered.
- **Limit on Pages / Words**: As a general guide, Master's thesis is around 50-75 pages with a word length of 15,000 to 20,000. Maximum limit shall be 100 pages and 30,000 words. This excludes bibliography, annexure and the preliminaries.
- **Referencing**: Vancouver Style
 - Refer Article: International Committee of Medical Journal Editors. [Uniform requirements for manuscripts submitted to biomedical journals](#). BMJ (Clinical research ed.). 1991;302(6772):338–41.
 - Refer Website: <https://www.citethisforme.com/Vancouver>
- **Synopsis/Abstract** of the thesis should be self-complete without any citations and word length not exceeding 300 words

- **Binding:** Hard binding
- **Spine of the Bound Thesis:** should have the course name, title of the thesis and the month & year of examinations
- **Colour of Wrapper:** Light Green.
- **Sequence of Contents in the Thesis:**

Preliminary:

	Hard Copy (Sections)	CD Copy (Files)
1.	Front Cover (See template)	01_front cover.pdf
2.	Title page (See template)	02_title page.pdf
3.	Declaration by the candidate (See template)	03_declaration by candidate.pdf
4.	Certificate by the Guide/HOD/Head of Institution (See template)	04_certificate by the guide.pdf
5.	Acknowledgements (Optional)	05_acknowledgement.pdf
6.	Table of Contents	06_contents.pdf
7.	Abstract/Synopsis	07_abstract.pdf
8.	List of Figures, Tables or Illustrations	08_list of figures & tables .pdf
9.	List of Abbreviations/Glossary	09_abbreviation.pdf

Main Text

10.	Introduction (Page numbering to start from this section)	10_introduction
11.	Aims and objectives	11_aims and objectives.pdf
12.	Review of literature	12_review of literature.pdf
13.	Material and methods	13_materials and methods.pdf
14.	Results and analysis	14_result and analysis.pdf
15.	Discussion	15_discussion.pdf
16.	Summary and conclusion	16_summary and _conclusions.pdf
17.	Bibliography (Page numbering to end with this section)	17_bibliography.pdf
18.	Annexure Numbered using Roman numerals (e.g. Annexure-I, Annexure II etc.)	18_annexure.pdf

SUBMISSION OF THESIS/DISSERATION

- **Number of Copies to be Submitted:** Both hard and soft copy need to be submitted. Six hard bound copies: three for the examiners, one for the COE office, one for the library and one for the department. Two CD/DVDs: Digitized exact copy of the entire dissertation in the format given should be tagged along with the hard copy.
- Completed Thesis Particulars Form (template given below) with attested copy of Turnitin Report of Originality Check and Ethics/other Approvals should be submitted alongwith hard and soft copies of the thesis

- **Dateline for Submission of Thesis:**
 - for MD/MS Courses: Six months before the commencement of the exam session:
April Session (regular): 15th October (of the preceding year).
For example: 15th October 2015 for those appearing in April 2016 session.
October Session (supplementary): 15th April (of the current year)
For example: 15th April 2016 for those appearing in October 2016 session.
 - for DM/M Ch Courses: Six months before the commencement of the exam session:
August Session (regular): 15th February.
For example: 15th February 2016 for those appearing in August 2016 session.
February Session (supplementary): 15th August (of the preceding year)
For example: 15th August 2016 for those appearing in February 2017 session.

- **Late Submission of Thesis** with penal fee shall be seven days after the cut-off

THESIS PARTICULARS FORM

Name of Candidate	
Registration Number	
Course and Subject	
Exam Session (Month & Year)	
Title of the thesis	
Whether Ethics Approval and other necessary Approvals obtained? (Attach Copy)	
Whether Originality Check done? (Attach Copy of Turnitin Report)	
Whether Format is as per University guidelines? Page Count & Word Length	
Whether six hard copies and two CD copies are submitted?	
Name & Signature of the Candidate: Date & Place: Name & Signature of the Guide: Date & Place:	