

PUBLICATIONS GUIDELINE



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CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA

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Dissertation/Thesis/Reports Formatting Style

1. INTRODUCTION

This guideline¹ is intended to guide students, academic associate and faculty in the preparation of research study reports. It is recommended that, the procedures given below be followed as closely as possible, but individual faculty may wish students to deviate from the suggested procedures to suit particular needs or constraints.

The content of the Report should be presented in a clear, concise and complete manner so that it can be understood by a reader who is well informed in the general research area, but does not have specialized knowledge on the particular topic. The quality of presentation should in principle be acceptable for publication in an international refereed journal.

Spelling preference may be either British (the Oxford dictionary) or American (Webster's dictionary), but consistency of one or the other should be maintained throughout the Thesis or Research Study Report.

2. FORMAT

The approved format to be followed is that shown on sample pages.

2.1 The Text

The final edition of the typed text (examination draft) should be single spaced on one side of the A-4 size paper. A margin of 3 centimeters on the left side and 2.5 centimeters on the other side should be provided. Pages of the preliminary sections (everything up-to the beginning of the first chapter) should be numbered with lower case Roman numerals (i, ii, iii, iv, etc.). Pages of the main text including references, bibliography, and appendices should be numbered consecutively using Arabic numerals (1, 2, 3, etc.) centered in the bottom margin.

Normally the main body of the text should not exceed 50 pages including tables and illustrations presented in the text. Well structured appendices are encouraged, but their length should generally not exceed 50 pages. The purpose of an appendix is to preserve information and list relevant data for use by a serious reader. By judicious use of Appendices, an author can avoid interrupting the flow of ideas presented in the main text.

¹ Borrowed from the "Guidelines for the preparation of research study reports and theses" of the Asian Institute of Technology, Bangkok, Thailand, 1992 and the Harvard System of Referencing

2.2 The Content

The text should include: (1) a title page which conforms to the approved format; (2) an abstract which must be complete in itself, including the methods and conclusions reached but which should not exceed 200 words; (3) acknowledgements; and (4) table of contents.

2.3 Chapters

The number of chapters should fit the individual thesis/dissertation topic. Those most commonly used are:

1. INTRODUCTION
2. LITERATURE REVIEW
3. THEORETICAL FRAMEWORK or METHODOLOGY
4. ANALYSIS AND DISCUSSION OF RESULTS
5. CONCLUSIONS AND RECOMMENDATIONS

REFERENCES/BIBLIOGRAPHY

APPENDIX (or APPENDICES)

Lists of figures, tables, symbols and abbreviations used may be provided.

2.4 Headings

Four levels of heading can be used, including the chapter titles; these four should be numbered as shown on the sample pages unless an alternative system is specified by the student's Advisor. More than three levels of subheading should be avoided wherever possible. There must be at least two subheadings of the same level, i.e. there cannot be a subheading starting with 1.1.1 that is not followed by a subheading which starts with 1.1.2

2.5 Figures, Tables and Equation Numbers

Figure, Table and Equation numbers should reflect the chapter; e.g. Fig. 3.4 means the fourth figure in chapter 3. Each Figure, Table or Equation should be specifically mentioned in the text. All graphs and tables obtained from other sources must cite the reference as; "Source: Adapted from WEST (1979)". The citation must be properly listed in the References.

Normally, short tables and small graphs should be inserted into the text closely following their first mention. Long tables may be placed on separate pages, each following the first mention of the table. Large tables may be vertical (listing from top to bottom of a page) or broadside (listing from the binding margin). Advantage should be taken of the reducing capability of computers and photocopying machines to fit large tables or graphs into the specified margins.

References to tables and figures should contain the respective numbers, such as “...shown in Table 4.1” or “(see Fig. 3.1)”. References should not read “as shown in the Table below”, or “in the following graph of X vs Y”.

You may wish to abbreviate such reference to read “Eq.4.1” or “see Fig. 3.1” but you should be consistent in using such abbreviations throughout the text. Whilst the abbreviations “Eq.” and “Fig.” are preferred for use within a sentence, the complete word (Equation, Figure) is preferred when starting a sentence.

2.6 Margins

Margins for binding and trimming the bound volume must be kept free. For A4 size paper, 3 cm left margin, 2 cm right margin, 3 cm top margin and 2.5 cm bottom margin need to be provided.

2.7 Units, Abbreviations and Numerals

The International system of Units (SI) should be used through-out the text. The SI notation is quite specific concerning abbreviations (m, km, kg, etc.).

2.8 Mathematical Equations

Wherever practicable, the single-line form of equations is preferred: for example,

$$A = B/C \quad \text{and} \quad D = (F+G)/(HJ) \quad \text{Would be preferable to}$$

$$A = \frac{B}{C} \quad \text{and} \quad D = \frac{(F + G)}{(H * J)}$$

However, care must be taken in all cases to avoid ambiguity. When symbols appear in the text for the first time the symbols should be explained, and the Units given immediately following the equation in which they appear. If needed, a list of all symbols used and their meaning should appear in an Appendix to the text. All equations should be numbered with the number in parentheses at the right hand margin, for example:

“The measured data are given in Appendix A. Regression analysis of power to speed gave the result:

$$P = 530.43 + 209 N \quad (5.1)$$

Where, P = power losses from the driving system, W; and
N = driving system speed, rad/s.

Equation 5.1 has a co-efficient of determination $R = 0.9737$ and is significant at the level $\alpha = 0.0005$ (or at the confidence level $1 - \alpha = 0.9995$). These power.....”

If a group equation carries the same number, these should be bracketed; alternatively, individual equations of a group may be: (5.1.1), (5.1.2) and (5.1.3).

2.9 Quotations and Ellipses

Quotations of less than two sentences or four typed lines in length should be incorporated into the text, enclosed in “double quotation” marks. Longer quotations should be set off from the body of the text with paragraph spacing and indented as a whole. In this case, quotation marks should not be used at beginning and end of the quotation.

For an ellipsis (omission) within a quoted sentence use three spaced dots, being careful to leave a space before the first dot. Try to select quotations that are complete sentences ending with periods, even though matter that was within the original sentence has been omitted. To indicate an ellipsis after the conclusion of a complete sentence, use four spaced dot, being careful not to leave a space before the first dot, which is the sentence period, but leaving a space between the first and second dots: “Recent experiments confirm this. ...the signal can be transmitted”.

2.10 Reference Material

2.10.1 Appendix

If responses to questionnaires have been used, then the questionnaires must be presented in an appendix in the form in which they were used, i.e. not in condensed or revised versions. Sample calculations representing work summarized in the text tables may be shown in an appendix.

2.10.2 Abbreviations

The international standard of abbreviations should be used throughout the text.

When abbreviating the names of organizations, governments, etc., in the text, provide the name in full when first used, followed by the abbreviation in brackets. Thus, for example:

...the All India Council of Technical Education (AICTE)
...the Government of India (GOI)

Subsequently one may use only the abbreviation, if needed.

2.10.3 References and Bibliography

These must be arranged alphabetically and may be divided into sections such as Books, Articles, Government Reports, Theses, etc. How, or whether, you divide the reference list depends largely on the type of material used in the thesis or research study. Note the difference between “References” and “Bibliography”. Sources cited in the text must be listed in References. Ancillary sources not cited should appear in a Bibliography. Any citation of previous work and of extensive quotations (see Section 2.9) should be dealt with in the text by the author’s surname in capital letters and the date of the publication. Examples of the proper usage of the Harvard University system follow.

It was noted by NORTH (1969) that...

Laboratory synthesis of this reaction has been demonstrated to be practicable and economic (NORTH, 1969).

For two co-authors, both surnames should be given:

EAST and WEST (1972) developed a valuable technique.

For more than two co-authors, only the first-named author should be cited:

An assessment of benefits was attempted by SOUTH et al. (1975).

The list of references, following the last chapter of the text, should comprise complete bibliographic information to enable a reader to find the referred source in a library. For multiple authors, every author’s name must be shown in the reference list. Examples follow.

Thus for a book:

HAMEL, G. and PRAHALAD, C.K. (1994) *Competing for the future*. Boston: Harvard University Press.

For more than one author in a book:

MALTZMAN, R. and SHIRLEY, D. (2011) *Green project management*. London: CRC Press.

For more than three authors in a book:

SHAW, R. et.al (2011) *Management essentials for Doctors*. Cambridge: Cambridge University Press.

Books with one or more editors:

FURSE, A (ed.) (2011) *Theatre in pieces: politics, poetics and interdisciplinary collaboration: an anthology of play texts 1966-2010*. London: Methuen Drama

(In case of more than one editor, please write the names of the authors and then (eds.) name of the book.....)

Chapters in book:

TUCKMAN, A (1999) Labour, skills and training. In: Levitt, R. et.al (eds.) *The reorganised National Health Service*. 6th ed. Cheltenham: Stanley Thornes, pp 135-155.

Electronic books should be cited exactly the same as print, following the rules above.

For a Journal or Periodical article:

AUTHOR(S) (year) Title of the Article. *Title of the Journal*, Vol.no. (Part.no/Issue/Month), pp....

e.g. MAIMON, D. and BROWNING, C.R. (2012) Adolescents' Violent Victimization in the Neighbourhood: Situational and Contextual Determinants. *British Journal of Criminology*, 52(4), pp 808-833.

In the case of a journal or periodical article, the page numbers of the article should be included.

For Newspaper articles:

AUTHOR(S) (year) Article Title. *Newspaper Title*, Day and Month (abbreviated), pp....

e.g. GOODLEY, S. (2012) Bank of England cuts UK growth forecasts. *Guardian*, 8th Aug
retrieved from: <http://www.guardian.co.uk>.

For an internet article:

SCHMITZ, G.D. (2002), *Minority Report*, UpcomingMovies.com, Accessed June 9.
(<http://www.upcomingmovies.com/minorityreport.html>).

2.10.4 Footnotes

In preparing the final copy, ensure that you leave enough space for the footnotes on the page on which they are to appear. Note that footnotes to tables must be presented directly under the table, not at the bottom of the page. Also, footnotes to tables should be identified separately for each table.

3. SAMPLE STYLES

The following “script” pages show samples of a title page, a Table of Contents, and a text page to illustrate the format of headings and spacing between subheadings and text sections.

(Sample)

COMPETENCY MAPPING OF THE EMPLOYEES OF MARUTI UDYOG LIMITED

By

Name of the Student

(Roll Number)

A Dissertation submitted in partial fulfillment of the requirements for the award of the degree of Doctor of Philosophy in Engineering/Management/ Humanities

Ph.D. Advisors: Name of the Professor/Faculty (Professor, CUTM)

Any other name (co-guide)

Previous degree: Bachelor of Engineering (Mechanical)

National Institute of Technology, Rourkela



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Centurion University of Technology and Management (CUTM), Odisha

September 2013

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