



CHRIST
(DEEMED TO BE UNIVERSITY)
BANGALORE · INDIA

CENTRE FOR RESEARCH

Common Guidelines for Format of PhD Synopsis

Version 1.2

2023

COMMON GUIDELINES FOR ALL DEANERIES/ DISCIPLINES

The guidelines in this handbook are applicable to all deaneries and disciplines. Specific guidelines for the content of the main body of the synopsis, referencing style, table and figure style and so on will be made available in separate handbooks deanery / discipline wise.

PhD Scholars of all disciplines are expected to ensure that the synopsis submitted to the center for research complies with the guidelines in this handbook.

1. Parts of the synopsis

Every synopsis will have three parts. The first part is the cover page. The second part is the preliminary pages and the third is the main body. The University guidelines for the cover page and the preliminary pages is the same irrespective of discipline. The format and style of the main body may differ between disciplines. However, the font and font size is fixed with Times New Roman and 12 respectively.

2. Cover page

The font used on the cover page and title page shall be Times New Roman and the font size is 14 throughout.

The cover page and title pages are identical except for the provision of affixing signatures of the scholar and the supervisor on the title page.

The title of the thesis will be in **UPPERCASE**, Bold and Centred.

The next sentence <PhD Synopsis submitted to CHRIST (Deemed to be University) as partial requirement for the award of PhD Degree in **Discipline**> is printed in lowercase and centred. In the place of discipline enter your particular discipline. Example: Physics or Psychology or Law and so on.

The next sentence is < DOCTOR OF PHILOSOPHY IN **DISCIPLINE**> and is typed in Bold, **UPPERCASE** and split into three lines as shown in the figure. In the place **discipline**, add your particular discipline. Example: Physics or Psychology or Law and so on.

<by> will hang loose in the centre of the page in lower case

<NAME OF CANDIDATE> WILL BE CENTERED, UPPERCASE and non- bold. Enter the name of the candidate without any prefixes as in the University Register.

<Under the supervision of> followed by <Name of Supervisor> followed by <Academic designation of supervisor> All centred one below the other with 1.0 line spacing in-between

Academic designation means either Assistant Professor, Associate Professor or Professor. Do not place administrative designations such as director, HOD on the cover page or title page. Also do not Prefix the name with Mr. , Dr. , Prof., and so on.

CHRIST (Deemed to be University) logo is placed next centred and used in accordance with the stipulations of the University. A copy of the logo can be obtained by mail from the centre for research. Synopses printed with the wrong logo will not be accepted by the centre.

Below the logo type <CENTRE FOR RESEARCH><CHRIST (Deemed to be University)> and <BENGALURU> In UPPERCASE one below the other with single line spacing.

Next type the Month and Year of Submission in UPPERCASE and Numerals respectively.


| |
|---|
| <p style="text-align: center;">TITLE</p> <p style="text-align: center;"><i>Synopsis submitted to CHRIST (Deemed to be University) as partial requirement for the award of the Degree of</i></p> <p style="text-align: center;">DOCTOR OF PHILOSOPHY</p> <p style="text-align: center;">IN</p> <p style="text-align: center;">DISCIPLINE</p> <p style="text-align: center;">by</p> <p style="text-align: center;">NAME OF CANDIDATE</p> <p style="text-align: center;">Under the Supervision of Name of Supervisor Academic Title</p> <p style="text-align: center;"> CHRIST (DEEMED TO BE UNIVERSITY) BANGALORE · INDIA</p> <p style="text-align: center;">CENTRE FOR RESEARCH CHRIST (Deemed to be University) BENGALURU</p> <p style="text-align: center;">MONTH YEAR</p> |
|---|

Figure 1: Screen shot indicating layout of cover page of PhD Synopsis

3. Title Page

The title page will be identical to the cover page in all respects except that at the bottom of the page the signatures of the Scholar and Supervisor(s) are affixed.


| | |
|---|-------------------------------------|
| TITLE | |
| <i>Synopsis submitted to CHRIST (Deemed to be University) as partial requirement for the award of the Degree of</i> | |
| DOCTOR OF PHILOSOPHY | |
| IN | |
| DISCIPLINE | |
| by | |
| NAME OF THE SCHOLAR | |
| Under the Supervision of | |
| Name of Supervisor | |
| Academic Title | |
| Name and Signature of Scholar | Name and Signature of Supervisor(s) |
|  | |
| CENTRE FOR RESEARCH CHRIST (Deemed to be University) | |
| BENGALURU | |
| MONTH YEAR | |

Figure 2: Screen shot indicating layout of Title page of PhD Synopsis

4. Approval page by Research Advisory Committee

(as per clause 11(k.) of CU Regulation for the Degree of Doctor of Philosophy, May 2019)

The format for the Approval sheet by the Research Advisory Committee (RAC) is given in the Appendix .The signatures of all members of the RAC is required for the synopsis to be submitted to the Centre for Research.

| CENTRE FOR RESEARCH | |
|--|------------|
| Approval of PhD Synopsis | |
| [as per clause 11(k.) of CU Regulation for the Degree of Doctor of Philosophy, May 2019] | |
| Name of Scholar | |
| Discipline | |
| Name of Supervisor | |
| Name of Co-Supervisor | |
| Names of Research Advisory Committee: | |
| 1. | |
| 2. | |
| 3. | |
| Date of Department Level Synopsis Defense: | |
| Title of the PhD thesis: | |
| Approved by: | |
| 1. Name of Supervisor: | Signature: |
| 2. Name of RAC Member: | Signature: |
| 3. Name of RAC Member: | Signature: |
| Head of Department | |
| ----- | |
| Director Centre for Research | |

Figure 3: Screenshot indicating layout of synopsis approval page

The original copy of the Approval sheet must be submitted to the center for research in the bound synopsis and copies are used while placing in copies of the synopsis. While spiral binding the synopsis, the original copy must be placed in one of the synopsis which will be retained by the center for research.

5. Abstract

The abstract page will be titled <Abstract> and centered in non-bold Sentence case . The abstract of the synopsis must be limited to 350 -500 words and presented either in latest APA style for Humanities, Social Sciences, Commerce, Management and Law or IEEE for Science and Engineering with a minimum of three key words at the end of the abstract.

6. Binding of Synopsis

Three copies of the synopsis approved by the RAC of the scholar shall be submitted to the center for research provided the candidate has completed all the prerequisites.

The prerequisites for the submission of the synopsis are:

1. Successful completion of the coursework.
2. Proof of conference presentations.
3. Proof of WoS / Scopus Publications.
4. Record of timely submission of quarterly progress reports.
5. Fee paid receipts or proof of fee paid in KP.
6. Approval sheet.

The synopsis will be wi-ro bound, and printed on both sides of the paper. A PDF copy of the synopsis in a CD and three copies of synopsis of the thesis should be submitted to the Centre for Research.

7. Use of University Logo

Only approved University logo is permitted on the cover page and title page of the thesis. For the latest logo, candidates may contact the center for research .The size of the logo must comply with University guidelines on use of logo.

8. Appendices

Appendices are placed at the end of the synopsis after References / Bibliography and may include any supplemental materials that the scholar wants to place. Appendices are numbered in UPPERCASE Alphabets (Example: APPENDIX A, APPENDIX B).

The title APPENDIX appears only on the first page of the section, in capital letters, centered two inches from the top. Examples of such material include, Research tools, Questionnaires, letters etc. Each appendix is a separate subdivision of the text and must begin on a separate page. Each appendix must be listed in the table of contents. Students must certify that any copyrighted material used in their thesis, beyond brief excerpts, is being used with the written permission of the copyright owner also can be included in appendix. The following materials are mandatory appendices for all scholars:

- a. Details of Publications and Conference Presentations carried out by the scholar during the period of the PhD programme.
- b. Copy of Research Conduct and Ethics Committee (RCEC) approval form for all research involving human subjects, animals, animal tissues or any others stipulated in Regulation for code of research conduct and research ethics of the University.

- c. Informed Consent Forms (For applicable disciplines) after removal of personal information such as phone number and e mail of the candidate.

9. Page Numbering

All pages must be numbered, with the exception of the title page. Page numbers should appear at the bottom center of each page, at a minimum of 0.5" from the edge of the page. Preliminary pages of the thesis must be numbered with lower case roman numerals. On the first page of the main body, page numbers must restart with 1.

The first page is the title page and the page number is not typed . The second page is the approval of the synopsis and this page and shall bear the page number two in lower case roman numeral <ii> The order of preliminary pages is given in the table 1. with required and optional pages. Scholars are not permitted to change the order of the pages.

Table 1
Page number requirements for Synopsis

| Section | Page | Page Number | Printed format | Required / Optional |
|--|--------------------|--|----------------|--|
| 1: Cover page | | | | Required |
| 2: Preliminary pages (Roman page numbers) | Title page | Always page number 1 | Not printed | Required |
| | Approval of thesis | Always Page number two | ii | Required |
| | Abstract | Continues from previous | | Required |
| | Table of contents | Continues from previous | | Required |
| | List of Tables | Continues from previous | | Required if synopsis contains tables |
| | List of Figures | Continues from previous | | Required if synopsis contains figures |
| | Other lists | | | Optional |
| 3: Main Body (Arabic page numbers) | List of Acronyms | | | Optional |
| | Glossary | | | Optional |
| | Chapters | There will be no chapterisation for the synopsis. | 1 | Sub sections may be numbered or unnumbered based on the disciplinary guidelines. |
| | References | Continues from chapters . Do not leave the reference pages unnumbered. | | You may use single reference section at the end of the document or include references at the end of each chapter based on the nature of the thesis and the disciplinary requirements |
| | Appendix (es) | Continues from References. Do not leave appendices pages unnumbered. | | Appendices are numbered continuously following references. |

10. Length of synopsis

Length of the synopsis should normally be between 2000 to 5000 words including tables and figures and excluding appendices. This would roughly translate to 15 to 50 pages, 1.5

spaced, Times New Roman, and 12 font size. For calculating words and pages you may use <https://wordcounter.net/words-per-page>

11. Emphasis of the synopsis

The primary purpose of the synopsis is to help the reader judge if the PhD work provides sufficient evidence of advancement of knowledge in the field, and is original enough to be considered for the award of the PhD degree. Therefore, it is advised that the scholar present the main findings and their contribution to advancement in the field.

It is also necessary for the scholar to state the context of the research and therefore useful if the knowledge gaps that led to the research is indicated while introducing the research problem along with the objectives of the research and the research questions.

12. Page Size and Margin

Paper size – Standard A4 Size, 85GSM, Executive bond

Margins:

Top Edge: 1 inch (25 mm)

Left Side: 1.5 inch (38 mm)

Bottom edge: 1 inch (25 mm)

Right side: 1 inch

Wire Binding of the synopsis is single sided

13. Font for preliminary pages


The font used for the synopsis shall be Times New Roman for preliminary pages and the default font size for the preliminary pages is 14.

If you have any questions regarding the format of the synopsis, contact the Office of Centre for Research.

University approved style guides for main body of the thesis are:

- American Psychological Society (APA) 7th Edition (Suitable for Social Sciences, Commerce and Management)
- Modern Language Association, 8th Edition (Suitable for Humanities and Liberal Arts)
- Institute of Electrical and Electronics Engineers (IEEE) style (Suitable for Science and Engineering)
- The Bluebook, 20th Edition (Suitable for Legal studies)

The choice of style guide depends on your discipline and nature of your thesis.



TITLE

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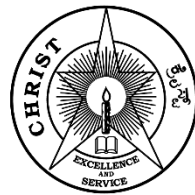
IN

DISCIPLINE

by

NAME OF CANDIDATE

Under the Supervision of
Name of Supervisor
Academic Title



CHRIST
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Under the Supervision of
Name of Supervisor
Academic Title

Name and Signature of Scholar

Name and Signature of Supervisor(s)



CHRIST
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CHRIST (Deemed to be University)**

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CENTRE FOR RESEARCH

Approval of PhD Synopsis

[as per clause 11(k.) of CU Regulation for the Degree of Doctor of Philosophy, May 2019]

| | |
|--|------------|
| Name of Scholar | |
| Discipline | |
| Name of Supervisor | |
| Name of Co-Supervisor | |
| Names of Research Advisory Committee: | |
| 1. | |
| 2. | |
| 3. | |
| Date of Department Level Synopsis Defense: | |
| Title of the PhD thesis: | |
| Approved by: | |
| 1. Name of Supervisor: | Signature: |
| 2. Name of RAC Member: | Signature: |
| 3. Name of RAC Member: | Signature: |

Head of Department

Director Centre for Research

ABSTRACT

Keywords:

TABLE OF CONTENTS

(Format for Table of contents will vary between APA, MLA, IEEE and so on. Scholars are requested to check with their discipline handbook or coordinators)