



**O.P. Jindal Global University**

*A Private University Promoting Public Service*

**NAAC Accreditation - 'A' Grade**

### **GUIDELINES FOR PREPARATION AND SUBMISSION OF Ph.D. THESIS**

**a) Number of copies to be submitted to academic section:**

**For Evaluation: Four spiral bound copies (Single Side Printing)** of the thesis along with a soft copy on CD is to be submitted to COE.

**For Viva: One <Color Code> cover Hardbound thesis** (with side printing- Name, Student ID, Year, Topic & School) if any major correction, suggested by the thesis examiners soft-copy of it has to be submitted with thesis.

**Color Code for Schools**

**JGBS – Navy Blue**

**JGLS - Maroon**

**JIBS - Maroon**

**JSGP – Navy Blue**

**JSIA – Red**

**b) Structure of the thesis**

**Cover page:** The title of the thesis, author, department, month and year of submission along with the emblem of the University will be included on the first cover. This may be made in special quality paper like plastic coated paper (**Attached as Appendix A**).

**Inner cover:** Contents can be same as that of the front cover, but on ordinary A4 size paper (Perhaps Bond Paper). Three main parts of the thesis can be easily identified. These include the preliminary part, body of the thesis, and reference and appendices (if any) as the concluding or final part. The order of these items is as given below.

**Preliminary Part**

- Acknowledgements
- Declaration by the author
- Certificate from supervisor. (Thesis correction and thesis completion)
- Contents
- Executive Summary (Max 10 Pages)

## **ANNEXURE F**

- List of symbols, (if any)
- List of abbreviations, (if any)
- List of figures, (if any)
- List of tables, (if any)

## **ANNEXURE F**

### **Body of the Thesis (Attached as sample Appendix B)**

#### **Chapter I Introduction**

- Motivation/need and overview
- Objectives
- Research methodology
- Chapter scheme

#### **Chapter 2**

- Literature survey

#### **Chapter 3**

- (Same as above, fill details)

#### **Chapter N**

- Conclusions and suggestions for further work

#### **Concluding Part**

- References Bibliography (if any) Appendix or Appendices Index

#### **Title Page**

This may be like: Title/Author/A thesis submitted for the degree of Doctor of Philosophy in the JGBS/JGLS/JIBS/JSJP/JSIA/Social Sciences full along with the year and month of submission.

#### **Acknowledgements**

The author of the thesis can acknowledge the help and guidance received from different persons in this section. Any financial support received from funding /Co-operating agencies for the research should definitely state here.

#### **Declaration (by the scholar submitting the thesis) – see specimen**

The wording required is of a standard form.

"I hereby declare that this submission is my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material which has been accepted for the award of any other degree or diploma of the university or other institute of higher learning, except where due acknowledgment has been made in the text.

(Signature/name/date)"

## **ANNEXURE F**

### **Certificate (standard form by the thesis supervisor(s)) – see specimen**

This is to certify that the thesis entitled <name> submitted by <name> to JGU (Full) for the award of the degree of Doctor of Philosophy is a bona fide record of the research work carried out by her/him under my(our) supervision and guidance. The content of the thesis, in full or parts have not been submitted to any other Institute or University for the award of any other degree or diploma.

Signed by Research Supervisor(s) with Name(s) and Date

Place: Date:

### **Contents**

The contents should list the chapter headings, sections and subsections of the different chapters along with page numbers of each. It should be possible to get a complete picture of the thesis by looking at the contents. While the contents cannot be as brief as listing only the chapter headings, it need not be as elaborate as to list all paragraph titles within subsections. It is preferable to include the chapter, section and subsection headings only in the contents with appropriate page numbers.

### **List of Symbols**

List the Greek symbols first English letters next, lower case letters and upper case letters in this order. Each group should be arranged in alphabetic order.

### **List of Figures**

List the number and captions of the figures with page numbers.

### **List of Tables**

List the number and titles of the tables with page numbers

### **Page Numbering**

The preliminary parts are numbered in roman numerals (i, ii, etc). The first page of the first chapter (Introduction) onwards will be numbered in Arabic numerals 1 2 3 etc.

### **Numbering Sections, Subsections, Equations, Figures, etc.**

A word on numbering scheme used in the thesis is in order. It is common practice to use decimal numbering in the thesis. If the chapter number is 2, the section numbers will be 2.1, 2.2, 2.3 etc. The subsections in section 2.2 will be numbered as 2.2.1, 2.2.2 etc. Unless essential, it is not necessary to use numbers to lower levels than three stages. Headings of paragraphs below the subsections may be bold faced and in sentence case.

## **ANNEXURE F**

Similarly, it is useful and convenient to number the figures also chapter-wise. The figures in chapter 4 will be numbered Fig. 4.1, Fig 4.2 etc. This helps you in assembling the figures and putting it in proper order. Similarly, the tables also numbered as Table 4.1 Table 4.2 etc. Usually the figure captions are written below the figure and table captions on top of the table. All figures should have proper description by legends, title of the axes and any other information to make the figures self-explanatory. Figures in color are not essential, but if it is essential, can be given. If used, all copies submitted should have figures in color.

The same numbering scheme can be used for equations also. Only thing to be remembered is that references to the figures are made like Fig 4.2 and equations as Eqn. (5.8) and tables as Table 3.8. If there are some appendices, these can be numbered as A1, A2, and A3 etc. The equations in these appendices can be numbered as (A1.1), (A2.3) etc.

References can be numbered as 1, 2, 3 etc in the order in which they are referred to in the body of the thesis. A typical reference in the body of the thesis will appear as “as stated in [3] or in [3] – [5]” etc. An alternate way as mentioned in some journals is to arrange the references in the alphabetical order of the names of authors in which case the reference in the body of the thesis looks like “as mentioned in (Adam and Eve 1946)”. However, for uniformity and brevity, the first method (like the one followed in IEEE journals) is to be used.

Bibliography contains materials that were useful for the preparation of the thesis in a general way and is not directly referred to in the thesis. IT is not essential, but will be of immense help for a student who tries to read and understand the contents of the thesis.

References to journal papers should contain the name of the author(s), title of the paper, name of the journal, volume number, issue number, particular pages (pp) and year of publication.

### **Example:**

American Psychological Association (APA) Citation Style Should follow as it is the standard across the Researcher Community across world.

e.g. Yurog, X., Yen, D.C., Lin, B. and Chou, D.C. (2002), Adopting Customer Relationship Management Technology. *Industrial Management & Data Systems*, Vol. 102. No. 8, pp. 442-52.

Similarly, conference papers should mention the name of author(s), title of the paper, name of the conference, place in which the conference was held and date, month and year of the conference along with the page numbers of the paper in the proceedings of the conference.

### **Appendices**

If there is material that if included in the body of the thesis would break up the flow of reading or bore the reader unbearably, it is better to include it as an appendix. Some items which are typically included in appendices are: major derivations or theoretical developments, important and original computer programs, data files that are too large to be represented simply in the results chapters, pictures or diagrams of results which are not important enough to keep in the main text etc.

## ANNEXURE F

### Curriculum Vitae with List of Publications

Briefly indicate your relevant background. You can list your publications. Only publications published or accepted for publication need be listed. If communicated and under review, the date of submission should be indicated.

<b>Suggested font sizes Details</b>	<b>Font type</b>	<b>Font size</b>	<b>Spacing</b>
Facing page (cover and first page) – see sample page for details	Times New Roman	14 pt. bold capitals	Centered (Adjustable spacing)
Chapter headings with chapter number on top	Times New Roman	14 pt. bold capitals	Centered
Section headings	Times New Roman	12 pt bold capitals	Left adjusted
Subsection headings	Times New Roman	12 pt bold capitals	Left adjusted
Paragraph headings	Times New Roman	12 pt. bold sentence case	Left adjusted
Body of thesis	Times New Roman	12 pt.	Adjusted on both left and right and with 1.5 spacing for text and double spacing for equations
Margins	Left Margin	1.5 inch	To accommodate binding area
	Right Margin	1 inch	
	Top	2.0 inch	On pages on which chapter begins
		1.0 inch	Other pages
	Bottom	1.25 inch	

**(Appendix A): COVER PAGE**

<TITLE OF THESIS>

BY

<NAME OF SCHOLAR>



**O.P. Jindal Global University**

*A Private University Promoting Public Service*

**NAAC Accreditation - 'A' Grade**

<NAME OF SCHOOL/ INSTITUTE>

**SUBMITTED**

**IN PARTIAL FULFILMENT OF THE REQUIREMENTS OF THE DEGREE OF DOCTOR OF  
PHILOSOPHY  
TO**

**O.P. JINDAL GLOBAL UNIVERSITY  
SONIPAT, HARYANA  
MONTH & YEAR**

UNDER THE GUIDANCE OF

SUPERVISOR/CO-SUPERVISOR/EXTERNAL SUPERVISOR  
NAME:

DESIGNATION:

ORGANISATION/ INSTITUTION:

## **ACKNOWLEDGEMENTS**

The author of the thesis can acknowledge the help and guidance received from different persons in this section. Any financial support received from funding /Co-operating agencies for the research should definitely state here.



**DECLARATION**

**Declaration (by the scholar submitting the thesis) – see specimen**

The wording required is of a standard form.

"I hereby declare that this submission is my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material which has been accepted for the award of any other degree or diploma of the university or other institute of higher learning, except where due acknowledgment has been made in the text.

(Signature/name/date)"

**ANNEXURE F**

**For Final Submission after the Evaluation:**

*This certificate has to be on JGU letterhead (internal supervisor) and for external supervisor on their organization/institution letterhead or both supervisor can sign and stamp on JGU letterhead*

**THESIS CORRECTION CERTIFICATE**

This is to certify that the thesis entitled “.....” is being submitted by .....in fulfillment for the Award of DOCTOR OF PHILOSOPHY in (JGU School) to the O.P. Jindal Global University, Sonapat. Thesis has been corrected as per the evaluation reports dated dd/mm/yyyy and all the necessary changes / modifications have been inserted/incorporated in the thesis.

Signature of Supervisor

Name of Supervisor  
Department  
Designation  
Contact address:

Date:

## ANNEXURE F

*This certificate has to be on JGU letter head (internal supervisor) and for external supervisor on their organization/institution letterhead, or both supervisor can sign and stamp on JGU letterhead.*

### **THESIS COMPLETION CERTIFICATE**

This is to certify that the thesis on “<name of the thesis>” by <name of the student> in Partial completion of the requirements for the award of the Degree of Doctor of Philosophy (JGU School) is an original work carried out by him under our joint supervision and guidance.

It is certified that the work has not been submitted anywhere else for the award of any other diploma or degree of this or any other University.

Internal Supervisor <Name & signatures>

Name of Supervisor  
Department  
Designation  
Contact address

External Supervisor<Name & signatures>

Name of Supervisor  
Department  
Designation  
Contact address

**CONTENTS**

- List of Diagrams
- List of Tables
- List of Exhibits

**Chapter 1 <Name of the chapter>**

- 1.1 <Name of sub-chapter>  
    <Fill details>

**(Appendix B)**

**EXAMPLE BODY OF THE THESIS**

**Chapter I**

**Introduction**

- Overview
- Definitions
- Research motivation
  
- Research question
  
- Overview of research model
- Overview of research approach
- Contribution of research
- Outline of thesis chapters

**Chapter 2**

- Chapter overview
- Literature survey
- Chronological order of research done and researcher(s) and contribution (tabular form)
- Chapter summary

**Chapter 3 (Based on research problem, for instance)**

- Chapter overview
- Introduction to research problem (e.g. Information system management)
  
- Information system elements (for instance)
- Evolution of management information system (for instance)
  
- Implications of research problem
- Influence of research problem on system's performance
- Chapter summary

**Chapter 4: Research outline**

- Chapter overview
- Instrument development
- Statistical test to test the research problem's competency (on the basis of attributes/factors selected (for instance))

## **ANNEXURE F**

- Data collection
  - Sample generalizability
  - Assessment of scale reliability and validity
  - Analysis of research model's fitness
- Exploratory analysis of contingency effects Chapter summary

### **Chapter 5: Scale development**

- Chapter overview
- Operationalization of research model's competence
  - On Attribute 1
  - On Attribute 2
  - On Attribute 3
  - On Attribute 4
  - On Attribute N
- Scale refinement using judge-based manual sorting
  - Construct domain specification
  - Measure purification
  - Pretest results of item purification sorting process
- Empirical validation of constructs
  - Survey methods
  - Content validity analysis (for instance)
  - Unidimensionality analysis (for instance)
  - Reliability analysis (for instance)
  - Convergent validity analysis (for instance)
  - Discriminant validity analysis (for instance)
- Interrelationship between attributes selected Chapter summary

### **Chapter 6: Models for research problems competence**

- Chapter overview
- Competing model for research problem
  - (For instance) formative path model
  - Coalignment model (for instance)
  - Mediating coalignment model (for instance)
- Methodology

## **ANNEXURE F**

- Construct measurement scales
- Analysis and empirical results
  - Results of formative path model
  - Results of coalignment model
  - Results for mediating coalignment model
- Discussions and conclusions
  - Components of research problem's competence
  - Conclusions
- Summary

### **Chapter 7: Conclusion and future research**

- Introduction
- Summary of research findings
- Contributions of this research
  - Theoretical contributions (if any)
  - Implications for practice
- Limitations and future research
  - Limitations of the sample
  - Analysis using structural equations modeling (if any)
  - Evolution of research area

### **Chapter 8: Reference**

- Reference

### **Appendix (including questionnaires/interviews/other survey and feedback forms and instruments)**

- Appendix A
- Appendix B
- Appendix N

## **ANNEXURE F**

### **CHECK LIST FOR SUBMITTING THE THESIS:**

The contents of the thesis shall have the following format:

- a) Inner cover page,
- b) Certificate of the guide(s), c)
- c) Acknowledgements,
- d) Executive summary (max 10 pages)
- e) Table of contents,
- f) List of figures/tables,
- g) Body of the thesis
- h) References,
- i) Appendices
- j) Index
- k) Brief bio-data of the author.

**\*\*You are required to submit the thesis to their respective JGU School/COE as per the address given below, for any query regarding thesis submission kindly contact the undersigned.**

Office of Doctoral Studies  
O.P.Jindal Global University  
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Sonipat, Haryana - 131 001, India  
Email: [Phd@jgu.edu.in](mailto:Phd@jgu.edu.in)  
Mobile: 08396907333