

DOON UNIVERSITY, DEHRADUN

Guidelines for Writing M.Phil./M.Tech and Master Degree Programme Dissertation.

The Guidelines for writing Dissertation lists the general and specific requirements related to Dissertation writing. The document includes guidelines for structure, pagination, contents, reference Style etc.

DISSERTATION FORMAT

Preparation of Manuscript and Copies

- The Dissertation needs to be prepared using a standard text processing software and must be printed in black text (colour for images, if necessary) using a laser printer in standard typeface (Times New Roman).
- The dissertation must be printed or xeroxed on a single side for Humanities/ Social Science and for other both sides of the good quality white paper of 75 gsm or more. All copies of the dissertation must be clear, sharp and even, with uniform size and uniformly spaced.
- The dissertation should be free from typographical errors. A spellchecker can be used to avoid typographical errors.

Paper:

The Dissertation shall be printed/xeroxed on white paper, whiteness 95% or above, weight 75 gram or more per square meter. The size of the paper shall be standard A4; height 29.7 cm, width 21 cm.

Page Orientation:

The Dissertation shall be in Portrait mode for all subjects except for School of Design where both the orientation can be used.

Page Format (Portrait and Landscape):

The Printed Sheets shall have the following written area and margins:

- Top Margin: 2.5 cm
- Header: 1.25 cm
- Bottom Margin: 2.5 cm
- Footer: 1 cm
- Left Margin: 3 cm
- Right Margin: 2 cm

When a header is not used the top margin shall be 2.5 cm.

Size and Margins:

Content should not extend beyond the bottom margin except for completing a footnote, last line of chapter/subdivision, or figure/table caption.

A sub-head at the bottom of the page should have at least two full lines of content below it. If the sub-head is too short to allow this; it should begin on the next page.

All tables and figures should conform to the same requirements as text. Colour may be used for figures. If tables and figures are large, they may be reduced to the standard size (provided the reduced area is not less than 50% of the original).

Alignment:

The appearance and orientation of the edges of the paragraph text should be in justified alignment.

Pagination:

- Beginning with the first page of the text in the Dissertation (chapter 1), all pages should be numbered consecutively and consistently in Hindu-Arabic numerals through the appendices.
- Page numbers prior to Chapter 1 should be in lower case Roman numerals. The title page is considered to be the page (i) but shall not appear in print.
- All page numbers should be placed without punctuation at the centre of the footer.

Header:

When the header style is chosen, the header can have the Chapter number and Section number (e.g., Chapter 2, Section 3) on even numbered page headers and Chapter title or Section title on the odd-numbered page header.

Line Spacing:

The general text of the manuscript should be in 12 points in double spacing (3 lines per inch). Long tables, quotations, footnotes, multi-line captions and bibliographic entries (references) should be in single spacing (6 lines per inch), with text size in 11 points. Each Paragraph should start from the left indentation without any space or tab.

Tables, Figures and Equations:

All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams, etc.) should be prepared, wherever possible, on the same paper used to type the text and conform to the specifications outlined earlier. Tables and figures should be presented in portrait style as far as possible. They should be inserted as close to the textual reference as possible. Small size table and figures (less than the half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages.

Tables, figures and equations should be numbered chapter-wise using Hindu-Arabic numerals. For example, the fourth figure in chapter 5 will bear the number Figure 5.4. They are referred to in the body of the text capitalizing the first letter of the word and number, as Table 5.3, Figure 3.11, Equation (4.16), Scheme 2.1 etc.

Table number and caption will be placed above the table while the figure number, caption and scheme will be located below the figure/scheme. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption.

Good quality Line Drawings/figures must be drawn using standard software that provides vector rather than bit-map graphics. Figures must be scalable. Images, Photographs, etc. must be scanned in resolution exceeding 300dpi with 256 grayscales for the monochrome images and 24 bit per pixel for the colour images.

Chapter:

Each chapter shall begin on a fresh page. Chapter number (in Hindu-Arabic) and title shall be printed at the centre of the line in 6mm font size (18pt) in the boldface using both upper and lower case (all capitals or small capitals shall not be used). A vertical gap of about 12 mm (spacing after font size 36 with single line spacing) shall be left between the Chapter number and Chapter title lines and between chapter title line and the first paragraph.

Sections and Subsections:

A chapter can be divided into Sections, Subsections and Sub-sub Sections to present different concepts separately. Sections and subsections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Subsection in the third Section of Chapter 2. Chapters, Sections and Subsections shall be included in the contents with page numbers to the right. Further subsections need not be numbered or included in the contents.

The Section and Sub Section titles along with their numbers in 5 and 4mm (16 and 14 pt) fonts, respectively, in boldface, shall be left-indent (not centred) with 15 mm space above and below these lines.

In further subdivisions, the character size of 3.5 and 3 (13 and 12 pt) with boldface, small caps, all caps and italics may be used for the titles left-indent. These shall not feature in the contents.

Binding:

It is the student's responsibility to get it properly hard bound before depositing the required number of copies.

Front Cover:

The front cover shall be in black colour and shall contain the following details:

- The Full title of the dissertation in 20-22 point's size font properly centred and positioned at the top.
- Full name of the candidate in 14 point's size font properly centred at the middle of the page.
- A 50 mm diameter replica of the University emblem followed by the name of Department, the name of School, the name of the University and the year of submission, each in a separate line and properly centred and located at the bottom of page.
- Other submission details as per Specimen A
- All the wording on the front cover shall be in Uppercase. (Not in Sentence Case)

Lettering:

All lettering on the front cover of black colour shall be embossed in gold.

Blank Sheets:

In addition to the white sheets (binding requirement), two white sheets shall be put at the beginning and the end of the dissertation

Title Sheet:

This shall be the first printed page of the dissertation and shall contain the submission statement: Dissertation submitted to Doon University, Dehradun in partial fulfilment of the requirement for the award of the Degree, Master in (name of subject), the name of the

candidate, Department, School, University and year of submission. (All in Uppercase). A Sample copy of the 'Title Sheet' is appended (Specimen A)

Declaration of Academic Honesty and Integrity:

A declaration of Academic honesty and integrity is required to be included in the dissertation after the approval sheet; this will bear the number two in Roman lower case “ii” at the centre of the footer The format of this declaration is given in (Specimen B)

Certificate Sheet:

The top line shall bear the title: Certificate

- A Sample copy of the 'Certificate Sheet' is appended (Specimen C)

Acknowledgement:

If the candidate so desires s/he may acknowledge the person(s) who helped her/him in preparing the Dissertation.

Abstract:

The 500-word (approx.) abstract shall highlight the essential features of the Dissertation and shall correspond to the electronic version to be submitted to the Library for inclusion in the IR. The Abstract should be self-complete and contain no citations for which the Dissertation has to be referred.

Contents, List of Figures and Tables, Schemes and Annexures:

The contents shall follow the Abstract and shall enlist the titles of the chapters, section and subsection using decimal notation, as in the text, with corresponding page number against them, to the right indentation.

Two separate lists of Figure captions and Table titles along with their numbers and corresponding page numbers against them shall follow the Contents.

Abbreviation Notation and Nomenclature:

A complete and comprehensive list of all abbreviations, notations and nomenclature including Greek alphabets with subscripts and superscripts shall be provided after the list of tables and figures. (As far as possible, generally accepted symbols and notation should be used).

Auxiliary page from dedication (if any) to abbreviations shall be numbered using Roman numerals in lower case, while the text starting from the Introduction shall be in Hindu-Arabic. (The first pages in both the cases shall not bear a page number).

Introduction:

The title of Chapter 1 shall be Introduction; it should contain a brief statement of the problem investigated. It should outline the scope, aim, the general character of the research and the reasons for the student’s interest in the problem.

Other Chapterization

As per the format followed in the concerned Department/School

Reference

As per the referencing style followed in the concerned Department/school.

Examples of American Psychological Association (APA) Reference in-text citation and references of various sources are given in Annexure: A

Bibliography

If related works have been consulted but not explicitly cited, they should be listed as Bibliography. Spacing and font size should be consistent inside a single reference, and there should be double spacing between two different references.

Appendices (Optional)

Specimen 'A': Title Sheet
(Title) 20-22 FS

DISSERTATION

SUBMITTED TO
DEPARTMENT/SCHOOL OF.....
DOON UNIVERSITY, DEHRADUN
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE AWARD OF THE DEGREE OF

**MASTERS
IN
SUBJECT**

BY

NAME OF THE STUDENT (14 FS)



(EMBLEM OF THE UNIVERSITY IN DIAMETER OF 50 MM)

NAME OF THE DEPARTMENT (16 FS)

NAME OF THE SCHOOL (16 FS)

NAME OF UNIVERSITY (18 FS)

YEAR (14 FS)

Specimen 'A': Title Sheet

**A STUDY RISHIKESH IN
UTTARAKHAND, INDIA**

DISSERTATION

SUBMITTED TO
SCHOOL OF ENVIRONMENT & NATURAL RESOURCES
DOON UNIVERSITY, DEHRADUN
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
OF THE DEGREE OF

**Master in
ENVIRONMENTAL SCIENCE**

BY

SANGEETA SUNDRIYAL



**SCHOOL OF ENVIRONMENT & NATURAL RESOURCES
DOON UNIVERSITY, DEHRADUN
UTTARAKHAND (INDIA)**

2019

Declaration

I declare that the work presented in the Dissertation entitled ‘.....’ being submitted to the Department of.....School....., Doon University, Dehradun for the award of Master in (Subject) is my original research work.

The Dissertation embodies the results of investigations, observations, and experiments carried out by me. I have neither plagiarized any part of the dissertation nor have submitted same work for the award of any other degree/diploma anywhere.

(Signature)

(Name of student)

(University ID No.)

Date:

Certificate

This is to certify that the Dissertation entitled “.....” submitted by has been done under my supervision. It is also certified that the work in this Dissertation embodies original research and hard work of the candidate. The assistance and support received during the course of investigation and all the sources of literature have been fully acknowledged.

(Name and signature)
Supervisor/Guide

(Name and signature)
Co-Supervisor/Guide

(Name and signature)
Head of Department

GUIDE TO THE APA REFERENCING STYLE (6TH EDITION)

The American Psychological Association APA reference style uses the Author-Date format

And when quoting directly or indirectly from a source, **the source must be acknowledged in the text** by author name and year of publication.

IN-TEXT CITATION

- *To cite information directly or indirectly, there are two ways to acknowledge citations:*
 - 1) *Make it a part of a sentence **or***
 - 2) *put it in parentheses at the end of the sentence.*

- **Direct quotation** – use quotation marks around the quote and **include page numbers**
 - 1) Cohen and Lotan (2014) argue that "many different kinds of abilities are essential for any profession" (p.151).
 - 2) "Many different kinds of abilities are essential for any profession" (Cohen & Lotan, 2014, p.151).

- **Indirect quotation/paraphrasing/summarising** – no quotation marks
 - 1) Professional knowledge alone does not make someone a very capable professional (Cohen & Lotan, 2014).
 - 2) According to Cohen and Lotan (2014), professional knowledge alone does not make someone a very capable professional.

Note: Page numbers are optional when paraphrasing, although it is useful to include them (Publication Manual, p. 171).

- **Citations from a secondary source**
 - 1) Gould's (1981) research "raises fundamental doubts as to whether we can continue to think of intelligence as unidimensional" (as cited in Cohen & Lotan, 2014, pp. 151-152).
 - 2) Intelligence cannot be believed to consist of one single entity any more (Gould, 1981, as cited in Cohen & Lotan, 2014).

Note: To cite a source found in another source, one must acknowledge all the authors.

The author(s) of the source referred to i.e. Gould, 1981

The author(s) of the work which contains the original source i.e. Cohen & Lotan, 2014

In the reference list, only the book by Cohen & Lotan should be acknowledged.

CITATION OF DIFFERENT INFORMATION SOURCES IN APA

EXAMPLES OF REFERENCES BY TYPE	
In a reference list	In-text citation
1. Book with one author	

King, M. (2000). <i>Wrestling with the angel: A life of Janet Frame</i> . Auckland, New Zealand: Viking. Note: The first letter of the first word of the main title, subtitle and all proper nouns have capital letters.	(King, 2000) or King (2000) compares Frame ...
2. Book with two authors	
Dancey, C. P., & Reidy, J. (2004). <i>Statistics without maths for psychology: Using SPSS for Windows</i> (3rd ed.). Harlow, England: Pearson/Prentice Hall. Note: Before “&” between authors, do not forget to put a comma.	(Dancey & Reidy, 2004) or Dancey and Reidy (2004) said... When paraphrasing in text, use and, not &.
3. Book with three to five authors (see Library APA referencing webpage for six or more authors)	
Krause, K.-L., Bochner, S., & Duchesne, S. (2006). <i>Educational psychology for learning and teaching</i> (2nd ed.). Melbourne, Australia: Thomson. Note: Use & between authors’ names, except when paraphrasing in text. When a work has three, four or five authors, cite all authors the first time, and in subsequent citations include only the first author followed by et al.	(Krause, Bochner, & Duchesne, 2006) then (Krause et al., 2006)
4. Book or report by a corporate author e.g. organisation, association, government department	
International Labour Organization. (2007). <i>Equality at work: Tackling the challenges</i> (International Labour Conference report). Geneva, Switzerland: Author. Note: When the author and the publisher are the same, use Author in the publisher field. In text, some group authors may be abbreviated in subsequent citations if they are readily recognisable	(International Labour Organization, 2007) or (International Labour Organization [ILO], 2007), then (ILO, 2007)
5. Book chapter in edited book	
Kestly, T. (2010). Group sandplay in elementary schools. In A. A. Drewes & C. E. Shaefer (Eds.), <i>School-based play therapy</i> (2nd ed., pp. 257-282). Hoboken, NJ: John Wileys & Sons. Note: Include the page numbers of the chapter after the book title.	(Kestly, 2010) or Kestly (2010) compares educational settings of ...
6. Electronic book (eBook)	
Nydegger, R. (2018). <i>Clocking in: The psychology of work</i> . Retrieved from https://ebookcentral.proquest.com Note: Use the URL of the eBook's homepage or the DOI (Digital Object Identifier).	(Nydegger, 2018) or Nydegger (2018) examines...
7. Course handout/Lecture notes (electronic version)	
Archard, S., Merry, R., & Nicholson, C. (2011). <i>Karakia and waiata</i> [Powerpoint slides]. Retrieved from TEPS757-11B (NET): Communities of Learners website: http://elearn.waikato.ac.nz/mod/resource/view.php?id=174650 Note: Put format in square brackets - e.g. [Lecture notes] [Panopto video]. This referencing format should be used only for your assignments.	(Archard, Merry, & Nicholson, 2011) then subsequently, if 3-5 authors (Archard et al., 2011)
8. Video (e.g. YouTube)	
University of Waikato Library. (2017, September 18). <i>APA referencing</i> [Video file]. Retrieved from https://www.youtube.com/watch?v=8nhWZ_RumSE&list=PLV6rcj47rsw8LffYhAwLLv37MQDArYFNw Note: Use the uploader's name as the author.	(University of Waikato Library, 2017) or University of Waikato Library (2014) demonstrates...

9. Journal article (academic/scholarly) with DOI	
Cavenagh, N., & Ramadurai, R. (2017). On the distances between Latin squares and the smallest defining set size. <i>Journal of Combinatorial Designs</i> , 25(4), 147–158. https://doi.org/10.1002/jcd.21529 Note: DOI (Digital Object Identifier) is a unique code assigned to a scholarly/academic publication, which links to the article online. Note: Many journals in Psychology and other disciplines use continuous pagination, so the issue number is not required	(Cavenagh & Ramadurai, 2017) or Cavenagh and Ramadurai (2017) recommend...
9a. Journal article with no DOI	
Germann, F., Ebbes, P., & Grewal, R. (2015). The chief marketing officer matters! <i>Journal of Marketing</i> , 79(3), 1-22. Note: Retain original punctuation of titles. A capital letter is used for key words in the journal title. The journal title and volume number are italicised, followed by the issue number in brackets (not italicised).	Germann, Ebbes, and Grewal (2015) claim that “there have been ...” (p. 19). then subsequently, if 3-5 authors Germann et al. (2015) argue ...
10. Magazine – popular/trade/general interest	
Goodwin, D. K. (2002, February 4). How I caused that story. <i>Time</i> , 159(5), 69. Note: Full date is used if published weekly; month and year if monthly.	(Goodwin, 2002) or Goodwin (2002) defends ...
11. Newspaper article	
Coster, D. (2017, June 12). Driver who caused man's death is placed into dementia care. <i>Stuff</i> . Retrieved from http://www.stuff.co.nz/ Note: Use the URL of the newspaper’s homepage, as a direct link to an online article in a newspaper website is not a persistent link.	(Coster, 2017) or Coster (2017) reports ...
12. Personal Communication	
Information such as Letters, telephone conversations, emails, interviews, and private social networking is called “Personal Communication”, and no reference list entry is required	(W. Bush, personal communication, March 19, 2017)
13. Reference book – dictionary or encyclopedia entry	
Cervený, R. S., & Haines-Young, R. (2016). Climate change. In D. S. G. Thomas & A. Goudie (Eds.), <i>The dictionary of physical geography</i> (4th ed.). Oxford, United Kingdom: Blackwell. Note: If no author stated, the entry’s title takes the author position. For online dictionaries and encyclopedias, a retrieval statement takes the place of publisher location / name	(Cervený & Haines-Young, 2016) or Cervený and Haines-Young (2016) state ...
14. Webpage	
New Zealand Trade and Enterprise. (n.d.). <i>Agribusiness</i> . Retrieved from https://www.nzte.govt.nz N.B. (n.d.) = no date. The basic format is: (1) Author (could be organisation). (2) Date (either date of publication or latest update). (3) Title. (4) URL.	(New Zealand Trade and Enterprise, n.d., para. 1) For direct quote, cite the paragraph number in text

- At the end of dissertation, one is required to provide the full bibliographic information for each source. The References must be listed in alphabetical order by author.