

# **GUIDELINES FOR THE PREPARATION OF THESIS**



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## GUIDELINES FOR THE PREPARATION OF THESIS

### 1. GENERAL GUIDELINES

These guidelines deal with the preparation of a thesis which falls within the definition of the term "Thesis".

**1.1 Definition of thesis:** A thesis is a statement of investigation or research presenting the author's findings and any conclusions reached, submitted by the author in support of his candidature for award of higher degree.

**1.2 Copyright:** The University shall have the right to make available or to allow the thesis to be copied in whole or in part without any reference to the author for study and reference purposes, subject to normal conditions of acknowledgement. In all other cases, the copyright rests with the author.

**1.3 Publication of the thesis:** Whenever any material from the thesis is published, a footnote shall always be given reflecting that the thesis has been submitted for the Post-graduate degree of the University.

**1.4 Submission of the thesis:** The thesis shall be submitted in soft (kachchha) bound form. After viva-voce examination, it shall be submitted in hard bound copies (Light blue colour for Master and Light-yellow colour for Doctoral degree) with letters in black colour along with the University emblem. No other colour is acceptable.

**1.5 Number of Copies:** Hard bound thesis (Final) shall be submitted in quadruplicate (four copies), of which one copy shall be for University Library, Departmental Library, Major Guide (Advisor) and the student concerned along with its CD.

**1.6 Paper:** A thesis shall be typed preferably on both the sides of page and bound on A 4 size /80 gsm white bond paper (210 x 297mm). Use of other than the specified paper and size is not accepted and the thesis is liable to be rejected.



## **1.7 Typing specifications and mechanical conversions**

### **1.7.1 Font and face:**

- Type and size of font to be used for all chapters of thesis: 12 size, Times New Roman
- Main title: Times New Roman, 14 font size, capital, bold and centre
- Sub title: Times New Roman, 12 font size, bold and small case.
- Text Times New Roman, 12 font size and normal

**1.7.2 Margins:** Margin of 1.15 inches on left side, 1.0 inch on top, bottom and right side equally and kept though out the text. Header 0.5 inch and footer 0.5 inch should be kept and mirror margin should be adopted for even number of pages.

### **1.7.3 Spacing:**

- The text must be typed on 1.5 line spacing on each page throughout the text.
- Abstract must be typed in 1.5 line spacing.
- The tables are to be typed in single line spacing.
- The title of the tables, columns and rows of the tables and figures must be typed on single space.
- References and Appendices should be typed on single line spacing.

### **1.7.4 Mechanical conversions:**

- The entire thesis should be printed on same laser printer and photostat copies in required numbers having fine and even quality.
- Spell checkers should be used for corrections prior to final printing. Standard Dictionary or Grammar book should be referred wherever required.
- The spelling of the words should be in accordance with British English and not American English viz, COLOUR instead of COLOR or VIGOUR instead of VIGOR. Errors in



typing should be avoided. Minor errors in typing may be corrected using whitener and black India ink.

#### **1.7.5 Other**

- No word should remain incomplete and be carried over to next line/page.
- No title is left as last line of the page; at least two lines should be there after any title/Para.
- Always use standard abbreviations, once spelled at the first-place appearance. If new abbreviation is coined, it must be followed consistently throughout the text.
- It is advisable to prepare a list of abbreviations and acronyms and place before acknowledgement in preliminary page section.
- Units of measurement as per international standards system of units must be followed.
- The figure in a table must be uniform with respect to digits after decimal, but this level may be different in different tables.

#### **1.8 Writing the thesis**

**1.8.1 Style of Writing:** The thesis should be written in the past tense, passive voice and in the third person. For general English purpose, Webster's Third New International Dictionary should be used. For actual spellings, the British English should be followed. The words other than English words must be written in italic.

**1.8.2 Transliteration:** When quotation/citation has originally appeared in a non-Roman alphabet, the information should be transliterated into Roman alphabet for use within the text.

**1.8.3 Illustrations:** Illustrations should immediately follow the textual reference on the following page. They shall be numbered chapter wise in Arabic numerals; for example, the second figure in chapter 2 shall bear the number as Figure 2.2. The caption shall be placed at the bottom of the



figures with the initial letter in capital and shall maintain 1.5 space (without full stop). The list of Illustrations such as maps, diagrams, graphs and statements or depictions with page numbers (after page number) shall be given in the order in which they occur in the text.

**1.8.4 List of Plates:** The list of plates (Photographs) shall be given in the order in which they occur in the text. The title of plates shall be given exactly as they appear in the text.

**1.8.5 Photographs:** Art paper (Thin paper as like as bond paper) should be used printing of photographs (photographs must not be pasted directly).

**1.8.6 Tables and Graph:** Tables and graph shall be placed on a running writing (separate page, if necessary). A table running longer than one page may be continued on two or more pages by indicating the continuation e.g., Table 2 cont. The table shall be numbered chapter wise with Arabic numerals (e.g., Table 3.5). In table title, table number will be followed by semi column (:). c.g. Table 3.5: Effect of.... The title shall be placed above the table following 1.5 spaces and will end without full stop. The first letter of the title is capitalized and single spaced, in sentence form. For table and graph, only white bond paper should be used.

**1.8.7 References:** Standard style of quoting references shall be used in the text and under the heading "REFERENCES".

**1.8.8 Appendices:** Any supporting material not included, but referred to in the main text shall be given as an appendix. Appendices shall follow the section "References." The style of appendices shall be consistent with the style of the main text. If there is more than one appendix, each appendix shall be given alphabetic designation such as appendix-A, B, C, etc. and be suitably titled.

**1.8.9 Symbols, nomenclatures and abbreviations:** The International Standards of symbols, nomenclatures and abbreviations shall be followed.



## 1.9 Chapter heading

**1.9.1 Chapter Title:** Every chapter in the body of the manuscript shall begin with new page and should be numbered with Roman numerals. It should be 14-point bold letter in the Times New Roman Fonts and placed in the centre of the line. It should be followed by a continuous bold line.

**1.9.2 Paragraphs:** The text should begin with two (2.0) spaces below the chapter title. A paragraph indentation of six (6) spaces shall be used. No page should end with the beginning of a paragraph.

### 1.9.3 Heading

- Sub-Heading within chapters: Theoretically, any numbers of sub-heading levels are possible, but in practice more than three levels are confusing. All sub-headings and numbers shall have left alignment.
- Centre heading (Second level heading): This heading shall be in capitals bold and placed at 1.5 spaces below the last line of the previous section, with 14-point Times New Roman Font. The text following this heading should appear in regular paragraph form. The heading preceded by the number shall be typed fresh with left margin
- Numbering of divisions: The structural elements (Headings) shall be numbered as 1, 2 and 3 and subdivided as 1.1, 1.2, 2.1, 2.2, etc. Further subdivisions shall be made as 1.1.1, 1.2.1, etc., Only Arabic numerals are used. A full stop is placed between numbers designating subdivisions of different levels. At the end, no full stop is required.
- Separator: The Abstract and all the chapters of Text and End Matter will be preceded by a Separator Page. The separator will be on a white bond paper (the same paper



used for thesis) without any border or colour. The separator will contain the title of the chapter without Roman number. It will be typed in 24, Times New Roman, Bold and Capital and will be placed in the right corner at bottom of the page (Annexure A) followed by a continuous straight line.

## 1.10 Pagination

**1.10.1 Preliminary pages:** Preliminary pages will not be numbered.

**1.10.2 Text:** The text pages shall be numbered with Indo Arabic numerals consecutively throughout the thesis excluding the appendices, photographs, diagrams etc. at the lower centre of the page.

- **Tables:** Tables should be self-explanatory. Headings and the column/row entries should be clearly related. Tables less than half a page should be preceded or followed by the text. All tables should be numbered with Arabic numerals, consecutively throughout the thesis.
- **Formulae:** Mathematical and chemical formulae should be carefully made out by computer. Complex mathematical formulae of two or more lines should not be included in text lines, but should be placed in the proper position in the centre of the page between lines of text.
- **Scientific names:** Give generic names in full at the first mention in the chapter. e.g., *Staphylococcus aureus*. Thereafter, abbreviate them in the text, e.g. *S.aureus*
- **Illustrations:** Illustrative materials may be in Arabic line drawings or photographs. Illustrations may be inserted wherever needed in the text and will not carry page number. It must be presented with suitable title exactly below the illustration. The size of illustrations can be reduced photographically. e.g. Fig. 4.2 Lay-out plan of the experiment.



**1.10.3 Position of page numbers:** Page numbers with Indo Arabic numerals consecutively shall be located at the lower centre of the page.

**1.10.4 Running title of the chapter:** It will be provided (excluding the first page of any chapter) in header in 8-point Times New Roman and placed at the top right corner of the page)

**1.11 Decoration:** No ornamentation or bordering of the sides shall be permitted.

**1.12 Binding of thesis:** The thesis shall be fully bound with sufficient rigidity to support the weight when placed on the shelf. In the colour as specified, the pages of the thesis should be permanently secured to the cover, by sewing, in such a way that the pages can be turned easily and the text clearly read up to the extreme left margin. All materials like Maps, Photographs etc., should be of the size of the typed matter.

## 2. DETAILED GUIDE LINES

A thesis generally covers full information on a specific field of studies conducted by a scientist and presented in logical sequence. It cannot be compared to a book or monograph. In writing a thesis, certain conventions in presentation are observed. This special type of presentation is generally divided into following sections and subsections. The thesis shall normally consist of mainly three sections viz.,

- (1) Preliminaries
- (2) Text and
- (3) End Matter.

The names of these parts are only to facilitate the arrangement of various sections and they are not to be indicated as headings. The sections falling under each of the parts are arranged in the thesis in following sequence.



## **2.1 The Preliminary Pages**

**2.1.1** Cover Page

**2.1.2** Title page (Inner first page)

**2.1.3** Abstract

**2.1.4** Certificates

**2.1.5** Acknowledgement

**2.1.6** Contents

**2.1.7** List of tables.

**2.1.8** List of figures

**2.1.9** List of plates\*

**2.1.10** List of illustrations, if applicable\*

**2.1.11** List of Appendices

**2.1.12** List of abbreviation/nomenclatures/symbols, if applicable (may be on the same page)

**N.B.:** "If the details are less than one half of the page, two lists may be typed on the same page."

**2.2 Main Body:** This part is divided into following chapters.

**2.2.1** Introduction

**2.2.2** Review of literature

**2.2.3** Material and methods/Methodology

**2.2.4** Results and discussion

**2.2.5** Summary and conclusions



## 2.3 End Matters

### 2.3.1 References

### 2.3.2 Appendices

The following detailed guidelines for the preparation and submission of post graduate thesis. shall be followed.

## Sections

### Preliminary Pages:

The preliminary pages must include the title page, Cover Page. Title page (Inner first page), Abstract, Certificates, Acknowledgement, Table of Contents, List of tables, List of figures, List of plates, List of Illustrations, List of Appendices, List of abbreviations/nomenclatures/symbols.

**2.1.1 Cover page:** The title should be in capital letters. It should be concise, specific and reflect the proposed research programme. Scientific names in the title, if any, must be written in Latin binomial or trinomial along with the authority. The title of the thesis near the top and centred without border having 1" margin on Top and Bottom. The title page should be printed exactly in accordance with the sample page (Annexure-A).

Colour of the Thesis Cover Page:

For master degree: Light blue colour

For Doctoral degree: Light yellow colour

**2.1.2 Inner page (Title page):** White bond paper, black colour letter (single colour), font size of 16 and Logo of the University shall be kept below the name of student and above the name of Department. (Capital). The inner page (title page) should be printed exactly in accordance with the sample

[Annexure-C or D].



**2.1.3 Abstract:** The abstract contains the gist of the study (It shall not carry any subtitle). The abstract must be confined to 2-3 pages and be written in 1.15 spacing. The major purpose of the abstract is to give information which will enable the reader to decide whether to read the complete work for further detail.

The following information is generally included:

- A brief statement of the problem
- A brief description of the material and methods
- The major findings of the study.

The abstract of Master degree thesis must not exceed 250 words (between 200 to 250 words) and Doctoral thesis 300 words (between 250 to 300 words). The abstract must not include any Figures or Tables. The title of the thesis should be in capital letters in the centre at the top of the page of the abstract (14 Times New Roman, Bold). The words "ABSTRACT" shall be typed in capital letters in the centre two spaces below the title. The pages of the abstract must be typed on one side of the sheet. (Not on both sides of the page).

The abstract shall be printed exactly in accordance with the sample page (Annexure-E).

**2.1.4 Certificates:** Certificates of completion of work and approval of the thesis by the Examining Committee should be included in the preliminary pages. These certificates must be included on separate pages exactly as given in Annexure F to H.

**2.1.5 Acknowledgement:** (Title: 14 Font Size, Times New Roman, Bold) In acknowledgement; credit should be given to individuals who have contributed to the research or to the thesis preparation, funding agency of research and the institution that facilitated research work. Acknowledgement should be brief (not more than two pages and in 12 Font Size, Times New Roman). This should follow



the certificates, but the number is not typed on page/s. Care should be taken to avoid the social obligations (except parents/guardians) in this section. Only those who rendered the help in technical matters should be acknowledged.

**2.1.6 Contents:** (Title: 14 Font Size, Times New Roman, Bold) No material preceding the table of contents should be enlisted in it (except the title page, abstract certificates and acknowledgement) all other major divisions and sub divisions of the thesis should be listed in the contents with their page citations.

These divisions and sub-divisions, if any, must agree in wording and style with the text. The body of table of contents then follows 1.5-line space below and typed in single line spacing with 12 size, new times roman font type. Table of contents is put on succeeding page(s) left aligned.

Examples of acceptable format of tables of content are given in the appendices.

## 2.2 Main Body of Text

The following sequence should be followed during writing main body of text:

### 2.2.1 Introduction

### 2.2.2 Review of Literature

### 2.2.3 Material and Methods:

### 2.2.4 Results and Discussion

### 2.2.5 Summary and Conclusions

### 2.2.6 References

### 2.2.7 Appendices (if any)

**2.2.1 Introduction:** The introduction should contain a brief statement of the problem under investigation and brief review of the most pertinent literature. It should outline general character, the scope and objectives of the research. The title shall be written in capital as:



## INTRODUCTION

(Times New Roman Font 14 point and bold)

The introduction should give brief account of the lacunae and the gaps in the subject that thesis attempts to fill up. The background and purpose of the investigation should be indicated. The objectives of the investigation should be clearly written giving 1, 2, 3 etc. All the references mentioned in the text must appear in references section.

**2.2.2 Review of Literature:** Review of literature should be related to studies. It should be written comprehensively in the form of a review based on articles published in a standard journal. It shall be written as:

## II. REVIEW OF LITERATURE

(Times New Roman Font with 14 points, bold and capital).

The review of literature should provide background information to aid the investigator in analysing and formulating the thesis work. The past research findings should be up to date, critically examined with reference to objectives of investigation. The sources of information are cited by following the author and year. When quoting reference in the text of the thesis, the last names of the first author (up to two authors) and/or last name of the first author et al. in italic (for more than two authors) should be given followed by the year of publication within parenthesis. e.g. Chandel and Kher (1994), chandel et al. (2001)

If reference is made to more than one publication by the author(s) in the same year, the publication should be numbered as (a) and (b); the earliest publication of that year being designated as (a) and so on. eg. Chauhan et al (2004), Chauhan et al. (2004).



**2.2.3 Material and Methods:** It should be described briefly, but clearly. General techniques and methods should be described in this chapter, If the methods of other investigations are used without any change, they should be cited along with references and in reference section too. The title shall be in capital letters in Times New Roman Font with 14 points, bold and it shall be as:

### III. MATERIAL AND METHODS

In some cases, the words "material" is not applicable (eg. in social sciences) in such cases, this chapter may be named as "METHODOLOGY". This section usually explains various aspects of what materials were used and how the work was done. This chapter should present the techniques, materials and methods adopted for conducting the investigation and experiment. Analytical procedures and scientific equipment's used may be mentioned which will help and validate the findings. The standard statistical tools should be adopted and the details for analysing the data should also be incorporated.

**2.2.4 Results and Discussion:** Results of the studies should be presented in this chapter and the findings should be discussed clearly. It shall be written as:

### IV. RESULTS AND DISCUSSION

(Times New Roman Font with 14 points, bold and capital.)

As per convenience, this chapter may be divided into two separate chapters viz...



**IV. RESULTS V. DISCUSSION.** However, it may be combined together wherever it is required. If both the "Results" and "Discussion" are presented combine, then entitle it as "RESULTS AND DISCUSSION". The presentation of Results must be based on the experimental data recorded and subjected to standard and appropriate statistical analysis. The analyzed data must be interpreted convincingly. The tables and other illustrations should be different from each other to be interpreted and discussed in relation to the reported findings, establishing "cause-effect" relationships. The discussion should also highlight the un-expected results (positive & negative). The findings are also referred to as generalization, implications, inference, interpretations and recommendations for further suggested research, if any.

**Summary and Conclusions:** Brief summary of thesis should be presented in this chapter. Any conclusions drawn or future suggestions made on the basis of findings of the investigator are also stated briefly in this chapter and treated as last major of the text. It shall be written as:

## **V. SUMMARY AND CONCLUSIONS**

(Times New Roman, Font, 14 points, bold and capital).

A brief report of the work carried out shall form the first part of this chapter. Conclusions derived from logical analysis presented in the results and discussion chapter shall be clearly spelt out. The Scope for future work further with suggested modifications, if any. (in the form of future line of work) shall be stated lucidly in the last part of the chapter.

### **2.3 End Matters:**

#### **2.3.1 References: References should be typed in single space.**

- Reference must be complete, clear and exact and must give sufficient information to enable



any person reading the thesis to find the reference quickly and easily.

- All references listed in the reference section must be cited in the text and references cited in the text must be listed in the reference section.
- Reference to conference proceedings must include the date and location of conference.
- Only the published reference should be listed in references. If work cited is in preparation, submitted but not yet accepted for publication or not readily available in libraries, cite the work parenthetically only in the text, e.g. (Chauhan, H.C., HOD, Veterinary Microbiology, SDAU, Sardarkrushinagar, Gujarat, unpublished) or (Chauhan, H.C., HOD, Veterinary Microbiology, SDAU, Sardarkrushinagar, Gujarat, personal communication). The candidate must obtain the written permission from the person(s) cited as the source of the unpublished information. References must be consistent in format.
- Alphabetical listing of references by author should be given. In case of more than one reference of first author, listing should be done based on alphabet of second other and so on. When all the authors are same, listing of references should be done chronologically year wise.
- Standard style of quoting references. (Hanging indent method) should be used in the text and under the heading "REFERENCES"

**The items of information of different types of publications are given as follows:**

**A. Journal Article:** Name(s) of author(s), Year of publication of the article, Title of the article, Name of the journal (in italics) and volume No. (issue No.) in bold: page(s).

**The titles of journals should be abbreviated as per international standards.**

**Name of country should not be abbreviated.**

Chandel, B. S. and Kher, H.N. (1994) Occurrence of histoplasmosis like disease camels (*Camelus dromedaries*). Indian Ver.J.17:521-523



Chauhan, H.C.; Chandel, B.S.; Vasava, K.A.; Patel, A.R.; Shah, N.M. and Kher H.N. (2004). Seroprevalence of Bluetongue in Gujarat. Indian J. Comp. Microbiol. Immunol. Inf. Diseases. 25:80-83

Jhala, M.K.; Kher, H.N. and Chaudhari, H.M. (1990). Immunosuppressive effect of Infectious Bursal Disease Virus against Newcastle Disease Vaccination. Indian J. Anim. Sci. 60:1065-66

#### **B. Books/Chapter from book:**

##### **a. Simple Book:**

Name(s) of author(s), Year of publication, Title of the book, Volume No. (in case of multivolume book), Edition No. (If it is later than first edition), Place of Publication, Publisher's name, Pagination (when a particular page of the book is cited then "p" should be mentioned before page number cited; "p" following the page number means total number of pages contained in the document).

Ou, S.H. (1985). Rice Diseases. Kew, Commonwealth Mycological Institute: p.368. Tung, D. (1965). Handbook of Diet Therapy. 4<sup>th</sup> ed. Chicago, University of Chicago Press. p.525.

##### **b. Reference book:**

Name(s) of author(s), Year of publication, Title of the book, Volume No. (in case of multivolume book), Edition No. (If it is later than first edition), Place of Publication, Publisher's name, Pagination (when a particular page of the book is cited then "p" should be mentioned before page number cited, "p" following the page number means total number of pages contained in the document).



Kumar, L.; Maruyama, K. and Moon, H.P. (1994). Grain quality consideration in hybrid rice. In: Hybrid Rice Technology: New development and future prospects. S.S. Virmani, (ed.). IRRI, Manila, Philippines, pp. 123-130.

- c. Contribution to Composite Book:** Name(s) of author(s). Year of publication, Title of contribution, Connecting word "In": and the following items of the host document: Names(s) of authors, Title of book, Volume No. (in case of multivolume book), Edition No. (if it is later than first edition), Place of publication, publisher's name, Pagination ("pp" should be used before writing plural pages). Scott, KJ. (1992). The molecular analysis of barley resistance to powdery mildew. In: Shewry, Peter R. ed. Barley: Genetics, Biochemistry, Molecular biology and

**d. Edited books**

than first edition), Place of publication, publisher's name, Pagination ("pp" should be used before writing plural pages). Technology. Oxford, C.A.B. International. pp. 481-496. Name(s) of author(s), put word(ed) for indication of edited book, Year of publication, Title of edited book, Volume No. (in case of multivolume book), Edition No. (if it is later than first edition), Place of publication, publisher's name, Pagination ("pp" should be used before writing plural pages). Amsterdam, D.; Cunningham, R. K. and Van Oss, C. J. (ed). (1996). Immunological and Molecular Diagnosis of Infectious Diseases. Marcel Dekker Inc, New York. pp 91-101.

**e. Chapter in an edited book**

Name(s) of author(s), Year of publication, Title of contribution, Connecting word "In": and the following items of the host document: Names(s) of authors(ed), Title of book, Volume No. (in case of multivolume book), Edition No. (if it is later than first edition), Place of publication, publisher's name, Pagination ("pp" should be used before writing plural pages). Close, W. H. (1998). The role of trace mineral proteinates in pig nutrition. In: Lyons, T P. and



Jacques, K. A. (ed), Biotechnology in the Feed Industry. Nottingham University Press, Loughborough, Leics, U.K. 15. pp 469-84.

**C. Conference/Workshop/Symposium/Seminar Proceedings:** Name(s) of author(s). Year of publication, Title of contribution, Connecting word "In" and the following items of information of the host document: Name of the Conference, Place, Date of the Conference etc., Title of the publication, Name(s) of editor(s). Place of publication, publisher's name and pagination. Suzk, H. (1965). Origin of Variation in *Pyricularia oryzae*. In: Symposium on the Rice Blast Disease, Los Baños, July, 1963. Baltimore, Johns Hopkins Press. pp. 111-146. Tung, D. (1971). Recent advances in numerical analysis of structural eigen value problem. In Tokyo seminar on Finite Element Analysis, Tokyo, November 5-7, 1973. Theory and Practice in Finite Structural Analysis: Proceedings. Tokyo, University of Tokyo. pp. 247-271.

**D. Thesis/project work report**

Name of author, year of submission, title of the thesis/project work report, name of the degree, name of the University and Place.

Chakravarthy, K. (1982). Indigenous farm practices: Their influence (Agri). Thesis. Tamil Nadu Agricultural University, Coimbatore, Tamil Nadu. Chauhan, N. B. (2008). Capacity building of farmers through training on organic farming practices in Surendranagar district of Gujarat State. M. Sc. (Agri.) Thesis.

Junagadh Agricultural University, Junagadh. Roumen, E.C. (1991). Partial resistance in rice blast and how to select for it. Ph.D. Thesis

(Unpublished). Agriculture University, Wageningen.

**E. Technical bulletins and dissertation**

Name(s) of author(s), Year of publication, Title of contribution, Connecting word "In": and the following items of information of the host document: Name of the Conference, Place, Date of the



Conference etc., Title of the publication, Name(s) of editor(s), Place of publication, publisher's name and pagination.

Sen, K. C. and Ray, S. N. (1987). Nutritive Value of Indian Cattle Feeds and Feeding of Animals. In: Tech Bull 25, 6<sup>th</sup> edn. Indian Council of Agricultural Research, New Delhi. pp. 1-133.

Sharma, N. (1997). Effect of exogenous growth regulators on carbohydrate metabolism in potato. In: Ph.D. dissertation. Punjab Agricultural University, Ludhiana, India. pp. 1-24.

**F: Institution/Society Publications:**

Name of the institute/society, Place, Year of publication, Title of the publication, Place of publication, publisher's name and pagination.

Central Building Research Institute (1985). Building for the 21st Century, Roorkee, Nemchand Bros. p 125.

IRRI. p 20.

International Rice Research Institute (1977). Annual Report 1974., Los Banos,

**G. Government Publications:**

Anonymous, Year of publication, Name of the Ministry, Name of the Department, Section, etc. Year of publication, Title of publication, Place of publication, Name of Territory, publisher's name and pagination Anonymous (1955). Ministry of Food and Agricultural, Report of Expert Committee on the prevention of Slaughter of Cattle in India. New Delhi, India.

Manager of Publications. p. 250. Anonymous (1972). Ministry of Finance. Bureau of Direct Taxation. Report of committee on agriculture wealth and income. New Delhi, India: Manager of Publications. p 178.

Anonymous (2011). Annual Report. Directorate of Horticulture, Govt. of Gujarat, Gandhinagar



#### H. Website reference:

Name of author(s), Year, title of article, Name of Publication: vol and pagination. available at (Name of the website), Date of visit to the website. European Environment Agency (2006). How much biomass can Europe use without harming the environment? EEA Briefing 2/2006 Available at <http://report.eea> Europe. Eu briefing 2005 2/en accessed on 26 March, 2007. FAOSTAT (2006) FAOSTAT Agriculture data. Available at <http://faostat.fao.org/> accessed on 26 March, 2007. Fawcett, A.A. and R.D. Sands (2006) Non-CO<sub>2</sub> Greenhouse Gases in the Second Generation Model Multi-Green house Gas Mitigation and Climate Policy, Energy Journal, Special Issue #3, pp 305-322 Available at <http://www.lace.org/en/publication/journal.asp> accessed on 26 March, 2007  
Unpublished/Personal Communication.

#### 2.3.2 Appendices:

Appendices shall follow the "References" section

- Any supporting material not included, but referred to in the main text should be given as an appendix. Computer programmes, lengthy tables and detailed laboratory procedures etc. are a few examples of materials to be included in the Appendix.
- Appendices provide detailed information that would otherwise detract the readability of the main body of the text.
- Material in the appendices is typed in single space 12 fonts Times new Romans or if it is reproduced through Xerox, it is put as such in original source material.
- If there is more than one appendix, each appendix shall be given alphabetic designation such as Appendix-A, B, C, etc and be titled.
- The format should follow the rules for chapter titles as shown in Appendix A.





[Established under Gujarat Private Universities (Amendment) Act,2022 (Gujarat Act No.7,2022)]

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- Appendices must be paginated in accordance with the text. All tables and figures in the Appendices must be appropriately labelled and listed in the list of Appendices.



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