



CHRIST
(DEEMED TO BE UNIVERSITY)
DELHI NCR · INDIA

CENTRE FOR RESEARCH (PHD)

Guidelines for preparing PhD Synopsis

**CENTRE FOR RESEARCH
CHRIST (Deemed to be University)
DELHI NCR, INDIA**

2019

Guidelines for Preparation of PhD Synopsis

1. ORGANISATION OF THE PARTS OF SYNOPSIS

The sequence in which the synopsis material should be arranged and bound as follows:

1. Title page
2. TABLE OF CONTENT (Title in Upper Case)
3. Chapters
4. References
5. List of Publications

The size of Synopsis should not strictly exceed 50 pages of typed matter reckoned from the first page to the last page including the List of Publications.

Title Page

This shall be the first printed page of the synopsis and shall contain the submission statement: submitted in partial fulfilment of the requirements of the Degree, PhD., the name and Reg No. Of the candidate, name(s) of the supervisor and co-supervisor(s) (if any), Department, Institute and year of submission (sample enclosed).

Table of Contents

The contents shall enlist the headings of the section and sub-section using decimal notation, as in the text, with corresponding page number against them, flushed to the right. (Refer attached sample)

Chapter

The synopsis shall be presented in a single chapter; *however, it may be divided in suitable sections again subdivided into sub-sections and sub-sub-section* so as to present the content discretely and with due emphasis. Tables and Figures should be included at appropriate places in the text of the dissertation. Indicative sections are given below:

1. Background /Introduction
2. Need for the study
3. Review of related literature
4. Objectives of the study
5. Variables of the study / Parameters of the study
6. Operational Definitions
7. Hypothesis / Assumptions made
8. Design of the study /Technique used
9. Sampling technique
10. Tools for collecting the data
11. Validation procedures
12. Experimentation/Field work details
13. Tools for analysis/statistical techniques/
14. Findings / Discussions

15. Implications / Suggestions
16. Recommendations for further Research
17. Limitations of the study
18. Conclusions
19. Tentative structure of dissertation (Brief descriptions of the chapters)

References

The candidates shall follow the style of citation and style of the subject area (as prescribed by the University) consistently throughout his/her dissertation. However, the names of all the authors along with their initials and the full title of the article/monogram/book etc. have to be given; in addition to the journals/publisher, volume, number, page(s) and year of publication.

Citation from websites should include the name(s) of author(s) (including the initials), full title of the article, website reference and when last accessed. Reference to personal communications, similarly, shall include the author, title of the communication (if any) and date of receipt.

List of Publications

Provide the list of publications and presentations in the same format prescribed for referencing

2. SYNOPSIS FORMAT

2.1 Paper

The synopsis shall be printed or Xeroxed on white paper, weight 80 gram or more per square meter (GSM). The size of the paper shall be standard A4; height 297 mm, and width 210 mm.

2.2 Printing & Binding

The text shall be printed employing LaserJet the text having been processed using a standard text processor. The pages till the beginning of chapters shall be printed on single side. All the other pages shall be printed on both sides of the paper.

The synopsis shall be spiral bound in white colour, lettering in Black.

In addition to the white sheets (binding requirement) **two white sheets** shall be put at the end of the synopsis.

Front Cover

The front cover shall contain the following details:

Full title of dissertation in 6 mm 22 points size font properly centered and positioned at the top. Full name of the candidate in 4.5 mm 15 points size font properly centered at the middle of the page. A 40 mm dia replica of the Institute emblem followed by the name of the Department, name of the Institute and the year of submission, each in a separate line and properly centered and located at the bottom of the page.

2.3 Margin

The printed sheets shall have the following writing area and margins:

The title page shall be printed on single side and rest of the content shall be printed on both sides of the paper. However, the first page starting with Introduction will begin in a new page on the right side.

For Single side printing:

Top edge: 30mm
Bottom edge: 30 mm
Left: 40 mm
Right: 30 mm

For both side printing use Mirrored Margin as

Top edge: 30mm
Bottom edge: 30 mm
Inside: 40 mm
Outside: 30 mm

Additional top margin of about 15 mm to be added at the **beginning of chapter**. (15 + 30 mm = 45 mm from the top).

2.4 Page Numbering

Page numbering in the text of the synopsis shall be Hindu-Arabic numerals at the center of the footer starting from the starting of the first page of the content (No page number for title page and table of contents). Page number shall appear 20 mm from below.

2.5 Paragraph format

The line spacing of the body text should be 1.5 line.

Vertical space between paragraphs shall be about 1.5 line spacing.

The first line of each paragraph should normally be indented by 15 mm.

A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page (that is, no widows or orphans should be left).

The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated.

Single spacing should be used for typing references.

2.6 Font style and size

Heading = Times New Roman (TNR), 18 pt
Bold Sub Heading 1 = TNR 14 Pt Bold, All Caps
Sub Heading 2 = TNR 14 pt Bold, Capitalise Each Word
Sub Heading 3 = TNR 14 pt Bold, Sentence Case
Sub Heading 4 = TNR 13 pt Bold, Sentence Case Italic

Body Text = TNR 13 Pt

Table & Figure Captions = TNR 13 pt Bold

2.7 Section format

The word synopsis without punctuation should be centered 45 mm down from the top of the page. Two spaces below, the Sub heading of the section should be typed. The paragraph shall be started another two spaces below the sub heading with a intend of 15mm

A synopsis can be divided into Sections, Sub-sections and Sub-sub-sections so as to present different concepts separately. Sections and sub-sections can be numbered using decimal points, e.g., 2.2.

The Sections and Sub-sections titles along with their numbers in 4 mm (14 pt) fonts, in bold face shall be flushed to the left (not centered). The typed material directly below division or sub-division heading should commence 1.5 line spaces below it and should be offset 15 mm from the left hand margin.

2.8 Table / Figure Format

As far as possible, tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented in separate pages. Table and figures shall be numbered continuously.

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

2.9 Equations

Equations appearing in each Chapter or Appendix should be numbered serially, the numbering should commence afresh for each Chapter or Appendix. Thus for example, an equation appearing in Chapter 4, if it happens to be the second equation in that Chapter should be numbered as (4.2) thus:

$$\frac{1}{\pi} = \frac{2\sqrt{2}}{9801} \sum_{k=0}^{\infty} \frac{(4k)!(1103 + 26390k)}{(k!)^4 396^{4k}} \quad (4.2)$$

While referring to this equation in the body of the Thesis it should be referred to as Equation (4.2).

2.10 Referencing

Citation and Bibliography should follow APA referencing Style.

COVER PAGE

PAPER SIZE: A4

TITLE

(Caps Times New Roman, Font Size 18, Centre Alignment, Bold)

Synopsis of the PhD Thesis

(Caps Times New Roman, Font Size 16, Centre Alignment, Bold)

Submitted by

(Times New Roman, Font Size 14, Centre Alignment, Bold)

Name of the PhD Scholar

(Caps Times New Roman, Font Size 16, Centre Alignment, Bold)

Research Scholar

Department of

Register Number

.....

(Caps Times New Roman, Font Size 14, Centre Alignment, Bold)

Research Supervisor

Name of Supervisor

Designation and Department



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(DEEMED TO BE UNIVERSITY)

DELHI NCR · INDIA

Centre for Research

Christ (Deemed to be University), DELHI NCR

(Times New Roman, Font Size 16, Centre Alignment, Bold)

MONTH & YEAR

(Caps Times New Roman, Font Size 16, Centre Alignment, Bold)

INNER PAGE

PAPER SIZE: A4

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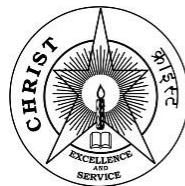
Register Number

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Signature of the Research Scholar Signature of the Research Supervisor

(Times New Roman, Font Size 12, Centre Alignment, Bold)



CHRIST

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Centre for Research

Christ (Deemed to be University), DELHI NCR

(Times New Roman, Font Size 18, Centre Alignment, Bold)

MONTH & YEAR

(Caps Times New Roman, Font Size 16, Centre Alignment, Bold)

TABLE OF CONTENTS

SECTION NO.	TITLE	PAGE NO.
1	INTRODUCTION	1
2	LITERATURE REVIEW	2
2.1	Institutional Isomorphic Pressure in ERP Adoption	4
2.2	Benefits of ERP Adoption	4
2.3	Challenges of ERP Adoption	5
2.4	Organizational Complexity	5
2.5	ERP Adoption	6
3	METHODOLOGY	6
4	DATA ANALYSIS AND RESULTS	7
4.1	Testing the Measurement Model	7
4.2	Testing the Structural Model	9
4.3	Testing the Mediation Effect	10
5	DISCUSSIONS	11
6	CONCLUSION	11
	REFERENCES	12
	LIST OF PUBLICATIONS	15