

**GUIDELINES FOR  
PREPARATION OF THESIS FOR  
Ph.D.**



**Research & Development Cell**

**NIRWAN UNIVERSITY,  
JAIPUR, (RAJ.)**

## **Guidelines for preparation of Thesis**

**Thesis format should be as per following approved guidelines. Thesis should be print on both side pages from chapter Introduction to Bibliography. Any other format of Thesis will not be accepted.**

### **Preamble**

While utmost attention must be paid to the content of the thesis, which is being submitted in partial fulfillment of the requirements of the Ph.D. degree, it is imperative that a standard format be prescribed. The same format shall also be followed in preparation of the soft copy (single file in pdf form and each segment and chapter wise separate file in docx format for uploading on Shodhganga) which shall be submitted to the University Library. **A candidate initially needs to submit three spiral bound copies of the thesis for evaluation, along with its soft copy (single file in pdf form). The hard bound four copies to be submitted at the time of final viva-voce examination in university approved format, along with its soft copy (single file in pdf form).**

### **1. Organization of the Thesis**

The thesis shall be presented in a number of chapters, starting with Introduction and ending with References and Bibliography. Each of the other chapters will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into *sections, subsections and sub subsections* so as to present the content discretely and with due emphasis.

### **2. Overall Order of Thesis**

- Title page (Specimen A)
- Approval Sheet (Specimen B)
- Candidate's Declaration (Specimen -C)
- Certificate by the Research Supervisor (Specimen D)
- Certificate by the Research Co-Supervisor (Specimen E)
- Plagiarism verification certificate (Specimen F)
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Dedication Sheet (optional)

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### **3 Thesis Format**

#### **Paper Quality**

**The Thesis shall be printed on both side of white bond paper from chapter – First to bibliography, whiteness 95% or above, weight 90 gram or more per square meter.**

#### **Size**

The size of the paper shall be standard A 4; height 297 mm, width 210 mm.

#### **Type Setting, Text Processing and Printing**

The text shall be printed employing laser printer, the text having been processed using a standard text processor. The standard font shall be Times New Roman of 12 pts with 1.5 line spacing.

#### **Page Format**

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

- Top Margin 30 mm
- Bottom Margin 22 mm
- Footer 3 mm
- Foot Separation 10 mm
- Text Height 245 mm
- Text Width 160 mm

#### **Left and Right Margins**

- Left Margin 30mm
- Right Margin 20 mm
- Double sided even numbered page
- Left Margin 20 mm
- Right Margin 30 mm

## **Pagination**

Page numbering in the text of the thesis shall be Hindu Arabic numerals at the center of the footer. But when the candidate opts for header style the page number shall appear at the right and left top corner for the odd and even number pages, respectively.

Page number “1” for the first page of the Introduction chapter shall not appear in print, only the second page will bear the number “2”.

The subsequent chapters shall begin on a fresh page (fresh odd number page in case of double-sided printing). When header style is chosen the first page of each chapter will not have the header and the page number shall be printed at the center of the footer.

Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., “iv”.

## **Paragraph format**

Vertical space between paragraphs shall be about **2.0 line spacing**.

The first line of each paragraph should not be indented however sufficient paragraph separation may be provided.

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 windows 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.

## **Chapter and Section Format**

### **Chapter**

Each chapter shall begin on a fresh page odd number page with an additional top margin of about 75 mm. Chapter number and title shall be printed at the center of the line in 6 mm font size (18 pt) in bold face using both upper and lower case (all capitals or small capitals shall not be used). A vertical gap of about 25 mm 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 subsections so as 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 third Section of Chapter 2. Chapters, Sections and Subsections shall be included in the contents with page numbers flushed to the right. Further subsections need not be numbered or included in the contents.

The Section and Subsection titles along with their numbers in 5 and 4 mm (16 and 14 pt) fonts, respectively, in bold face shall be flushed to the left (not centered) with 15 mm space above and below these lines.

In further subdivisions character size of 3 and 3.5 with bold face, small caps, all caps and italics may be used for the titles flushed left or centered. These shall not feature in the contents.

### **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 on separate pages. Table and figures shall be numbered chapter wise. For example, the fourth figure in chapter 5 will bear the number Fig 5.4

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, e.g. (after Mc Gregor[12]). Coloured graph/figure/photo/tables, if any, should not be photocopied in black and White.

## **APA Reference List Examples**

### **Book with Single Author:**

Gore, A. (2006). *An inconvenient truth: The planetary emergency of global warming and what we can do about it*. Emmaus, PA: Rodale.

**In-text reference:**(Gore, 2006)

### **Book with Two Authors:**

Michaels, P. J., & Balling, R. C., Jr. (2000). *The satanic gases: Clearing the air about global warming*. Washington, DC: Cato Institute.

**In-text reference:** (Michaels & Balling, 2000)

### **Book with Editor as Author:**

Galley, K. E. (Ed.). (2004). *Global climate change and wildlife in North America*. Bethesda MD: Wildlife Society.

**In-text reference:** (Galley, 2004)

### **Brochure or Pamphlet:**

New York State Department of Health. (2002).*After a sexual assault*. [Brochure].Albany, NY: Author.

**In-text reference:** (New York, 2002)

### **An Anonymous Book:**

*Environmental resource handbook*. (2001). Millerton, NY: Grey House.

**In-text reference:** (Environmental Resource Handbook, 2001)



## Articles in Reference Books (unsigned and signed):

Greenhouse effect. (2005). *American heritage science dictionary*. Boston, MA:Houghton Mifflin.

Schneider, S. H. (2000). Greenhouse effect. *World book encyclopedia* (Millennium ed. Vol.8, pp. 382-383). Chicago, IL: World Book.

**In-text references:** (Greenhouse effect, 2005)  
(Schneider, 2000)

## Magazine Articles:

Allen, L. (2004, August). Will Tuvalu disappear beneath the sea? Global warming threatens to swamp a small island nation. *Smithsonian*, 35(5), 44-52.

Begley, S., & Murr, A. (2007, July 2). Which of these is not causing global warming? A. Sport utility vehicles; B. Rice fields; C. Increased solar output. *Newsweek*, 150(2), 48-50.

**In-text references:** (Allen, 2004)  
(Begley & Murr, 2007)

## Newspaper Articles (unsigned and signed):

College officials agree to cut greenhouse gases. (2007, June 13). *Albany Times Union*, p. A4.

Landler, M. (2007, June 2). Bush's Greenhouse Gas Plan Throws Europe Off Guard. *New York Times*, p. A7.

**In-text references:** ("College Officials", 2007)  
(Landler, 2007)

## Journal Article with Continuous Paging:

Miller-Rushing, A. J., Primack R.B., Primack, D., & Mukunda, S. (2006). Photographs and herbarium specimens as tools to document phenological changes in response to global warming. *American Journal of Botany*, 93, 1667-1674.

**In-text reference:** (Miller-Rushing, et.al., 2006)

## **Journal Article when each issue begins with p.1:**

Bog don off, S., & Rubin, J. (2007). The regional greenhouse gas initiative: Taking action in Maine. *Environment*, 49(2), 9-16.

**In-text reference:** (Bog don off & Rubin, 2007)

## **Journal Article from a Library Subscription Service Database with a DOI (digital object identifier):**

Mora, C., & Maya, M. F. (2006). Effect of the rate of temperature increase of the dynamic method on the heat tolerance of fishes. *Journal of Thermal Biology*, 31, 337-341.  
doi: 10.1016/j.jtherbio.2006.01.055

**In-text reference:** (Mora & Maya, 2006)

## **Website:**

United States Environmental Protection Agency. (2007, May 4). *Climate Change*. Retrieved from the Environmental Protection Agency website: <http://www.epa.gov/climate change>

**In-text reference:** (United States Environmental, 2007)

Gelspan, R. (2007). *The Heat Is Online*. Lake Oswego, OR: Green House Network. Retrieved from The Heat Is Online website: <http://www.heatisonline.org>

**In-text reference:** (Gelspan, 2007)

## **1. Publications by the candidate**

Articles, technical notes etc. on the topic of the thesis published by the candidate must be listed after the references/bibliography section. Entry of this section must also be included in the table of contents. Here the candidates should also include reprints of his/her publications to fulfill the requirements of Ph.D. ordinance of the University.

## 4. Auxiliary Format

### Binding

The evaluation copies of the thesis may be spiral bound or soft bound. The final hard bound copies to be submitted at the time of viva-voice examination will be accepted during the submission of thesis with the following colour specification:

Ph.D. Thesis Black with golden embossing of letters

S. No.	Name of Faculty	Color
1	School of Agriculture	Light Green
2	School of Applied Health Sciences	White
3	School of Arts, Humanities & Social Sciences	Olive Green
4	School of Basic & Applied Sciences	Navy Blue
5	School of Commerce & Management	Yellow
6	School of Computer Science & Engineering	Pink
7	School of Dental Sciences	Magenta
8	School of Law	Black
9	School of Nursing Sciences	Purple
10	School of Pharmaceutical Sciences	Light Blue
11	School of Yoga & Physical Education	Dark Grey

### THESIS FONT SIZE FOR HINDI MEDIUM SCHOLARS

Font: Title : 26pt-Bold (For Hindi Font)  
Headings : 18pt-Bold, Sub Headings – 14pt (For Hindi Font)  
Running Text (Hindi) : 14pt- (SG12, Kruti Dev 10)  
Bold and Italics : be only used where ever necessary Paragraph Spacing: 1.5  
Margin : Left 4cm; Top, Bottom, Right-2.5cm  
Page Numbering: Properly Numbered

### FOR ENGLISH MEDIUM

Font: Title – 18pt-Bold

Headings – 14pt-Bold, Sub Headings – 14pt

Running Text (English): 12pt-Times New Roman

**(Title of Thesis)** - Time New Roman Bold 18 pt

**A THESIS** - Time New Roman Bold 18 pt

Submitted to the Nirwan University, Jaipur

For the Award of - Time New Roman 16 pt

**DOCTOR OF PHILOSOPHY** - Time New Roman Bold 18 pt

**In the School of .....** - Time New Roman Bold 16 pt

**By** - Time New Roman 14 pt

**(Name of the Student)** - Time New Roman Bold 16 pt

**(Enrolment No. \_\_\_\_\_)** - Time New Roman 14 pt

**Supervisor** - Time New Roman 14 pt

**Dr. ....** - Time New Roman Bold 16 pt



- Hight 3.31 cm; width 3.49 cm

**NIRWAN UNIVERSITY, JAIPUR**

**(Year)** - Time New Roman Bold 14 pt

## **Thesis Approval for Doctor of Philosophy**

This thesis entitled (Title.....) by (Candidate Name.....) (Enrolment No.....) submitted to the (University School of ..... Nirwan University Jaipur is approved for the award of degree of Doctor of Philosophy.

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**External Examiners**

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**Supervisor (s)**

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**Dean/Principal/Head of the School**

Date:\_\_\_\_\_

Place:\_\_\_\_\_

## **Candidate's Declaration**

I hereby certify that the work, which is being presented in the thesis, entitled .....  
..... has fulfillment  
all requirements for the award of the Degree of Doctor of Philosophy, carried under the supervision of  
Professor/Dr. ...., and submitted to the (School of .....), Nirwan University  
Jaipur, represents my ideas in my own words and where others' ideas or word shave been included, I have  
adequately cited and referenced the original sources. The work presented in this thesis as not been submitted  
elsewhere for the award of any other degree or diploma from any Institutions. I also declare that I have  
adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or  
falsified any idea/data/fact/source in my submission. I understand that any violation of the above will be  
cause for disciplinary action by the University and can also evoke penal action from the sources which have  
thus not been properly cited or from whom properpermission has not been taken when needed.

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Name of the student)**

**Date:** \_\_\_\_\_

**Enrolment Number** .....

## Certificate by the Research Supervisor

**Certified that the:**

ii) Thesis entitled

.....  
.....  
..... and submitted by .....

is an original piece of Research Work carried out by the candidate under my supervision. The work presented in this thesis has not been submitted elsewhere for the award of any other degree or diploma. Present work evinces the capacity of the candidate for critical examination and independent judgment. This is also certified that candidate has also fulfilled all the requirements specified by Nirwan University, Jaipur (Rajasthan).

iii) From the plagiarism test, it is found that the similarity index of whole thesis is under ten percent.

**Signature of Supervisor with date**

**Certificate by the Research Co-Supervisor (If Any)**

**Certified that the:**

iv) Thesis entitled

.....

.....

..... and submitted by .....

is an original piece of Research Work carried out by the candidate under my supervision. The work presented in this thesis has not been submitted elsewhere for the award of any other degree or diploma. Present work evinces the capacity of the candidate for critical examination and independent judgment. This is also certified that candidate has also fulfilled all the requirements specified by Nirwan University, Jaipur (Rajasthan).

v) From the plagiarism test, it is found that the similarity index of whole thesis is under ten percent.

**Signature of Co-Supervisor with  
date**



## Plagiarism Verification

(All information needs to be filled in capital letters)

**Date:**

1. Name of the Research Scholar: \_\_\_\_\_

2. Title of the Thesis: \_\_\_\_\_

3. No. of Pages \_\_\_\_\_

4. School: \_\_\_\_\_ Subject \_\_\_\_\_

5. Name of Supervisor: \_\_\_\_\_

6. Name of Co-supervisor: \_\_\_\_\_

The above thesis was scanned for similarity detection. The report is as follows:

Software used \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Similarity Index \_\_\_\_\_ Total Word count \_\_\_\_\_

The report is attached for review.

**Signature of Research Scholar**

The plagiarism report of the above thesis has been reviewed by the undersigned:

1. The similarity index is below accepted norms.
2. The similarity index is above accepted norms, because of the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The thesis may be considered for submission to the University. The software report is attached for reference.

**Supervisor**

**NIRWAN UNIVERSITY, JAIPUR COPYRIGHT TRANSFER  
CERTIFICATE**

**Programme:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

**Title of the Thesis:**

**Name of the Research Scholar:**

**COPYRIGHT TRANSFER**

The undersigned hereby assigns to the 'The Nirwan University, Jaipur' all rights under copyright that may exist in and for the above thesis submitted by the undersigned for the award of the Ph.D. degree.

**COPYRIGHT OF THE UNIVERSITY**

Copyright @Name of the School.....  
Nirwan University, Jaipur  
All rights reserved

Date:

Place:

<शीर्षक>

(कृतिदेव 010 फॉन्ट साइज 26 बोल्ड,)

विद्या वाचस्पति

( कृतिदेव 010 फॉन्ट साइज 26 बोल्ड,)

.....विषय का नाम

( कृतिदेव 010 फॉन्ट साइज 26 बोल्ड,)

उपाधि हेतु निर्वाण विश्वविद्यालय जयपुर में प्रस्तुत

( कृतिदेव 010 फॉन्ट साइज 20)

शोध प्रबंध

( कृतिदेव 010 फॉन्ट साइज 28 बोल्ड,)

शोधार्थी

( कृतिदेव 010 फॉन्ट साइज 20)

.....

( कृतिदेव 010 फॉन्ट साइज 22 बोल्ड,)

नामांकन संख्या: .....

( कृतिदेव 010 फॉन्ट साइज 18)



(लोगो की लंबाई 3.31 सेमी. चौड़ाई 3.49)

निर्देशक

( कृतिदेव 010 फॉन्ट साइज 20)

.....

( कृतिदेव 010 फॉन्ट साइज 22 बोल्ड,)

.....

( कृतिदेव 010 फॉन्ट साइज 20 बोल्ड,)

.....स्कूल

निर्वाण विश्वविद्यालय

( कृतिदेव 010 फॉन्ट साइज 18)

जयपुर, राजस्थान

वर्ष

( कृतिदेव 010 फॉन्ट साइज 18 बोल्ड,)

## विद्या वाचस्पति के लिए शोध प्रबंध का अनुमोदन

यह शोध प्रबंध (शीर्षक.....) द्वारा (उम्मीदवार का नाम.....) (नामांकन संख्या.....) को (विश्वविद्यालय स्कूल.....) को प्रस्तुत किया गया। निर्वाण विश्वविद्यालय जयपुर को विद्या वाचस्पति की डिग्री प्रदान करने की स्वीकृति दी गई है।

बाह्य परीक्षक

पर्यवेक्षक

स्कूल के अधिष्ठाता / प्राचार्य / विभागाध्यक्ष

तारीख:

स्थान:

## आभार प्रकटीकरण

आभार प्रकटीकरण अधिकतम एक पृष्ठ का लिखें। इसमें शोधार्थी को अपने शोध कार्य को पूरा करने में भूमिका निभाने वाले सभी लोगो की सराहना करनी चाहिए। निर्देशक, सह-निर्देशक, स्कूल सदस्य, प्रयोगशाला साथी, परिवार के सदस्य आदि का आभार प्रकट किया जा सकता है। इस पृष्ठ पर कोई भी विवादास्पद बयान या गैर-शैक्षणिक/अपमानजनक भावनाओं का नहीं लिखा जा सकता है। अंत में शोधार्थी को अपना हस्ताक्षर करना चाहिए।

दिनांक:

शोधार्थी

(हस्ताक्षर)

नाम .....

नामांकन संख्या : .....

स्कूल .....

निर्वाण विश्वविद्यालय जयपुर

## घोषणा-पत्र

मैं ..... घोषणा करता/करती हूँ कि मैंने ..... स्कूल, निर्वाण विश्वविद्यालय जयपुर में विद्या वाचस्पति ..... उपाधि हेतू ..... विषय पर ..... के नियमित शोध निर्देशन में यह शोध-प्रबंध पूर्ण किया है। प्रस्तुत शोध-प्रबंध मेरा मौलिक कार्य है। मेरे संज्ञान में इसे अंशतः या पूर्णतः इस विश्वविद्यालय या किसी अन्य संस्थान में किसी उपाधि हेतू प्रस्तुत नहीं किया गया है।

दिनांक:

शोधार्थी

(हस्ताक्षर)

नाम .....

नामांकन संख्या : .....

स्कूल .....

निर्वाण विश्वविद्यालय जयपुर

## निर्देशक का प्रमाण पत्र

प्रमाणित किया जाता है कि श्री/सुश्री ..... ने मेरे नियमित निर्देशन में .....  
..... विषय पर विद्या वाचस्पति ..... उपाधि हेतू ..... स्कूल, निर्वाण  
विश्वविद्यालय जयपुर में शोध-प्रबंध प्रस्तुत किया है। मेरे संज्ञान में प्रस्तुत शोध-प्रबंध उनका मौलिक कार्य  
है एवं साहित्यिक चोरी से मुक्त है। इसे अंशतः या पूर्णतः इस विश्वविद्यालय या किसी उपाधि हेतू प्रस्तुत नहीं  
किया गया है। अतः निर्वाण विश्वविद्यालय जयपुर द्वारा (शोधार्थी का नाम) के शोध प्रबंध का मूल्यांकन करने  
की अनुशंसा करता हूँ।

साहित्यिक चोरी से परीक्षण, यह पाया गया कि संपूर्ण शोध प्रबंध का समानता सूचकांक 10 प्रतिशत से कम  
है।

(निर्देशक के हस्ताक्षर)

दिनांक:

नाम .....

पदनाम.....

स्कूल : .....

निर्वाण विश्वविद्यालय जयपुर

## सह-निर्देशक का प्रमाण पत्र

(यदि सह-निर्देशक प्राप्त है)

प्रमाणित किया जाता है कि श्री/सुश्री ..... ने मेरे नियमित निर्देशन में .....  
..... विषय पर विद्या वाचस्पति ..... उपाधि हेतू ..... विभाग, निर्वाण  
विश्वविद्यालय जयपुर में शोध-प्रबंध प्रस्तुत किया है। मेरे संज्ञान में प्रस्तुत शोध-प्रबंध उनका मौलिक कार्य  
है एवं साहित्यिक चोरी से मुक्त है। इसे अंशतः या पूर्णतः इस विश्वविद्यालय या किसी उपाधि हेतू प्रस्तुत नहीं  
किया गया है। अतः निर्वाण विश्वविद्यालय जयपुर द्वारा (शोधार्थी का नाम) के शोध प्रबंध का मूल्यांकन करने  
की अनुशंसा करता हूँ।

साहित्यिक चोरी से परीक्षण, यह पाया गया कि संपूर्ण शोध प्रबंध का समानता सूचकांक 10 प्रतिशत से कम  
है।

(सह-निर्देशक के हस्ताक्षर)

दिनांक:

नाम .....

पदनाम .....

संबंधन .....



## साहित्यिक चोरी सत्यापन

दिनांक

1. शोध छात्र का नाम.....
2. शोध प्रबंध का शीर्षक.....  
.....
3. पृष्ठों की संख्या.....
4. स्कूल: विषय.....
5. पर्यवेक्षक का नाम.....
6. सह-पर्यवेक्षक का नाम.....

समानता का पता लगाने के लिए उपरोक्त शोध प्रबंध को स्कैन किया गया था। रिपोर्ट इस प्रकार है:

प्रयुक्त सॉफ्टवेयर..... दिनांक.....  
समानता सुचकांक..... कुल शब्द गणना.....

रिपोर्ट समीक्षा हेतु संलग्न है।

शोधार्थी के हस्ताक्षर

उपरोक्त थीसिस की साहित्यिक चोरी रिपोर्ट की समीक्षा अधोहस्ताक्षरी द्वारा की गई है:

1. समानता सुचकांक स्वीकृत मानदंडों से नीचे है।

शोध प्रबंध को विश्वविद्यालय में प्रस्तुत करने पर विचार किया जा सकता है। सॉफ्टवेयर रिपोर्ट संदर्भ के लिए संलग्न है।

शोध पर्यवेक्षक

निर्वाण विश्वविद्यालय, जयपुर  
कॉपीराइट स्थानांतरण प्रमाणपत्र

विषय.....

शोध प्रबंध का शीर्षक.....

शोधार्थी का नाम.....

कॉपीराइट स्थानांतरण

अधोहस्ताक्षरी इसके द्वारा निर्वाण विश्वविद्यालय, जयपुर को कॉपीराइट के तहत सभी अधिकार प्रदान करता है, जो विद्या वाचस्पति को प्रदान करने के लिए अधोहस्ताक्षरी द्वारा प्रस्तुत उपरोक्त शोध प्रबंध में मौजूद हो सकते हैं।

विश्वविद्यालय का कॉपीराइट

सर्वाधिकार सुरक्षित

दिनांक:

स्थान:

## शोध सार

- शोध प्रबंध में सम्मिलित किये गये सभी प्रमुख कार्यो को शोध सार में उजागर करना चाहिए। उद्देश्यों और निष्कर्षो को सहसंबद्ध और स्पष्ट होना चाहिए। शोध सार में विभिन्न अध्यायों को उजागर करने वाले विवरण के साथ शोध प्रबंध का एक संक्षिप्त सारांश शामिल किया जाना चाहिए। शोध प्रबंध को शोध सार भाग में शामिल करने के लिए परिचय और साहित्य समीक्षा की आवश्यकता नहीं है।
- शोध सार को लगभग 500 शब्दों में (दो पृष्ठों में) संकलित किया जाना चाहिए। शोध सार के अंत में बीजशब्दों का उल्लेख किया जाना चाहिए। बीजशब्द शोध प्रबंध के मुख्यता प्रयुक्त होने वाले शब्द होते हैं।