

**Approval of revised guidelines for preparation of
Thesis/Project Report by Post Graduate Students**




**Directorate of Research
Junagadh Agricultural University
Junagadh - 362 001**

NOTIFICATION

It is hereby notified to all concerned that on recommendation of PG Board of Studies vide Item No. 17.7 in its 17th meeting, the Academic Council has resolved vide Item 59.22 in its 59th meeting held on 01/01/2025 as under:

“It is hereby resolved that, the revised guidelines for the preparation of thesis/project report by post graduate students, as outlined in the Annexure-A, Annexure-B & Annexure-I to XXII, are approved for implementation in Junagadh Agricultural University w.e.f. February 01, 2025.”


**Director of Research
& Dean, P.G. Studies**

Encl.: Annexure-A

No. JAU/DR/PGT/T-6/AC/

10057-65

/ 2025, Junagadh.

Dt. 18.01.2025

Copy F.W.cs.to:

All members of Academic Council of Junagadh Agricultural University, Junagadh

Copy to:

1. The Registrar, JAU, Junagadh
2. All the Officers of this University, JAU, Junagadh
3. All the Principal & Deans of various faculties, JAU, Junagadh for implementation
4. All the Professor Incharge of PG Centre, JAU, Junagadh for implementation
5. All the Unit/ Sub Unit Officers, JAU, Junagadh
6. P.S. to Hon. Vice Chancellor, Junagadh Agricultural University, Junagadh
7. Director, IT Cell, JAU, Junagadh for circulation through email/JAU website
8. Notification file



POST GRADUATE DEGREE PROGRAMME

REVISED GUIDELINES

for

preparation of

Thesis/Project Report

by


Post Graduate Students



Faculty of Post Graduate Studies
Junagadh Agricultural University
Junagadh - 362001
(Gujarat, India)

Annexure-A

GUIDELINES FOR PREPARATION AND SUBMISSION OF THESIS/PROJECT REPORT BY PG STUDENTS

Part of thesis/project report	Format / Arrangement / Guideline
Binding of thesis/project report Binding cover colour <ul style="list-style-type: none"> • Master degree : Black cover with Golden colour fonts & university logo • Doctoral degree : Maroon cover with Silver colour fonts & university logo Binding style <ul style="list-style-type: none"> • The thesis/project report must be bound using hardcover binding. Other binding styles are not permitted. Binding cover material <ul style="list-style-type: none"> • The cover material should be smooth and polished to ensure clear, high-quality printing. • Rough or textured cover materials should be avoided. Binding corner protectors <ul style="list-style-type: none"> • The corners of the binding should be reinforced with metal protectors. • Master degree thesis/project report : Golden coloured non-corrosive metal protector • Doctoral degree : Silver coloured non-corrosive metal protector 	
Thesis/project report title <ul style="list-style-type: none"> • It should be written as per Annexure-I • Font type : Times new roman • Title must be written in UPPERCASE except scientific name • Font size : 18 point • Bold font • Centre alignment 	
Logo of the University	 <ul style="list-style-type: none"> • The standard design of logo must be used. • Mandatory on Cover page and inner Title pages of thesis • The size of the logo must be as under (aspect ratio must be maintained) : • Height of logo : 2.5 cm, Width of logo : 2.3 cm • Centre alignment





Spine title	<ul style="list-style-type: none"> Print the spine title along the length of thesis/project report Student name (short), i.e. surname & initials, Discipline, Month Full Name-Year of submission (yyyy) Font format : UPPERCASE and bold Font size : Choose a font size that suits the thesis volume and length of content Sample of spine title is given as under. <div> <div>PATEL A. B.</div> <div>NAME OF DISCIPLINE</div> <div>DECEMBER-2024</div> <div>(Left side of spine)</div> <div>(Middle part of spine)</div> <div>(Right side of spine)</div> </div>			
Paper size	A4 size paper : 8.27 inch (21 cm) x 11.69 inch (29.7 cm)			
Paper quality	<ul style="list-style-type: none"> For general matter & figures : Print on 80 gsm, Executive white bond paper For plates : Print on Art paper. Direct pasting the photographs on thesis pages is not allowed. 			
Page margin	<ul style="list-style-type: none"> For single sided printing : Normal margin Top : 1 inch (2.54 cm), Bottom : 1 inch (2.54 cm), Left : 1.5 inch (3.81 cm), Right : 1 inch (2.54 cm) For double sided printing : Mirror margin Top : 1 inch (2.54 cm), Bottom : 1 inch (2.54 cm), Inside : 1.5 inch (3.81 cm), Outside : 1 inch (2.54 cm) 0.5 inch (1.27 cm) Write the title of chapters in italic and capitalize each word for main chapters, i.e. <i>Introduction, Review of Literature, Materials and Methods, Results and Discussion, Summary and Conclusions</i> and for end matter, i.e. <i>Bibliography, Appendices</i> The font type for these titles should be "Monotype Corsiva" with a size of 12 points, and in Capitalize Each Word and right-side alignment. No any content is allowed in the header of preliminary pages 			
Header	<ul style="list-style-type: none"> 0.5 inch (1.27 cm) Contains page numbers only with centre alignment 			
Footer	<ul style="list-style-type: none"> 0.5 inch (1.27 cm) Contains page numbers only with centre alignment 			
Sequencing of parts and its contents in the thesis/project report and its page limits, printing side and pagination	Part A : Preliminary pages (All pages as under are mandatory)			
	Sequence of pages		Page limit	Printing side
	1. Main title page	Single page	Single page	<ul style="list-style-type: none"> Roman numerals in lower case at Footer, i.e. i, ii, iii, iv, v,...
	2. Secondary title page	Single page	Single page	
	3. Abstract	Max. Two page	Double sided	
	4. Declaration	Single page	Single sided	

5. Certificate-I	Single page	Single sided	• Times new roman, 12 point, Regular
6. Certificate-II	Single page	Single sided	• Centre alignment
7. Acknowledgement	Max. Two page	Double sided	• Sequentially and in continuous manner throughout this part
8. Contents	Multiple pages	Double sided	
9. List of tables	Multiple pages	Double sided	
10. List of figures	Multiple pages	Double sided	
11. List of plates	Multiple pages	Double sided	
12. List of appendices	Multiple pages	Double sided	
13. List of symbols, units, nomenclatures and abbreviations	Multiple pages	Double sided	
Part B : Chapters of thesis/project report			
Sequence of chapters	Page limit	Printing side	Pagination
1. Introduction	Multiple pages	Double sided	• Arabic numbers at Footer, i.e. 1, 2, 3, 4, 5,....
2. Review of Literature	Multiple pages	Double sided	• Times new roman, 12 point, Regular
3. Materials and Methods	Multiple pages	Double sided	• Centre alignment
4. Results and Discussion	Multiple pages	Double sided	• Sequentially and in continuous manner throughout this part
5. Summary and Conclusions	Multiple pages	Double sided	• Omit the page number on first page of each chapter
Part C : End matters			
Sequence of matter	Page limit	Printing side	Pagination
1. Bibliography	Multiple pages	Double sided	• Arabic numbers at Footer, i.e. 1, 2, 3, 4, 5,....
2. Appendices	Multiple pages	Double sided	• Times new roman, 12 point, Regular
			• Centre alignment





Font type Font format, its size and related rules				<ul style="list-style-type: none"> Page numbering should be in sequence and continues from the last page of previous part, i.e. Chapter V (Results and Discussion) Omit the page number on first page of bibliography; however, this rule does not apply when assigning page numbers to the appendices. 		
	Note : Each new chapter or part of the thesis should begin on a new numbered page that appears on the right-hand side of the bound thesis. It is recommended not to keep any page blank between chapters or end matters of thesis. However, if it is unavoidable and if any page remain blank (generally at the end of a chapter or part and on the left-hand side of bound thesis) should not be numbered. For example, if the content of Chapter I (Introduction) occupies 5 pages, the back page (page 6) of the last numbered page (page 5) should remain blank and not be assigned a page number. The next Chapter-II (Review of Literature), will start on the right-hand side page of thesis, and the first page of Chapter II will be numbered as 6. This rule should be consistently applied throughout the thesis when pagination is assigned to new chapters or part.					
	Times New Roman (Title page and all other parts of thesis/project report)					
	Cover page (As per Annexure-I)					
	Preliminary pages (As per Annexure-II to Annexure-XVII)					
	Main chapters (As per Annexure-XVIII)					
	Particular	Alignment	Font Case	Font size	Regular/Bold	Example
	Chapter heading	Centre	UPPERCASE	16	Bold	CHAPTER I
	Chapter title	Centre	UPPERCASE	14	Bold	INTRODUCTION
	Main Topic (level-1) title	Left	UPPERCASE	12	Bold	POST HARVEST MANAGEMENT
	Sub-topic (level-2) title	Left	Capitalize Each Word	12	Bold	Handling and Packaging

	Sub-topic (level-3) title	Left	Sentence case	12	Bold	Methods of handling
	Subsequent sub-topic title (if any)	Left	Sentence case	12	Bold	Mechanical handling
	Write up/Text	Justify	Sentence case	12	Regular	Mechanical handling is better than manual handling.
	End matters (As per Annexure-XXI to Annexure-XXII)					
Formulating the Objectives	<ul style="list-style-type: none"> The objectives should be designed according to the "SMART" criteria as explained in detailed guidelines given in Annexure-B Each objective should start with an action verb and should be prefixed with "To". The aim of research/project work must be divided into at least 3 (three) objectives. Additional objectives may be set for a more effective distribution of sub-tasks, based on the scope and quantum of research/project work and in consultation with the advisory committee members of the student. Typically, 3 to 5 clear and focused objectives are recommended 					
Numbering of chapters & chapter topics	<ol style="list-style-type: none"> Chapter heading should be sequentially numbered with Roman numerals in UPPERCASE, i.e. CHAPTER I, CHAPTER II and so on... A dash (-), full stop (.), colon (:), or any other similar punctuation should not be placed between the word "CHAPTER" and its associated number. Main Topic (level-1) title, Sub-topic (level-2) title and Sub-topic (level-3) title should be numbered sequentially using Arabic numerals as per below given example <ul style="list-style-type: none"> Main topic (level-1) title : If "N" is Chapter Number and "n" is main topic (level-1) title number, then the topic title will be numbered as: N.n and so on. e.g. Main topic (level-1) title-1 of Chapter II can be numbered as 2.1 POST HARVEST MANAGEMENT Sub-topic (level-2) title : Sub-division of "N.n" will be N.n.1, N.n.2, N.n.3, N.n.4, N.n.5 and so on, e.g. Sub-topic (level-2) title-1 of Chapter II & Main topic (level-1) title-1 (2.1 POST HARVEST MANAGEMENT) can be numbered as 2.1.1 Handling and Packaging Sub-topic (level-3) title : Sub-division of "N.n.1" will be N.n.1.1, N.n.1.2, N.n.1.3, N.n.1.4, N.n.1.5 and so on Sub-division of N.n.2 will be N.n.2.1, N.n.2.2, N.n.2.3, N.n.2.4, N.n.2.5 and so on 					



	<p>Sub-division of N.n.3 will be N.n.3.1, N.n.3.2, N.n.3.3, N.n.3.4, N.n.3.5 and so on..... e.g. Sub-topic (level-3) title-1 of Chapter II, Main topic (level-1) title-1 & Sub-topic (level-2) title-1 (2.1.1 Handling and Packaging) can be numbered as 2.1.1.1 Methods of handling</p> <ul style="list-style-type: none"> Any subsequent sub-topic titles, if any, are to be numbered with, a., b., c. and so on. <p>4. Theoretically, any number of sub-topic title levels is possible, but in practice, more than three levels can be confusing. Therefore, it is advisable to limit the levels to a maximum of three, as explained in the above examples.</p>
Table layout, its numbers and title	<ul style="list-style-type: none"> Adjust the table layout to the window and use the "AutoFit Window" function to ensure proper fitting as depicted in Annexure-XIX. Tables shall be sequentially numbered chapter wise in Arabic numerals e.g. the second table in Chapter III shall bear the number as Table 3.2 Only double-level table numbering is allowed, e.g. Table 3.2 Table numbering more than double-level, e.g. Table 3.2.2, is not allowed As the table numbers are double-level, they should not end with a full stop, e.g. Table 1.1, Table 2.2 No dash (-), full stop (.), colon (:) or other similar punctuations should be placed between table number and its title as well as at the end of table title. Avoid punctuations in Table title. However, if the title contains multiple clauses or is part of a sentence, punctuations can be used appropriately. Table title/caption should be written in "Sentence case", positioned above the table and justify alignment. Align the figure width with the page width and adjust the height to maintain the aspect ratio as depicted in Annexure-XX. Figures shall be sequentially numbered chapter wise in Arabic numerals e.g. the second figure in Chapter III shall bear the number as Figure 3.2 No abbreviated form of "Figure", i.e. "Fig." is allowed in writing the figure titles. However, when referring the figures in text, it should be abbreviated (e.g., "As shown in Fig. 4.1") Only double-level figure numbering is allowed, e.g. Figure 3.2 Figure numbering more than double-level, e.g. Figure 3.2.2, is not allowed As the figure numbers are double-level, they should not end with a full stop, e.g. Figure 1.1, Figure 2.2
Figure layout, its numbers and title	

	<ul style="list-style-type: none"> • No dash (-), full stop (.), colon (:) or other similar punctuations should be placed between figure number and its title as well as at the end of figure title. • Avoid punctuations in figure title. However, if the title contains multiple clauses or is part of a sentence, punctuations can be used appropriately. • Figure title/caption should be written in “Sentence case”, positioned below figure and justify alignment.
Plate layout, its numbers and title	<ul style="list-style-type: none"> • Align the plate width with the page width and adjust the height to maintain the aspect ratio as depicted in Annexure-XX. • While referencing the photograph/image, it should be labelled with word “Plate”. The labels like “Image”, “Photograph” etc. are not allowed. • Plates shall be sequentially numbered chapter wise in Arabic numerals e.g. the second plate in Chapter III shall bear the number as Plate 3.2 • Only double-level plate numbering is allowed, e.g. Plate 3.2 • Plate numbering more than double-level, e.g. Plate 3.2.2, is not allowed • As the plate numbers are double-level, they should not end with a full stop, e.g. Plate 1.1, Plate 2.2 • No dash (-), full stop (.), colon (:) or other similar punctuations should be placed between plate number and its title as well as at the end of plate title. • Avoid punctuations in plate title. However, if the title contains multiple clauses or is part of a sentence, punctuations can be used appropriately. • Plate title/caption should be written in “Sentence case”, positioned below plate and justify alignment.
Appendix numbers and its title	<ul style="list-style-type: none"> • Appendices should be sequentially numbered using Capital Alphabetic letters e.g. First appendix as Appendix-A, second appendix as Appendix-B and so on • Only a “dash (-)” should be placed between word “Appendix” and its corresponding letter, i.e. A, B, C, D, • Arabic and Roman numerals are not permitted for appendix numbering • The title of appendix must be placed below the corresponding label (Appendix-A, Appendix-B). • Avoid punctuations in appendix title. However, if the title contains multiple clauses or is part of a sentence, punctuations can be used appropriately. • No full stop (.) is required at the end of appendix title.





	<ul style="list-style-type: none"> Appendix title/caption should be in "Sentence case", positioned above content of the appendix and centre aligned as depicted in Annexure-XXII.
Line spacing	<ul style="list-style-type: none"> Thesis/project report title : 1.5 lines Other content of Cover/title page : 1.5 lines Abstract : 1 line (for both title and text/paragraph) Acknowledgement : 1 line Spacing between chapter heading and chapter title : 1.5 lines Spacing between chapter title and first line of paragraph following the chapter title : 3 lines Spacing between main topic titles, sub-topic titles, and the first line and subsequent lines of text/paragraphs : 1.5 lines Text/paragraphs of main chapters : 1.5 lines Spacing between table title and first row of table : 1.5 lines Spacing between figure and figure title : 1.5 lines Spacing between plate and plate title : 1.5 lines Spacing between appendix title and text of appendix : 1.5 lines Spacing throughout the certificates, declaration : 1.5 lines Spacing between the rows of tables containing the Contents, List of Tables, List of Figures, List of Plates, etc. : 1.5 lines
Separator page between chapters	No separator page is allowed between chapters or anywhere in the thesis/project report
Dedication page	No dedication page is allowed in the thesis/project report
Decoration	Ornamentation, decoration, designing, page borders, coloured and embossed fonts, etc. are not permitted in the thesis/project report
Style of writing	Content throughout the thesis/project report should be written in the past tense, passive voice and in the third person
Formula / Equation	Mathematical formula or equations should be prepared using a MS Office tool "Insert an Equation (Alt + =)" or any other standard software tool
Units of measurement	Always use International System of Units (SI) units

Scientific name	<ul style="list-style-type: none"> Follow the standard "Scientific nomenclature" Scientific names shall be in italics with first alphabet of genus in upper case
Vernacular language terms	<ul style="list-style-type: none"> Any terms or words written in the vernacular language for clarity and understanding in the research project must be italicized, i.e., <i>Kharif</i>, <i>Rabi</i>, <i>Saurashtra</i>, <i>Kesar</i> or other similar terms. Standard rules for lowercase and capitalization should be followed when incorporating these words into the paragraph.
Referencing in the Review of Literature	<ul style="list-style-type: none"> When citing references in the Review of Literature chapter, the following order should be followed for their arrangement. <ol style="list-style-type: none"> Ascending chronological order: Literature should be cited in ascending order based on publication year, with older sources cited first, followed by more recent ones. This approach helps to illustrate the progression of research over time, showcasing how theories, ideas, and findings have evolved in the field. Alphabetical order for same-year citations: If multiple references are from the same year, they should be cited alphabetically by the author's last name in ascending order. This ensures clarity and consistency when citing works published in the same year. Standard style of quoting references should be used in the text and under the heading "Bibliography". APA referencing style (available at : https://apastyle.apa.org/style-grammar-guidelines/references/examples) with some modifications as given in the detailed guidelines as given in Annexure-B will have to be followed while preparing the reference list.
Other points	<ul style="list-style-type: none"> Paragraph indentation (6 spaces) No page should end with the beginning of a paragraph from the previous page i.e. less than two full line in length
Submission of kachcha bound thesis/project report	<ul style="list-style-type: none"> Refer to the rules for submission of thesis as explained vide Regulation No. 46 of Revised Common Academic PG Regulations-2022 of JAU. Copy of <i>kachcha</i> bound thesis/project report required for submission For Master degree : 1 copy and Doctoral degree : 2 copies
Research paper from thesis	<ul style="list-style-type: none"> Refer to Regulation No. 46.5 of Revised Common Academic PG Regulations-2022 of JAU. For a doctoral thesis, at least one research paper from the thesis must be either published or submitted/accepted in a reputed journal or a patent should have been filed out of the thesis work before the <i>Pakka</i> bound thesis submission.





	<ul style="list-style-type: none"> • A copy of the published research paper or acceptance letter along with the manuscripts of paper, must be signed by both the student and the major guide. This, along with the thesis viva-voce report, should be uploaded to JEMS for online approval by the Dean, PG Studies.
Submission of <i>pakka</i> bound thesis/project report	<ul style="list-style-type: none"> • Refer to the rules for submission of thesis as explained vide Regulation No. 46 of Revised Common Academic PG Regulations-2022 of JAU. • Submission of <i>Pakka</i> bound thesis/project report will be allowed only after successful completion of thesis/project report viva-voce examination • Copy of <i>pakka</i> bound thesis/project report required for submission For Master & Doctoral degree : 4 hard copies each for the student, major guide, department, and central library along with 3 CDs containing the soft copies (PDF) of thesis/project report for major guide, department, and central library, plus 1 copy for the sponsor or financial support agency, if applicable.



Annexure-B

DETAILED GUIDELINES FOR PREPARATION OF THESIS/PROJECT REPORT BY POST GRADUATE STUDENTS

1. GENERAL

- These guidelines deal with the presentation of a thesis/project report and other similar related documents which fall within the definition of the term "Thesis (for master degree students of faculties other than ABM & for doctoral degree students of all faculties)"/"Project Report (for MBA students)".

1.1 Definition

- For the purpose of these guidelines, a thesis or a project report is a statement of investigation or research presenting the author's findings and any conclusions reached, submitted by the author in support of his/her candidature for award of higher degree.

1.2 Copyright

- The University shall reserve the right to make available or to allow the thesis/project report 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 the other cases, the copyright rests with the author.

1.3 Publication of the thesis/project report

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

1.4 Submission of the thesis/project report

- The thesis/ project report first be submitted in hard bound form (*kachcha* bound) as per the guidelines of the university. After the successful completion of viva voce, it shall be hard bound (*pakka* bound) along with the University logo as per the guidelines.
- The binding cover should be black with golden-coloured fonts and the university logo for a master's degree, and maroon with silver-coloured fonts and the university logo for a doctoral degree. No alternative covers or colours are acceptable.

1.5 Number of copies

- Hard bound thesis/project report shall be submitted in quadruplicate (four copies) along with CDs containing the soft copy of thesis/project report in PDF format of which one each shall be for University Library, college/Department Library, major guide and student concerned. Additional 1 copy for the sponsor or financial support agency, if applicable.



2. PARTS AND ARRANGEMENT

- The thesis/project report should typically consist of three main parts:

I. Preliminaries

- This includes elements such as the title pages, abstract, declaration, certificates, acknowledgments, table of contents, list of tables, list of figures, and any other introductory material.

II. Text

- This section contains the core chapters of the thesis/project report, including the introduction, review of literature, materials and methods, results and discussion, and conclusions.

III. End Matter

- This section includes bibliography, appendices and any additional supporting materials, if any.
- These parts are meant to guide the arrangement of the sections within the thesis/project report and should not be indicated as headings in the document.

2.1 Preliminaries

Sequence of preliminary pages must be as under.

1. Main title page (as per Annexure-I)
2. Secondary title page (as per Annexure-II & III)
3. Abstract (as per Annexure-IV)
4. Declaration (as per Annexure-V(a) & V(b))
5. Certificate-I (as per Annexure-VI, VII & VIII)
6. Certificate-II (as per Annexure-IX, X, XI & XII)
7. Acknowledgement (as per Annexure-XIII)
8. Content (as per Annexure-XIV)
9. List of tables (as per Annexure-XV)
10. List of figures (as per Annexure-XV)
11. List of plates (as per Annexure-XV)
12. List of appendices (as per Annexure-XVI)
13. List of symbols, units, nomenclatures and abbreviations (as per Annexure-XVII)

2.2 Text

1. Introduction (as per Annexure-XVIII)
2. Review of literature (similar to Annexure-XVIII)
3. Materials and Methods (similar to Annexure-XVIII)
4. Results and Discussion (similar to Annexure-XVIII)
5. Summary and Conclusions (similar to Annexure-XVIII)

2.3 End Matter

1. Bibliography (as per Annexure-XXI)
2. Appendices (as per Annexure-XXII)



3. COVER

3.1 Binding

- The colour of the cover should be chosen as per university guidelines
For master degree : Black cover with Golden colour fonts & university logo
For doctoral degree : Maroon cover with Silver colour fonts & university logo
- The thesis or project report must be securely bound with sufficient rigidity to support its weight when placed on a shelf. The cover should be durable enough to withstand regular wear and tear.
- Ensure the cover provides adequate protection to the thesis or project report, safeguarding it from damage.
- The thesis/project report must be bound using hardcover binding. Other binding styles are not permitted.
- As the thesis will feature a university logo and title, the binding must allow for high-quality printing without issues such as smudging or fading.
- The pages of the thesis/project report should be securely sewn to the cover to ensure they are permanently affixed.
- The binding should allow for easy turning of the pages, and the text should remain clearly legible, including the extreme left margin of the pages.
- Maps, photographs, and other illustrations must be sized to match the text and securely incorporated into the thesis/project report.
- If the thesis/project report includes plates or photographs, they must be protected with transparent guards to prevent damage.
- The corners of the binding should be reinforced with metal protectors to enhance durability and prolong the life of the thesis/project report.
- The cover material should be smooth and polished to ensure clear, high-quality printing. Avoid rough or textured materials, as they may cause printing issues, leading to unclear or smudged text and graphics.

3.2 Cover title page

- The title of the thesis/project work should be placed on the outside front board.
- The title should be in UPPERCASE, written in bold, and in Times New Roman font with a minimum size of 18 points.
- Scientific names should be in italics with the genus capitalized and the species in lowercase.
- All acronyms, abbreviations, and symbols used in the title should be fully spelled out.
- The full name of the candidate should be printed in 16 point bold Times New Roman font, exactly as registered during admission to the PG degree program.
- The candidate's highest qualification should be listed in 12 point bold Times New Roman font.
- The University logo should be placed on the cover, with dimensions of 2.5 cm x 2.3 cm.
- The name and address of department should be written in 12 point, bold & UPPERCASE font



- The year of submission (indicating when the thesis/project report is permanently bound) should be written in 14 point, bold & UPPERCASE font.
- Refer to **Annexure I** for specific placement, spacing, and formatting examples.

3.3 Spine title

- Following information should be included in the spine title
 - Left side content : Last name (Surname) and initial name of the candidate (first name and middle name).
 - Middle content : Major subject/discipline
 - Right side content : Month-Year of submission (the year of the thesis/project report is permanently bound).
- Font format : Times New Roman, UPPERCASE and bold
- Font size : Choose a font size that suits the thesis volume and length of content
- The printing on the spine should be oriented along the length side of the thesis/project report.
- When the thesis/project report is lying flat, the text should be readable from the side of the spine.

4. PAPER, TYPOGRAPHICAL DETAILS AND MECHANICAL CONVENTIONS

4.1 Paper

- The thesis/project report should be typed on executive white bond paper.
- The paper size should be A4 size (21.0 cm x 29.7 cm).
- The minimum weight of the paper should be 80 gsm (grams per square meter).

4.2 Typing

- The text should be typed using Times New Roman font with a minimum font size of 12 points.
- The text should be typed with as per the line spacing and printing side as per the guidelines given in **Annexure-A** for clarity and ease of reading.
- The typing should be of even quality with clear black characters.
- Ensure that there are no typing errors. It is essential to use a spell checker to correct any mistakes before final printing.
- Simple typing errors can be corrected using black India ink.
- Cutting or erasing is not allowed. If there are more serious errors, or if there are more than 2 errors on a page, the page must be retyped and replaced.
- A maximum of 10 corrections throughout the entire thesis/project report is allowed.
- No word should be left incomplete or carried over to the next page. Ensure proper formatting to avoid this.

4.3 Margins

- For single sided printing pages:
 - Use normal margins for the pages which are to be printed on single side only.
 - The margins should be as follows:
Left side: 1.5 inches, Right side: 1.0 inch, Top: 1.0 inch, Bottom: 1.0 inch
- For double sided printing pages:



- Use mirror margins for the pages which are to be printed on both sides of paper. This ensures that there is a larger margin on the inside for easy reading when the document is bound.
- The margins should be as follows:
Inside (binding side) : 1.5 inch, Outside (opposite to binding side) : 1.0 inch,
Top: 1.0 inch, Bottom: 1.0 inch

4.4 Header and footer

- **Header:**

- The header should have a margin of 0.5 inch from the top of the page.
- The title of the respective chapter and end matter (except on the first page of each chapter and end matter) should be written in italics and capitalize each word.
 - For main chapters, the titles should be like *Introduction, Review of Literature, Materials and Methods, Results and Discussion, Summary and Conclusions.*
 - For end matter, the titles should be like *Bibliography, Appendices.*
- The font type for these titles should be "Monotype Corsiva" with a size of 12 points, and in Capitalize Each Word and right side alignment.
- No content is allowed in the header of the preliminary pages.

- **Footer:**

- The footer should have a margin of 0.5 inch from the bottom of the page.
- The footer should contain only the page number in the centre of the page.
- The page number should be placed at the bottom centre, with no additional content in the footer.

4.5 Spacing

- **General Spacing:**

- The text in the thesis/project report (including the main body of the chapters) should be typed with 1.5 line spacing.

- **Quotations and Footnotes:**

- Quotations (direct quotes from sources) and footnotes can be typed with single line spacing.

- **Abstract and Acknowledgements:**

- Both the abstract and the acknowledgements sections should be typed with single line spacing. These sections are generally shorter and can be presented more compactly.

4.6 Pagination

4.6.1 Preliminary pages

- These are sequentially numbered with lower case Roman numerals, i.e. i, ii, iii, iv, etc. at the bottom centre of the page.

4.6.2 Text

- The text pages shall be sequentially numbered with Arabic numerals consecutively throughout the thesis/project report including the figures, tables, plates etc. at the bottom centre of the page.



- Each new chapter or part of the thesis should begin on a new numbered page that appears on the right-hand side of the bound thesis. It is recommended not to keep any page blank between chapters or part of thesis. However, if it is unavoidable and if any page remain blank (generally at the end of a chapter or part and on the left-hand side of bound thesis), should not be numbered.

For example, if the content of Chapter I (Introduction) occupies 5 pages, the back page (page 6) of the last numbered page (page 5) should remain blank and not be assigned a page number. The next Chapter-II (Review of Literature), will start on the right-hand side page of thesis, and the first page of Chapter II will be numbered as 6. This rule should be consistently applied throughout the thesis when pagination is assigned to new chapters or part.

- Omit the page number on first page of each chapter.

4.6.3 End matters

- The pages of end matters shall be sequentially numbered with Arabic numerals consecutively throughout the bibliography and appendices at the bottom centre of the page.
- Page numbering should be continued and linked with the last page of previous part, i.e. Chapter V (Results and Discussion)
- The page number should be omitted on the first page of the bibliography; however, page numbers should be assigned to each page of the appendices.

4.6.4 Position of page numbers

- Page numbers shall be located at the bottom centre of the page.
- Page numbers shall be given without a period or parentheses.
- For pages with landscape setup, the page numbers shall be indicated in the same position as all other page numbers in the main body of the thesis/project report (vertical when bound).

4.7 Mechanical Conventions

- The conventions outlined in the CBE Style Manual (1972) should be followed for punctuations, full stop, ellipsis, comma, semicolon, colon, question mark, numbering, illustrations, diagrams etc.

4.8 Decoration

- Ornamentation, decoration, designing, page borders, coloured and embossed fonts, etc. are not permitted in the thesis/project report

5. CHAPTER HEADING, TOPIC & SUB-TOPIC TITLES, PARAGRAPH WRITING AND ITS NUMBERING

5.1 Chapter heading

- Every chapter in the body of the manuscript shall begin with new and odd page.
- It should be sequentially numbered with Roman numerals, i.e. I, II, III, IV..
- The chapter heading shall be written in UPPERCASE.
- It should be 16 point bold letter in the Times New Roman Font, e.g. CHAPTER I.



5.2 Chapter title

- The chapter title should be aligned at centre on the page, ensuring it is visually prominent and easily distinguishable.
- Use Times New Roman font with font size 14 points and bold letters for writing the chapter title.
- The chapter title should be written in UPPERCASE letters to maintain uniformity and emphasis. For example: REVIEW OF LITERATURE.
- Leave 3 lines spacing below the chapter title before starting the content of the chapter.
- Do not underline, italicize, or use any other decorative styles for the title besides bolding it.
- A dash (-), full stop (.), colon (:), or any other similar punctuation should not be placed between the word "CHAPTER" and its associated number.

5.3 Main topic (level-1) title

- The main topic (level-1) title shall be left aligned
- Use Times New Roman font with font size 12 points and bold letters for writing the main topic title.
- The main topic title should be written in UPPERCASE letters e. g. POST HARVEST MANAGEMENT
- It must be placed after keeping 1.5 lines space below the last line of previous section/paragraph.

5.4 Paragraphs

- The first line of the paragraph of the chapter should begin 3 lines space below the chapter title. This ensures there is clear separation between the title and the body text.
- Paragraphs should be 1.5 line spaced, providing clarity and readability without making the text too dense.
- Each new paragraph should have an indentation of six (6) spaces from the left margin. This helps to clearly distinguish each paragraph and maintain a clean, organized layout.
- The text within the paragraphs should be justified. This means the text is aligned both to the left and right margins, ensuring a uniform, neat appearance on the page.
- No page should end with the beginning of a paragraph from the previous page i.e. less than two full lines in length
- Maintain consistent indentation, alignment, and spacing throughout the entire thesis/project report to ensure a professional and uniform presentation.

5.5 Sub-topic title within chapters

- The sub-topic titles should be distinct and easy to differentiate from the main chapter title.
- Use Times New Roman font with font size 12 points and bold letters for writing the sub-topic titles.



- Sub-topic (level-2) titles should have capitalized each word (Title Case). For example: 2.1.1 Handling and Packaging.
- Sub-topic titles (level-3) should be in sentence case (only the first word and proper nouns capitalized). For example: 2.1.1.1 Methods of handling

5.6 Numbering of main topic and sub-topic titles

- All sub-topic titles and their numbering should be left-aligned.
- Main Topic (level-1) title, Sub-topic (level-1) title, Sub-topic (level-2) title and Sub-topic (level-3) title should be numbered sequentially using Arabic numerals. The numbering structure should follow a hierarchical pattern. Follow the below given rules for numbering of topic and sub-topic titles.
 - **Main topic (level-1) title** : If “N” is Chapter Number and “n” is main topic (level-1) title number, then the topic title will be numbered as: **N.n** and so on.
e.g. Main topic (level-1) title-1 of Chapter II can be numbered as **2.1 POST HARVEST MANAGEMENT**
 - **Sub-topic (level-2) title** : Sub-division of “N.n” will be N.n.1, N.n.2, N.n.3, N.n.4, N.n.5 and so on,
c.g. Sub-topic (level-2) title-1 of Chapter II & Main topic (level-1) title-1 (**2.1 POST HARVEST MANAGEMENT**) can be numbered as **2.1.1 Handling and Packaging**
 - **Sub-topic (level-3) title** : Sub-division of “N.n.1” will be N.n.1.1, N.n.1.2, N.n.1.3, N.n.1.4, N. n.1.5 and so on.
Sub-division of N.n.2 will be N.n.2.1, N.n.2.2, N.n.2.3, N.n.2.4, N.n.2.5 and so on
Sub-division of N.n.3 will be N.n.3.1, N.n.3.2, N.n.3.3, N.n.3.4, N.n.3.5 and so on.
e.g. Sub-topic (level-3) title-1 of Chapter II, Main topic (level-1) title-1 & Sub-topic (level-2) title-1 (**2.1.1 Handling and Packaging**) can be numbered as **2.1.1.1 Methods of handling**
- Any subsequent sub-topic titles, if any, are to be numbered with, a., b., c. and so on.
- Theoretically, any number of sub-topic title levels is possible, but in practice, more than three levels can be confusing. Therefore, it is advisable to limit the levels to a maximum of three, as explained in the above examples.
- A full stop (period) is placed between numbers to designate subdivisions of different levels (e.g., 2.1, 2.1.1), but no full stop is required at the end of the numbering (e.g., 2.1.1 without a full stop at the end).

6. WRITING THE THESIS/PROJECT REPORT

6.1 Style of Writing

- The thesis/project report should be written in the past tense as the research and project related activities have already been conducted by the time of writing.
- The writing should use the passive voice rather than the active voice. This is standard in academic writing, as it emphasizes the process or results over the researcher.



- The thesis/project report should be written in the third person. Avoid personal pronouns like "I," "we," or "you." For example: "The results were analysed," instead of "I analysed the results."
- Follow the guidelines provided in the CBE (Council of Biology Editors) Style Manual (1972) for aspects like punctuation, abbreviations, citations, and referencing styles. This ensures consistency and professionalism in the document's presentation.
- For general English usage and proper spelling, the latest Webster's Third New International Dictionary should be used.

6.2 Transliteration

- Transliteration should be used when quoting authors' names, titles of works, or any relevant text originally written in a non-Roman alphabet (e.g., Arabic, Cyrillic, Chinese characters).
- The non-Roman text should be transliterated into the Roman alphabet to ensure clarity and consistency throughout the body of the text.
- The transliterated version should be used in the text, while the original script can be provided in parentheses if necessary for reference.

Example:

- Original (non-Roman): 习近平 (Chinese for "Xi Jinping")
- Transliterated (Roman alphabet): Xi Jinping

6.3 Tables

- Tables should be self-explanatory.
- Headings and the column/row entries should be clearly related.
- Tables and graphs should be placed immediately after the textual reference. If necessary, they can be placed on a separate page.
- If a table extends beyond one page, it should be continued on the next page, and the continuation should be indicated as, for example, "Table 2 cont."
- Numbering and other formatting rules for Tables must be followed as per the guidelines given in **Annexure-A**.
- The title should follow 1.5 line spacing and be written in sentence case (only the first word and proper nouns capitalized).
- Footnotes, if any, should place below the table. The footnotes should be single line spaced.
- The table layout should adjust to the window. Use the "AutoFit Window" function for proper fitting.
- Only white bond paper should be used for printing tables and graphs
- Sample of Table in Chapters is depicted in **Annexure-XIX**.

6.4 Illustrations

- Illustrative materials may be in Arabic line drawings or photographs, graphs, charts, or diagrams. These should visually support the content of the thesis/project report.
- Every illustrations as mentioned above must be titled with word "Figure".



- Illustrations should be placed at relevant points within the text where they clarify or enhance the information being discussed, ensuring they are positioned close to the related content for easy reference. Figures, maps, charts, and diagrams should appear immediately after the textual reference in the document.
- Every illustration, including charts, maps, graphs, diagrams, etc., should be referenced within the text by its figure number using the abbreviated form "Fig." (e.g., "As shown in Fig. 4.1").
- Numbering and other formatting rules for illustrations must be followed as per the guidelines given in **Annexure-A**.
- The caption for each illustration should be placed directly below the figure.
- The figure and its caption should appear on same page.
- The first letter of the caption should be capitalized, and it should be written in sentence case (e.g., "Methods of analysis used in the study").
- Ensure the caption is written in 1.5 line spacing and ends with a full stop.
- Illustrations can be resized, but they must remain clear and legible without compromising quality. Ensure high-resolution images for clarity, especially for complex visuals, and make sure text within illustrations is large enough to remain readable when scaled down.
- If an illustration cannot fit on the same page as the reference, it should appear on the next page.
- All illustrations should be consistent in style, format, and font for captions. Maintain uniformity throughout the thesis/project report.
- If using illustrations from external sources, make sure to obtain proper permission and cite the source appropriately.
- Illustrations (figures/image) should be printed on executive bond paper, however, if needed art paper (a thin paper similar to bond paper) can be used.
- A List of illustrations should be included in the thesis/project report, listing all illustrations (maps, charts, diagrams, graphs, etc.) in the order in which they appear in the text.
- The list should include the title of each illustration along with its page number for easy reference.
- The figure width should be aligned with the page width, and the height should be adjusted to maintain the aspect ratio.
- Sample of figure in Chapters is depicted in **Annexure-XX**.

6.5 Plates

- Plates (photograph/image) should be printed on art paper (a thin paper similar to bond paper).
- Photographs should not be pasted directly onto the thesis/project report pages. Instead, they should be printed on the art paper and inserted into the thesis/project report.
- Every photographs, should be referenced within the text by its plate number (e.g., "As shown in Plate 3.1")



- Numbering and other formatting rules for Plates must be followed as per the guidelines given in **Annexure-A**.
- Plate title/caption should be written in “Sentence case” and positioned below plate
- The plate and its title/caption should appear on same page.
- The plate width should be aligned with the page width, and the height should be adjusted to maintain the aspect ratio.
- Sample of plate in Chapters is depicted in **Annexure-XX**.

6.6 Formulae/Equation

- Mathematical and chemical formulae/equation should be carefully made out by MS office tools, i.e. Equation editor or other relevant computer tool.
- Complex mathematical formulae/equation 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.
- Additionally, they should be numbered chapter-wise using consecutive Arabic numerals throughout the thesis or project report. For example, the second equation in Chapter III would be numbered as “Eq. 3.2”.
- The same equation number must be used whenever it is referenced within the text.

6.7 Scientific names

- The scientific name should always be in Latin and italicized, e.g. *Cajanus cajan*.
- The scientific name consists of two parts: the genus name (first letter capitalized) and the species name (lowercase), e.g. *Solanum lycopersicum* (tomato).
- Sometimes, the name of the scientist who first described the species is included, especially in academic contexts. This is usually written after the species name, often abbreviated, e.g. *Triticum aestivum* L. (Linnaeus).
- After the genus name is mentioned in full, it can be abbreviated to the first letter in subsequent references, e.g. *Cajanus cajan* can be abbreviated *C. cajan*.

6.8 Vernacular language terms

- Vernacular language refers to the native or local language or dialect used by people in a specific region. In a research project, vernacular terms often represent concepts, seasons, or practices specific to that language or culture.
- Words like *Kharif* (the monsoon season), *Rabi* (the winter season), and similar culturally specific terms should be italicized when they appear in the text.
- If the word is at the beginning of a sentence or is a proper noun, it should be capitalized.
- If the word is used in the middle of a sentence or refers to a common noun, it should be written in lowercase.

6.9 Bibliography

- Use a standard citation style consistently throughout the thesis/project report for quoting references in the text and in the bibliography.
- The entries in the Bibliography should be arranged alphabetically by the author's last name. This makes it easier for readers to locate the references.



- Each entry in the bibliography should be formatted with a hanging indent. This means:
 - The first line of each reference should be aligned with the left margin.
 - All subsequent lines of the same reference should be indented by a fixed amount (usually 0.5 inches or 1.27 cm).
- Ensure consistent formatting for all references in the bibliography, including font, size, punctuation, and style.
- A sample of Bibliography page is depicted in **Annexure-XXI**.

6.10 Appendices

- Appendices should contain any supporting material that is referred to in the main text but not included directly in it. This can include raw data, additional charts, questionnaires, supplementary explanations, or other relevant materials.
- Appendices should be placed after the "Bibliography" section of the thesis/project report, typically at the end of the document.
- The style of the appendices should be consistent with the style used in the main text of the thesis/project report, including formatting, font size, and line spacing.
- Numbering and other formatting rules for Appendices must be followed as per the guidelines given in **Annexure-A**.
- Each appendix should have a title that clearly describes its content, placed directly above the appendix content.
- A sample of Appendix page is depicted in **Annexure-XXII**.

6.11 Symbols, nomenclatures and abbreviations

- Follow the international standards for symbols, nomenclature, and abbreviations.
- Use standard scientific symbols for units, quantities, and measurements.
- Ensure that symbols are used correctly, especially for physical quantities.
- Adopt consistent scientific nomenclature based on relevant guidelines (e.g., botanical, zoological, or chemical nomenclature depending on your research field)
- Use commonly accepted abbreviations in your field, ensuring that the first time an abbreviation is used, it is spelled out in full with the abbreviation in parentheses (e.g., World Health Organization (WHO)).
- For common terms (e.g., etc., e.g., i.e., UN, DNA), use the established abbreviations consistently.
- Ensure that abbreviations are defined if they are uncommon or field-specific.

6.12 Units of measurement

- Always use International System of Units (SI) units.
- Follow the guidelines given below while using the SI units
 - a. Symbols for units do not include a period/full stop unless they appear at the end of a sentence. For example: "The length of the cube is 500 m, and the breadth is only 0.01 m."
 - b. Unit symbols are written in upright Roman type (e.g., m for meter, g for gram) to distinguish them from mathematical variables written in italics (e.g., *m* for mass, *g* for acceleration due to gravity).



- c. Unit symbols are generally written in lowercase, except for those derived from a person's name. For instance, the SI unit of frequency, named after Heinrich Hertz, is represented by the symbol Hz, while the unit itself is "Hertz." Similarly, the SI unit of temperature, named after Lord Kelvin, is denoted by K.
- d. Exceptions include petameter (10^{15} m), with the symbol Pm, to distinguish it from picometer (10^{-12} m), whose symbol is pm.
- e. The SI convention dictates that unit symbols are not pluralized. For example, use "600 kg," not "600 kgs."
- f. The number and its corresponding unit symbol are separated by a space (e.g., "32.451 kg," " 9.3×10^4 m³," "22 K"). However, there are exceptions for angular measurements, where no space is used before the symbols for degrees, minutes, and seconds (°, ', and ").
- g. Spaces or commas can be used as a thousands separator (e.g., "1 000 000" or "1,000,000"). Spaces are preferred to prevent confusion caused by different conventions in different countries.
- a. Symbols for derived units formed by multiplication of multiple units are separated by a space or a center dot (·), for example, "N m" or "N·m."
- b. For derived units formed by the division of two units, a solidus (/) or a negative exponent is used (e.g., "m/s," "m s⁻¹," or "m·s⁻¹"). A solidus should be avoided if the expression could be ambiguous. For instance, "kg·m⁻¹·s⁻²" is preferred over "kg/m·s²" to prevent misinterpretation.
- For details on rules and style conventions regarding SI units, refer to the website <http://physics.nist.gov/cuu/Units/rules.html>
<http://physics.nist.gov/cuu/Units/checklist.html>

7. PRELIMINARY PAGES

7.1 Cover page & inner main title page

- The Cover Page shall be the outer binding page of the thesis/project report.
- The inner main title page shall be the first page of the thesis/project report.
- It should consist of the following statements as depicted in **Annexure-I**

Title of thesis/project report	Times New Roman font, UPPERCASE, bold with 18 point
A word "By"	Times New Roman font, Capitalize Each Word, bold with 16 point
Name of student	Times New Roman font, UPPERCASE, bold with 16 point
Highest qualification earned	Times New Roman font, Capitalize Each Word, bold with 12 point
Registration number	Times New Roman font, bold with 12 point
University logo	2.5 cm x 2.3 cm
Name of department & its address	Times New Roman font, UPPERCASE, bold with 12 point



Month and Year of submission	Times New Roman font, UPPERCASE, bold with 14 point, Arabic numerals
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7.2 Inner secondary title page

- The Inner Secondary Title Page should be placed immediately after the main title page, as the second page of the thesis/project report.
- The page should contain the following statements as depicted in the Appendix.

Title of thesis/project report	Times New Roman font, UPPERCASE, bold with 18 point
Submission statement	Times New Roman font, UPPERCASE, bold with 14 point
Title of Academic Degree	Times New Roman font, UPPERCASE, bold with 16 point
Faculty in parentheses	Times New Roman font, Capitalize Each Word, bold with 14 point
A word "IN"	Times New Roman font, UPPERCASE, bold with 14 point
Discipline	Times New Roman font, UPPERCASE, bold with 14 point
A word "By"	Times New Roman font, Capitalize Each Word, bold with 14 point
Name of student	Times New Roman font, UPPERCASE, bold with 16 point
Highest qualification earned	Times New Roman font, Capitalize Each Word, bold with 12 point
Registration number	Times New Roman font, bold with 12 point
University logo	2.5 cm x 2.3 cm
Name of department & its address	Times New Roman font, UPPERCASE, bold with 12 point
Month and Year of submission	Times New Roman font, UPPERCASE, bold with 14 point, Arabic numerals

7.2.1 Title of thesis/project report

- The title of the thesis/project report should be self-explanatory, meaning it should clearly convey the focus and subject matter of the research.
- The title should be placed near the top of the page.
- It should be written in UPPERCASE and bold to make it prominent and easy to read.
- If the title is too long and exceeds one line, an inverted pyramid format should be used for the title layout.
- No inverted comma shall be used to enclose the title on either side
- Refer to **Annexure I and II** for examples or specific formatting rules regarding the layout of long titles and how to arrange them within the thesis/project report.



7.2.2 Submission statement

- The submission statement indicating that it is “A THESIS/PROJECT REPORT SUBMITTED TO JUNAGADH AGRICULTURAL UNIVERSITY IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE AWARD OF THE DEGREE OF” shall be placed between the title of thesis/project report and name of the degree.

7.2.3 Name of the degree and discipline

- The name of the degree and discipline in UPPERCASE with bold should be as per the standard nomenclature prescribed by the university.

7.2.4 Name of the faculty

- The name of the faculty in Capitalize Each Word with bold should be as per the standard nomenclature prescribed by the university.

7.2.5 Name of the student

- The name of the student (as registered at the time of admission) in UPPERCASE with bold.
- It should be followed by the highest academic qualification and university Registration number with centre alignment.

7.2.6 Details of department

- It should place after university logo and consist of the Name of the Department, Name of College, Name of University, Name of City & its pin code where the candidate is studying followed by the month and year of submission (*pakka* bound thesis submission).
- No full-stop or comma shall be used at the end of any statement.

7.3 Abstract

- The abstract is a concise summary of your research, outlining its aims and outcomes.
- It helps readers quickly understand the essence of your thesis, decide whether to read it fully, and recall key points later.
- The abstract should be condensed but informative, summarizing the key points of the research.
- **It must cover:**
 - The nature and scope of the research undertaken.
 - A brief description of the methodology used in the investigation.
 - The main findings, results and conclusions drawn from the research.
 - The contributions made to the knowledge of the subject.
- **It must not cover:**
 - The abstract must not include any figures or tables.
 - It should not contain abbreviation and acronyms.
 - Do not cite references in the abstract.
- The word "ABSTRACT" should be written in UPPERCASE, bold, and Times New Roman font with 14 point size as depicted in **Annexure-IV**.



- The length of abstract of Master and Doctoral degree thesis/project report should be limited to 2 pages, including the header information and keywords as per prescribed format.
- The text should be written in single line spacing.
- The word "ABSTRACT" should be preceded by the following information in the specified order:
 - Name of the department (with full address)
 - Name of the student
 - Major guide
 - Title of the thesis/project report
- **Keywords :** After the full content of abstract, include a list of 4 to 5 keywords relevant to the content of the thesis/project report.

7.4 Declaration

- The author shall indicate in a declaration, that the thesis/project report is the result of original research work/project work done by me and no part of the work has been submitted for any other degree so far as depicted in **Annexure-V(a) & V(b)**.
- If the thesis/project report is based on joint research, the nature and extent of the author's individual contribution shall be indicated.

7.5 Certificates of approval

- The Certificates of approval, Certificate-I by the Major Guide (**Annexure-VI, VII & VIII**) and the Certificate-II by the Thesis/project report viva-voce committee shall be as given in the proforma (**Annexure- IX, X, XI & XII**).

7.6 Acknowledgement

- Acknowledgements shall be a brief note for technical and financial (institutional only) assistance received by the candidate during his/her research work and preparation of thesis/project report from organizations and individuals as depicted in **Annexure-XIII**.
- It might include as under :
 - **Funding Bodies:** Acknowledge the financial support from grants, scholarships, or research funding organizations.
 - **Supervisors and Advisors:** Recognize the guidance, expertise, and advice provided by your thesis supervisor(s) and academic advisors.
 - **Professors and Faculty:** Thank professors who contributed to your academic growth or provided valuable insights during your research.
 - **Lab Assistance/Technicians:** Acknowledge lab assistants and technicians who supported the practical aspects of your research (e.g., equipment handling, technical help).
 - **Colleagues and Fellow Students:** Mention any collaboration or assistance from colleagues, fellow researchers, or classmates.
 - **Research Assistants:** Thank research assistants for their help in data collection, analysis, or other key tasks.
 - **Librarians and Archivists:** Appreciate the support in accessing necessary resources, research materials, and archival information.



- **Data Collection and Experimentation:** Declare the contributions of individuals who helped with data collection, experiment design, or apparatus construction.
- **Editorial and Writing Assistance:** Acknowledge any editorial help or support in the preparation and proofreading of the thesis.
- **Family and Personal Support:** Thank family members or loved ones for emotional and moral support throughout your research journey.
- **Inspirational Figures:** Recognize individuals who inspired or motivated you during your research work.
- **Ethical Considerations:** If relevant, include any necessary declarations of ethical approval or guidance in your research.
- Write-up of acknowledgement shall not exceed two pages.
- It shall not contain nick names and statements of dedication.
- Acknowledgements for paid services shall be avoided.

7.7 List of Contents

- The list of preliminary pages, chapter headings, chapter titles, topic titles and its sub-titles followed by bibliography and appendices along with page numbers shall be listed in sequence as depicted in **Annexure-XIV**.
- In the table of contents, the indexing of chapter topics must be limited only upto Main topic (level-1) title (i.e. 2.1, 3.1, 4.1 and so on). Subsequent, sub-topic titles below this level (i.e. 2.1.1, 2.1.1.1, 2.1.1.2, 3.1.1, 3.1.1.1 and so on) should not be indexed or covered in the table of content.
- Indexing only the main topics ensures that the table of contents remains clear and concise. Including title of sub-topics could clutter the table, making it difficult for readers to navigate the overall structure of the thesis. The purpose of such indexing system is to provide a high-level overview, while the detailed sub-topics can be found within the chapters themselves. By omitting subtopic titles from the table of contents, the document retains focus on the key sections, improving overall readability and structure.

7.8 List of tables

- The list of tables with page numbers shall be given in the order in which they occur in the text as depicted in **Annexure-XV**.
- The titles of the tables shall be given exactly as they appear in the text.

7.9 List of Illustrations

- The list of illustrations such as photographs, maps, charts, graphs, diagrams and statements or depictions with page numbers shall be given in the order in which they occur in the text as depicted in **Annexure-XV**.
- The title/captions of illustrations shall be given exactly as they appear in the text.

7.10 List of appendices

- The list of appendices with page numbers shall be given in the order in which they occur in the text as depicted in **Annexure-XVI**.
- The titles of the appendix shall be given exactly as they appear in the text.



7.11 Abbreviations

- A key to abbreviations and acronyms used shall be provided.
- For an abbreviation not in common use, the term shall be given in full at first instance followed by the abbreviation in brackets.
- For the titles of the periodicals, only full title should be given and no abbreviation shall be used.

7.12 Dedication

- The thesis/project report being a formal presentation for the award of a degree, it shall not be dedicated to any individual or organization.
- Hence, no dedication page is allowed in the thesis/project report.

8. A SAMPLE OF COMMON MISTAKES

- The following are some examples of common mistakes done by scholars which should be avoided in research report writing:

Correct	Incorrect	Correct	Incorrect
<i>et al.</i>	etal, et. al, et al	10 kg	10kg, 10 kgs
whereas	where as	3.2 g	3.2g, 3.2 grams
Literature	Literatures	5 m	5m, 5 meters
Equipment	Equipments	15 km	15km, 15 kilometers
Data	Datas	100 mL	100mL
List	Lists	250 μ L	250 μ L
kWh	KWH, KWh	5 s	5sec
kg	Kg	500 μ g	500 μ g
million tons (10^6)	MT	1.2 m ³	1.2m ³ , 12m3
5 K	5 °K	10 kg/m ²	10kg/m ² , 10kg/m ²
°C	C°	20 N (Newton)	20 n
cm	CM	min	mins
12 h	12h, 12 hours	s	sec



❖ MAIN BODY OF TEXT

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

1. Introduction
2. Review of Literature
3. Materials and Methods
4. Results and Discussion
5. Summary and Conclusions
6. Bibliography
7. Appendices (if any)

1. Introduction

- The introduction should briefly state the problem under investigation and provide a review of relevant literature.
- It should outline the general character, scope, and objectives of the research.
- The introduction must highlight the gaps or lacunae in the subject and specify how the thesis/project report addresses these gaps.
- The background and purpose of the investigation should be clearly stated.
- The specific objectives of the research should be clearly outlined.
- The chapter title should be CHAPTER I (in UPPERCASE, 16 point, bold, Times New Roman) followed by name of chapter, i.e. INTRODUCTION (UPPERCASE, 14 point, bold, Times New Roman)
- All references cited in the introduction must be listed in the bibliography.
- A sample of outline for formatting and preparing the content of this chapter is depicted in **Annexure-XVIII**.

1.1 Formulating the objectives in Thesis/Project report

- Writing research objectives is a critical part of the thesis process, as it defines the purpose and goals of the study.
- These objectives transform the broad research aim into smaller, actionable tasks and clarify the "how" of the research.
- Breaking down the main research aim into specific, detailed objectives is essential for guiding the study and ensuring clarity in its execution.
- **SMART objectives**
The objectives should be designed according to the "SMART" criteria listed below.
 - **Specific** : Research objectives should be clear, concise and well-defined.
 - **Measurable** : Research objectives should be quantifiable or measurable, allowing for data collection and analysis.
 - **Achievable** : Research objectives should be realistic and feasible within the available resources, time frame, and research capabilities.
 - **Relevant** : Research objectives should be relevant and aligned with the broader research goals, contribute to the existing knowledge base and address a significant issue or problem or practical applications.



- **Time-bound** : Research objectives should have a clearly defined timeline or deadline for completion.
- **Begin with action verbs**
- Each objective should start with an action verb that clearly defines the specific task to be completed, such as "investigate," "examine," "analyze," "identify," "explore," "determine," "assess," "design," and so on.
- Additionally, each objective should be prefixed with "To" when formulating them.
- **Number of objectives**
- The ideal number of objectives for a research thesis depends on the scope and complexity of the study.
- Having too many objectives can result in an overly broad scope, making the research difficult to manage and reducing its depth. On the other hand, too few objectives may restrict the potential findings or insights of the study. Therefore, achieving a balance is essential.
- The aim of research/project work must be divided into at least 3 (three) objectives.
- Additional objectives may be set for a more effective distribution of sub-tasks, based on the scope and quantum of research/project work and in consultation with the advisory committee members of the student.
- Typically, 3 to 5 clear and focused objectives are recommended.

2. Review of Literature

- The review should be comprehensive, related to previous studies, and written in a style suitable for a review article that could be published in a standard journal.
- It should provide background information that helps the investigator analyse and formulate the thesis/project report work.
- The literature review should focus on past research findings, and these should be up-to-date and critically examined with reference to the objectives of the current investigation.
- Each review should be presented precisely and connected to the thesis/project report's objectives.
- The title of the chapter should be formatted as CHAPTER II (UPPERCASE, Times New Roman, 16 point, bold) followed by the name of chapter, i.e. REVIEW OF LITERATURE (UPPERCASE, Times New Roman, 14 point, bold).
- References in the text should follow the author-year citation method.
- For a single author, use the author's last name followed by the publication year in parentheses, e.g., Patel (2011).
- For two authors, use both authors' last names, followed by the year, e.g., Patel and Patel (2012). Use only "and" between the author names. Do not use the ampersand (&).
- For more than two authors, use the last name of the first author followed by "et al." in italics, e.g., Patel *et al.* (2010).



- If there are multiple publications by the same author in the same year, number them as (a), (b), etc., starting with the earliest publication, e.g., Patel (2013a), Patel (2013b).
- The review should not just summarize previous studies, but also critically examine them, showing how they relate to and support the objectives of the current research.
- When citing references in the Review of Literature chapter, the following order should be followed for their arrangement.
 - **Ascending chronological order:** Literature should be cited in ascending order based on publication year, with older sources cited first, followed by more recent ones. This approach helps to illustrate the progression of research over time, showcasing how theories, ideas, and findings have evolved in the field.
 - **Alphabetical order for same-year citations:** If multiple references are from the same year, they should be listed alphabetically by the author's last name in ascending order. This ensures clarity and consistency when citing works published in the same year.
- A sample of outline for formatting and preparing the content of this chapter is depicted in **Annexure-XVIII**.

3. Materials and Methods

- The chapter should describe the techniques and methods used in the research briefly but clearly.
- General techniques and methods should be explained, including any specialized equipment or procedures used.
- If the methods from other investigations are used without modification, these should be cited properly with references provided in the bibliography.
- The chapter should include the materials (e.g., chemicals, equipment, organisms) and methods (e.g., experimental procedures, treatments) adopted for conducting the investigation and experiments.
- It should also detail any statistical tools used for analysing the data, and the specific methodologies should be described clearly to ensure reproducibility of the research.
- The title of the chapter should be formatted as CHAPTER III (UPPERCASE, Times New Roman, 16 point, bold) followed by the name of chapter, i.e. MATERIALS AND METHODS (UPPERCASE, Times New Roman, 14 point, bold).
- The names of insecticides, fungicides, plant growth substances, chemicals, and bio-fertilizers should be capitalized at the beginning of the sentence.
- After the first use, the names should be written in lowercase unless they are proper nouns (e.g., Abamectin at the beginning of a sentence, but abamectin later).
- A sample of outline for formatting and preparing the content of this chapter is depicted in **Annexure-XVIII**.



4. Results and Discussion

- This chapter should present the results of the study followed by a detailed discussion of the findings.
- The results should be based on experimental data that has been subjected to appropriate and standard statistical analysis.
- The results should be interpreted convincingly, with the findings presented clearly and logically.
- The data tables and illustrations should be clearly distinguished from one another, and each should be discussed in relation to the findings, establishing any cause-effect relationships.
- The discussion should highlight both expected and unexpected results (both positive and negative), offering a critical analysis.
- The findings should be referred to as generalizations, implications, inferences, interpretations, and should include recommendations for further research if applicable.
- The title of the chapter should be formatted as CHAPTER IV (UPPERCASE, Times New Roman, 16 point, bold) followed by the name of chapter, i.e. RESULTS AND DISCUSSION (UPPERCASE, Times New Roman, 14 point, bold).
- The results and discussion sections can either be combined or separated, depending on the convenience and structure of the research. If separated, the results will focus solely on presenting the findings, while the discussion will interpret those findings.
- The presentation should be clear and logical, following a structured flow from the results to their interpretation and implications.
- A sample of outline for formatting and preparing the content of this chapter is depicted in **Annexure-XVIII**.

5. Summary and Conclusions

- This chapter should provide a brief summary of the entire thesis/project report or project report, highlighting the key findings and the research process.
- It should include the conclusions drawn from the findings, based on the logical analysis presented in the Results and Discussion chapter.
- Any future suggestions or recommendations for further research or improvements should be included, outlining possible directions for continuing the work.
- The scope for future work should be clearly stated, with any suggested modifications for further investigation included as part of the conclusion.
- The title of the chapter should be formatted as CHAPTER V (UPPERCASE, Times New Roman, 16 point, bold) followed by the name of chapter, i.e. SUMMARY AND CONCLUSIONS (UPPERCASE, Times New Roman, 14 point, bold).
- The summary will form the first part of the chapter and will briefly outline the work carried out.



- The conclusions should be clearly stated, following a logical flow derived from the findings in the Results and Discussion chapter.
- The future work or suggestions should be addressed at the end of the chapter, providing direction for further research.
- A sample of outline for formatting and preparing the content of this chapter is depicted in **Annexure-XVIII**.

6. Bibliography

- The title of bibliography should be formatted as BIBLIOGRAPHY (UPPERCASE, Times New Roman, 14 point, bold).
- A sample of outline for formatting and preparing the content of bibliography is depicted in **Annexure-XXI**.
- References should be typed in 1.5 lines spacing.
- Reference must be complete, clear and exact and must give sufficient information to enable any person reading the thesis/project report to find the reference quickly and easily.
- All references listed in the reference section must be cited in the text and must be listed in the reference section.
- 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. (Jones, unpublished) or (Jones, personal communication). 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. It should be arranged alphabetically in ascending order.
- Use “and” between the last two author names with no comma. Do not use the ampersand (&).
- The year of publication must be presented in parentheses. The chosen style must be applied consistently to all references.
- Place an asterisk (“*”) before the references for which the original paper/publication has not been reviewed and put a footnote “*Original publication not seen” at the end of the bibliography.
- Standard style of quoting references should be used in the text and under the heading “Bibliography”. APA referencing style (available at : <https://apastyle.apa.org/style-grammar-guidelines/references/examples>) with some modifications will have to be followed while preparing the reference list as per the guidelines of university.
- The guidelines for writing style of references for different types of publications are given as follows:

(a) Journal Article

- **Writing style :** Name(s) of author(s). Year of publication of the article (in parentheses). Title of the article (Sentence case). Full name of the journal (Title case, italics), Volume No. (issue No., if applicable) in bold: page(s).



- The full name of the journal, should be as per International Standards Organization rules.

Smith, J. (2020). The impact of climate change on agricultural productivity. *Environmental Studies Journal*, **12(3)**: 45-67.

Dawson, K. A., Hopkins, D. M. and Boling, J. A. (1989). Effect of yeast culture on rumen metabolism. *Journal of the Science of Food and Agriculture*, **52**:400-412.

(b) Books/Chapter from book

(i) Authored/Simple book

- **Writing style :** Name(s) of author(s). Year of publication (in parentheses). Title of the book (Title case, italics). Volume No. (in case of multivolume book), Edition No. (if it is later than first edition). Publisher's name, Place of Publication. Pagination (When citing a specific page of a book, "p" should be used for a single page and "pp" for multiple pages or a page range, followed by the page number(s) cited. The "p" and "pp" following the page number indicates the total number of pages in the document.).

Tung, D. (1965). *Handbook of Diet Therapy*. 4th ed., University of Chicago Press, Chicago, p.525.

Brown, A. (1990). *Nutrition and Health: A Comprehensive Guide*. 3rd ed., Harvard University Press, Cambridge, pp. 120-125.

(ii) Reference book

- **Writing style :** Name(s) of author(s). Year of publication (in parentheses). Title of chapter (Sentence case). Connecting word "In": Title of the book (Title Case, Italics). Name of Author (ed.)/Name of Authors (eds.), Publisher's name, Place of Publication. Pagination ("pp" should be used before writing plural pages).

Kumar, I.; Maruyama, K. and Moon, H. P. (1994). Grain quality consideration in hybrid rice. *In: Hybrid Rice Technology*. S. S. Virmani (ed.), The International Rice Research Institute, Manila, Philippines. pp. 123-130.

(iii) Contribution to Composite Book

- **Writing style :** Name(s) of author(s). Year of publication (in parentheses). Title of contribution. Connecting word "In": and the following items of the host document: Title of book (Title Case, Italics). Name of Author (ed.)/Name of Authors (eds.) in parenthesis. Publisher's name, Place of publication. Pagination ("pp" should be used before writing plural pages).

Scott, K. J. (1992). The molecular analysis of barley resistance to powdery mildew. *In: Barley: Genetics, Biochemistry. Molecular Biology and Technology* (Shewry, Peter R. ed.). C.A.B. International, Oxford. pp. 481-496.



(iv) Edited books

Amsterdam, D., Cunningham, R. K. and Van Oss, C. J. (ed.) (1996).
Immunological and Molecular Diagnosis of Injections Diseases.
Marcel Dekker Inc, New York. pp. 91-101.

(v) Chapter in an edited book

Close, W. H. (1998). The role of trace mineral proteinates in pig nutrition. *In: Biotechnology in the Feed Industry* (Lyons, T. P. and Jacques, K. A. (eds)), Nottingham University Press, Loughborough, Leies, U.K. 15. pp. 469-84.

(c) Conference/Workshop/Symposium/Seminar Proceedings

- **Writing style :** Name(s) of author(s). Year of publication (in parentheses). 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. Pagination.

Sunk, H. (1965). Origin of Variation in *Pyriculariaotyzae*. *In: Symposium on the Rice Blast Disease*, Los Banos, 16th 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 (unpublished)

- **Writing style :** Name of author, Year of submission (in parentheses). Title of the thesis. Name of the degree. The word Thesis (Unpublished). Name of the University, Place, Pagination.

Chakravarthy, K. (1982). Indigenous farm practices: Their influence. M.Sc. (Agri). Thesis (Unpublished). TNAU, 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 (Unpublished). Junagadh Agricultural University, Junagadh.

Rournen, E. C. (1991). Partial resistance in rice to blast and how to select for it. Ph. D. Thesis (Unpublished). Agriculture University, Wageningen.

Turna, H. S. (1989). Evaluation of elite tomato (*Lycopersicumesculentum* Mill.) lines for growth, yield and ketchup processing. M. Sc. (Agri.) Thesis (Unpublished). G. B. Pant University of Agriculture and Technology, Pantnagar.



(e) Thesis (published)

- **Writing style :** Name of author, Year of submission (in parentheses). Title of the thesis (publication No., if available). Name of the degree. The word Thesis. Name of the University, Place, Pagination. Name of Database or Archive. URL (if any)

Ushasri, B. (2022). Dynamics of nitrogen and phosphorus under maize - blackgram - groundnut cropping sequence in red loamy soils. Ph. D. (Agri.), Acharya N G Ranga Agricultural University, Guntur, Krishikosh Repository. <https://krishikosh.egranth.ac.in/handle/1/5810209394>.

Smith, G. (2018). *Examining the impact of mindset and personality on athletes' attitudes toward sports psychology consultants* (Publication No. 10746190) Doctoral dissertation, Drake University. ProQuest Dissertations and Theses Global.

(f) Technical bulletins

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

(g) Institution/Society Publications

- **Writing style :** Abbreviated name of the institute/society Year of publication (in parentheses). Title of the publication. name of the institute/society. Place of publication, publisher's name (if nay), pagination.

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

IRRI (1977). Annual Report for 1974. International Rice Research Institute, Los Banos, p. 20.

FAO (1993). Key Aspects of Strategies for the Sustainable Development of Drylands. Food and Agriculture Organizations, Rome, Italy. p. 69.

AOAC (2015). Official Methods of Analysis. Association of Official Analytical Chemists. 18th Edition, Arlington, pp. 806-814.

(h) Government Publications/Anonymous publications

- **Writing style :** Anonymous, Year of publication (in parenthesis), Name of the Ministry, etc. Name of the Department, Section, etc. Year of publication. Title of publication. Place of publication, Name of Territory, publisher's name, Pagination.

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



Anonymous (1955). Ministry of Food and Agricultural Expert Committee on the Prevention of Slaughter of Cattle in India. Report. New Delhi, India. Manager of Publications. p. 250.

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

Anonymous (2005). Guidelines for Sustainable Farming. Indian Agricultural Research Institute, New Delhi. pp. 15-18.

(i) Website reference

- **Writing style :** Name of author(s)/Abbreviated name of agency, Year of publication (in parenthesis), Title of report or relevant details, Name of agency, Connecting word : “Available at” Link of website page, Connecting word : “Accessed on” Date of visit to the website.

EEA (2006). How much biomass can Europe use without harming the environment? EEA Briefing 2/2006, European Environment Agency. Available at http://reporteea.europe.eu/briefing_2005_2/en, Accessed on 26th March, 2007.

FAOSTAT (2006). FAOSTAT Agriculture data. Available at <http://faostat.fao.org>, Accessed on 26th March, 2007.

MJS (2024). Rain Water Harvesting, Ministry of Jal Shakti, Govt. of India. Available at <https://pib.gov.in/PressReleasePage.aspx?PRID=1783527>, Accessed on 23rd December, 2024.

(j) Abstracts (when original paper not seen)

Smith, J. A., Brown, R. L. and White, T. K. (2001). The impact of climate change on crop yield. *Journal of Agricultural Science*, **34**:212 (Abstr).

(k) Patents

Hagner, M. B. and Wondt, K. L. (1977). Methods of Sorting Seeds. U.K. Patent, 1470133.

Lois-Caballe, C., Baltimore, D. and Qin, X. F. (2010). Method for Expression of Small RNA Molecules within a Cell. US Patent 7 732 193 B2.

(l) One or more references by the first author

- When there is a single author, arrange the references chronologically (year wise).
- In the case of two or more authors, refer to the second author and arrange the references alphabetically. If the first and second authors are the same, then refer to the third author and arrange the references alphabetically.
- In alphabetically arranged references, references with two or more same authors are to be arranged year wise.



- Dawson, K. A. (1987). Mode of action of yeast culture in the rumen. *Journal of Animal Science*, **65**:101-12.
- Dawson, K. A (1990). Designing the yeast culture of tomorrow. *Animal Production*, **50**:483-89.
- Dawson, K. A. and Hopkins, D. M. (1991). Differential effect of live yeast on cellulolytic activities of anaerobic ruminal bacteria. *Journal of Agronomy*, **69**:531-34.
- Dawson, K. A., Hopkins, D. M. and Boling, J. A. (1989). Effect of yeast culture on rumen metabolism. *Journal of the Science of Food and Agriculture*, **52**:400-12.
- Dawson, K. A., Hopkins, D. M. and Newman, K. E. (1990). Starch conversion by *Saccharomyces cerevisiae*. *Journal of the Science of Food and Agriculture*, **53**:587-94

(m) References by the same author(s) in the same year

- Stern, R. A. and Gazit, S. (1996a). Lychee pollination by honey bee. *Journal of the American Society for Horticultural Science*, **121**:152- 57.
- Stern, R. A. and Gazit, S. (1996b). Anatomical structure of two day old lichi ovules in relation to fruit set and yield. *Journal of Horticultural Sciences*, **71**:661-71
- Stern, R. A., Gazit, S. and Ronit, G. (1989a). Lychee pollination by honey bee. *Journal of the American Society for Horticultural Science*, **121**:152- 57.
- Stern, R. A., Gazit, S. and Smith, G. (1989b). Anatomical structure of two day old lichi ovules in relation to fruit set and yield. *Journal of Horticultural Sciences*, **71**:661-71

7. Appendices

- Appendices should contain supporting material that is not included in the main body of the thesis but is referenced within the text. This material can include detailed information such as computer programs, lengthy tables, detailed laboratory procedures, raw data, or supplementary research findings.
- The appendices should not include material that disrupts the flow or readability of the main text but is still important for completeness and transparency of the research.
- Appendices should follow the section titled Bibliography.
- Each appendix should be sequentially numbered with alphabetic designations, e.g., A, B, C, D and so on.
- The title of appendices should be formatted as APPENDIX-A (UPPERCASE, Times New Roman, 14 point, bold).
- The style of the appendices should be consistent with the style of the main text in terms of font, size, and spacing.



- Appendices must be paginated according to the text. The page numbering should be in sequence and continues from the last page of previous part, i.e. Chapter V (Results and Discussion).
- Any tables and figures included in the appendices must be clearly labelled and should be included in the list of appendices.
- Ensure that the appendices are properly referenced in the body of the thesis where necessary, using the appropriate appendix letter.
- A sample of outline for formatting and preparing the content of appendices is depicted in **Annexure-XXII**



Annexure-I (Sample of Cover page & inner main title page for Master & Doctoral Degree)

18 point, bold,
UPPERCASE
1.5 line spacing

**TITLE OF THE THESIS/PROJECT
REPORT (as applicable)**

16 point, bold

By

16 point, bold, UPPERCASE

NAME OF STUDENT

12 point, bold,
As per degree Nomenclature

**Highest Qualification Earned
(Registration No. : 123456789)**

Height -2.5 cm
Width – 2.3 cm



12 point, bold,
UPPERCASE
1.5 line spacing

**DEPARTMENT OF X Y Z
COLLEGE OF A B C
JUNAGADH AGRICULTURAL UNIVERSITY
JUNAGADH - 362 001**

14 point, bold, UPPERCASE

→ MONTH NAME – YEAR (YYYY)
(Month & year must be added at the time of *pakka* bound)



Annexure-II (Sample of Inner secondary title page for Master Degree)

TITLE OF THE THESIS/PROJECT

18 point, bold,
UPPERCASE
1.5 line spacing

REPORT (as applicable)

14 point, bold,
UPPERCASE
1.5 line spacing

**A THESIS/PROJECT REPORT SUBMITTED TO
JUNAGADH AGRICULTURAL UNIVERSITY
IN PARTIAL FULFILMENT OF THE REQUIREMENTS
FOR THE AWARD OF THE DEGREE OF**

16 point, bold, UPPERCASE

→ **TITLE OF MASTER DEGREE**

14 point, bold, Capitalize Each Word

→ **(Name of Faculty)**

14 point, bold, UPPERCASE

→

IN

14 point, bold, UPPERCASE

→

NAME OF DISCIPLINE

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By

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NAME OF STUDENT

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As per degree Nomenclature

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(Registration No. : 123456789)**

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**DEPARTMENT OF X Y Z
COLLEGE OF A B C
JUNAGADH AGRICULTURAL UNIVERSITY
JUNAGADH - 362 001**

14 point, bold, UPPERCASE

→

MONTH NAME – YEAR (YYYY)

(Month & year must be added at the time of *pakka* bound)



Annexure-III (Sample of Inner secondary title page for Doctoral degree)

TITLE OF THESIS

**A THESIS SUBMITTED TO
JUNAGADH AGRICULTURAL UNIVERSITY
IN PARTIAL FULFILMENT OF THE REQUIREMENTS
FOR THE AWARD OF THE DEGREE OF**

18 point, bold,
UPPERCASE
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14 point, bold,
UPPERCASE
1.5 line spacing

16 point, bold, UPPERCASE

DOCTOR OF PHILOSOPHY

14 point, bold, Capitalize Each Word

(Name of Faculty)

14 point, bold, UPPERCASE

IN

14 point, bold, UPPERCASE

NAME OF DISCIPLINE

14 point, bold, UPPERCASE

By

16 point, bold, UPPERCASE

NAME OF STUDENT

12 point, bold,
As per degree Nomenclature

**Highest Qualification Earned
(Registration No. : 123456789)**

Height -2.5 cm
Width - 2.3 cm



12 point, bold,
UPPERCASE
1.5 line spacing

**DEPARTMENT OF X Y Z
COLLEGE OF A B C
JUNAGADH AGRICULTURAL UNIVERSITY
JUNAGADH - 362 001**

14 point, bold, UPPERCASE

MONTH NAME – YEAR (YYYY)
(Month & year must be added at the time of *pakka bound*)



Annexure-IV (Sample of Abstract page)

**DEPARTMENT OF X Y Z
COLLEGE OF A B C
JUNAGADH AGRICULTURAL UNIVERSITY
JUNAGADH - 362001**

12 point, bold,
UPPERCASE
1.5 line spacing,
Followed by 1 pt thick
separator line

1 pt thick Separator line

12 point, bold, Capitalize Each
Word, Followed by 1 pt thick
separator line

Name of Student

Aaaa Bbbb Cccc

Major Guide

Xxxx Yyyy Zzzz

1 pt thick Separator line

12 point, bold, UPPERCASE

TITLE OF THE THESIS/PROJECT REPORT

14 point, bold, UPPERCASE

ABSTRACT

12 point,
Font Format as
indicated in the
text, 1 line
spacing

Groundnut (*Arachis hypogaea*), also known as peanut, is a versatile legume widely cultivated for its edible seeds. Rich in protein, healthy fats, and essential nutrients, groundnut is a major source of nutrition in many regions, particularly in India, where it is a key oilseed crop. The seeds are used in various forms, including roasted, boiled, and as a key ingredient in snacks, cooking oils, and confectionery. Groundnut oil is a popular cooking medium due to its mild flavor and health benefits.

Keywords : *Groundnut, Peanut, Protein, Fat, Oil*



Annexure-V(a) (Sample of Declaration for faculties other than MBA)

14 point, bold, UPPERCASE → **DECLARATION**

12 point,
Font Format as
indicated in the
text, 1.5 lines
spacing

I, **NAME OF STUDENT (Registration No. 123456789)**, hereby declare that the thesis entitled **TITLE OF THE THESIS** submitted to the Junagadh Agricultural University for the degree of **TITLE OF ACADEMIC DEGREE** in **NAME OF DISCIPLINE** is the result of original research work done by me and no part of the work has been submitted for any other degree so far.

Signature of Student

Place : Junagadh

Date : dd/mm/yyyy (Date of *kachcha* bound submission) **(Name of Student)**

Annexure-V(b) (Sample of Declaration for ABM)

DECLARATION

12 point,
Font Format as
indicated in the
text, 1.5 lines
spacing

I, **NAME OF STUDENT (Registration No. 123456789)**, hereby declare that the project report entitled **TITLE OF PROJECT REPORT** submitted to the Junagadh Agricultural University for the degree of **TITLE OF ACADEMIC DEGREE** in **NAME OF SUBJECT** is the result of original project work done by me and no part of the work has been submitted for any other degree so far.

Signature of Student

Place : Junagadh

Date : dd/mm/yyyy (Date of *kachcha* bound submission) **(Name of Student)**



Annexure-VI (Sample of Certificate-I for Master and Doctoral degree of Agriculture & Horticulture Faculty)

COLLEGE OF A B C
JUNAGADH AGRICULTURAL UNIVERSITY
JUNAGADH

12 point, bold,
UPPERCASE
1.5 line spacing

1 pt thick
Separator
line

14 point, bold, UPPERCASE

CERTIFICATE - I

Times New Roman, 12 point, Font Format/Bold/Regular as indicated,
1.5 lines spacing

This is to certify that the thesis entitled **TITLE OF THE THESIS (BOLD & UPPERCASE)** submitted by **NAME OF STUDENT (BOLD & UPPERCASE)** (**Registration No. 123456789**) in partial fulfillment of the requirements for the award of the degree of **MASTER OF SCIENCE (AGRICULTURE / HORTICULTURE)** / **DOCTOR OF PHILOSOPHY (BOLD & UPPERCASE)** in the subject of **NAME OF DISCIPLINE (BOLD & UPPERCASE)** to the Junagadh Agricultural University is a record of bonafide research work carried out by him/her under my guidance and supervision and the thesis has not previously formed the basis for the award of any degree, diploma or other similar title. The candidate had fulfilled all prescribed requirements. The assistance and help received during the course of investigation have been fully acknowledged. He/She has successfully completed the preliminary examination held on **November 30, 2024 (Date of preliminary Viva voce)** as required under the regulation for post-graduate studies. He/she has submitted *kachcha* bound thesis on **December 21, 2024**.

Place : Junagadh

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Annexure-VII (Sample of Certificate-I for Master and Doctoral degree of Agril. Engg. faculty)

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Annexure-VIII (Sample of Certificate-I for MBA in Agri-Business Management)

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Annexure-IX (Sample of Certificate-II for Master degree of Agriculture, Horticulture & Agril. Engg. Faculty)

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College of A B C
J. A. U., Junagadh

(Name of Major Guide)

Major Guide and
Designation
Department of X Y Z
College of A B C
J. A. U., Junagadh

(Name of Ex. Examiner)

External Examiner and
Designation & address of
Institute/Organization

Recommended by

(Name of Prof. & Head)

Professor and Head
Department of X Y Z
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Approved By


(Name of DR & Dean, PGS)

Director of Research and Dean, P.G. Studies
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Annexure-X (Sample of Certificate-II for Doctoral degree of Agriculture, Horticulture & Agril. Engg. Faculty)

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External Examiner and
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Annexure-XI (Sample of Certificate-II for Master degree of ABM Faculty)



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Examined by

(Name of Associated Faculty)

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Department of X Y Z
College of A B C
J. A. U., Junagadh

(Name of Major Guide)

Major Guide and
Designation
PG Institute of ABM
J. A. U., Junagadh

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External Examiner and
Designation & address of
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Recommended by

(Name of Principal)

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PG Institute of ABM
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Approved By

(Name of DR & Dean, PGS)

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Junagadh Agricultural University
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Annexure-XII (Sample of Certificate-II for Doctoral degree of ABM Faculty)



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Examined by

(Name of Associated Faculty)

Designation
Department of X Y Z
College of A B C
J. A. U., Junagadh

(Name of Major Guide)

Major Guide and
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(Name of Ex. Examiner-Thesis Eval.)

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(Name of Ex. Examiner-Viva)

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(Name of DR & Dean, PGS)

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Junagadh Agricultural University
Junagadh

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Annexure-XIII (Sample of Acknowledgement page)

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ACKNOWLEDGEMENT

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I would like to express my heartfelt gratitude to **Prof./Dr. A B C**, Designation, Dept. of XYZ, College of ABC, Junagadh Agricultural University, Junagadh, for his/her invaluable guidance and constant support throughout my research work and thesis writing. His/her expert advice, insightful suggestions, and constructive feedback have been instrumental in shaping the direction of this study. I am deeply appreciative of his/her patience and encouragement, which provided me with the motivation to overcome challenges and continue my work with determination. Without his/her mentorship, this thesis would not have been possible, and I am truly grateful for his/her unwavering assistance and expertise.

Place : Junagadh

Date : dd/mm/yyyy (Date of *pakka* bound submission) (Name of Student)

Annexure-XIV (Sample of table for Contents)

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Chapter No.	Title	Page No.
	ABSTRACT	i
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	LIST OF TABLES	xvi
	LIST OF FIGURES	xix
	LIST OF PLATES	xxvii
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II	REVIEW OF LITERATURE	6-29
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Note : In the table of contents, the indexing of chapter topics must be limited only upto Main topic (level-1) title (i.e. 2.1, 3.1, 4.1 and so on). Subsequent, sub-topic titles below this level (i.e. 2.1.1, 2.1.1.1, 2.1.1.2, 3.1.1, 3.1.1.1 and so on) should not be indexed or covered in the table of content.

Indexing only the main topics ensures that the table of contents remains clear and concise. Including title of sub-topics could clutter the table, making it difficult for readers to navigate the overall structure of the thesis. The purpose of such indexing system is to provide a high-level overview, while the detailed sub-topics can be found within the chapters themselves. By omitting subtopic titles from the table of contents, the document retains focus on the key sections, improving overall readability and structure.

Annexure-XV (Sample of table for List of Tables/Figures/Plates)

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→ **LIST OF TABLES / FIGURES / PLATES**

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Table/Figure/Plate No.	Title of Table / Figure / Plate	Page No.
2.1		
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Annexure-XVI (Sample of table for List of Appendices)

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→ LIST OF APPENDICES

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Appendix No.	Title of Appendix	Page No.
A		
B		
C		
D		
E		
F		



Annexure-XVII (Sample of table for List of Symbols, Units and Abbreviations)

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→ LIST OF SYMBOLS, UNITS AND ABBREVIATIONS

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SYMBOLS / UNITS	
%	per cent
<	Less than
>	Greater than
±	Plus or Minus
≥	Greater than or equal to
°C	Degree Celsius
°F	Degree Fahrenheit
ABBREVIATIONS	
3D	Three-dimensional
JAU	Junagadh Agricultural University
Agril.	Agricultural
ANOVA	Analysis of Variance
AOAC	Association of Official Analytical Chemists
Avg.	Average
C.V.	Coefficient of Variance

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Annexure-XVIII (Sample of Chapter page)

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**CHAPTER I**

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**INTRODUCTION**Times New Roman, 12 point,
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Groundnut (*Arachis hypogaea*) is one of the most important oilseed crops in India, contributing significantly to the nation's agricultural economy. India is the largest producer and exporter of groundnuts, which are primarily grown in states like Gujarat, Andhra Pradesh, Tamil Nadu, and Karnataka. The crop is highly valued for its edible seeds, which are rich in protein, healthy fats, and essential nutrients, making it a staple in both human consumption and livestock feed. Groundnut oil, extracted from the seeds, is widely used in cooking, while the cake left after oil extraction serves as a nutritious animal feed. Additionally, groundnut cultivation improves soil health through nitrogen fixation, enhancing sustainability in farming systems. The crop also supports rural livelihoods, providing income to millions of farmers and workers involved in its cultivation, processing, and trade.

Note : Follow the similar format for other chapters.



Annexure-XIX (Sample of a Table in Chapters)

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Table 2.1 Nutritive value of peanut kernels (Arya *et al.*, 2015) ←

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Compound	Nutrient value (per 100 g)	Percentage of RDA
Energy	567 kcal	29
Carbohydrate	16.13 g	12
Protein	25.80 g	46
Total fat	49.24 g	165
Cholesterol	0 mg	0
Dietary fibre	8.5 g	22
Folates	240 µg	60
Niacin	12.066 mg	75
Pantothenic acid	1.767 mg	35
Pyridoxine	0.384 mg	27
Riboflavin	0.135 mg	10
Thiamine	0.640 mg	53
Vitamin E	8.33 mg	55.5
Sodium	18 mg	1
Potassium	705 mg	15
Calcium	92 mg	9
Copper	1.144 mg	127
Iron	4.58 mg	57
Magnesium	168 mg	42
Manganese	1.934 mg	84
Phosphorus	76 mg	54
Selenium	7.2 µg	13
Zinc	3.27 mg	30

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Annexure-XX (Sample of a Figure and Plate in Chapters)

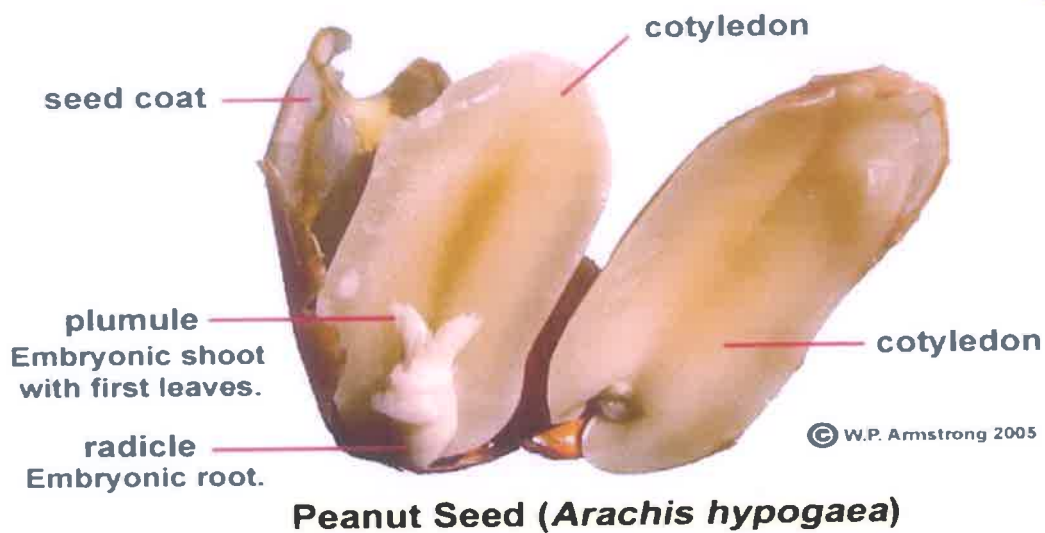


Figure 2.2 Structure of peanut seed (Armstrong, 2005)

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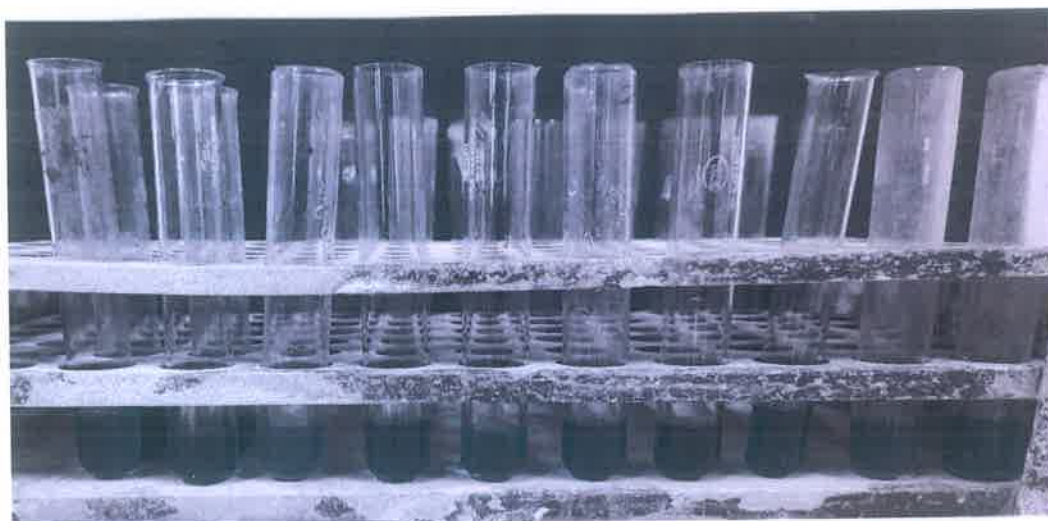


Plate 3.1 Determination of protein content

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Annexure-XXI (Sample of Bibliography page)

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BIBLIOGRAPHY



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- Clifford, S. C., Stronach, I. M., Mohamed, A. D., Azam-Ali, S. N. and Crout, N. M. J. (1993). The effects of elevated atmospheric carbon dioxide and water stress on light interception, dry matter production and yield in stands of groundnut (*Arachis hypogaea* L.), *Journal of Experimental Botany*, **44(2)** : 1763-1770
- Halder, D., Kheroar, S., Srivastava, R. K. and Panda, R. K. (2020). Assessment of future climate variability and potential adaptation strategies on yield of peanut and Kharifrice in eastern India, *Theoretical and Applied Climatology*, **140(3)** : 823-838



Annexure-XXII (Sample of Appendix page)

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APPENDIX-A

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District wise area, production and productivity of groundnut in Gujarat during 2023-24

Sr. No.	District	Area	Production	Productivity
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Footnote/Source of data, if any



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