

GUIDELINES FOR PREPARATION AND SUBMISSION OF Ph.D. THESIS

1. GENERAL:

The Ph.D. thesis shall have an account of original research work of the Ph.D. scholar in an organized manner.

1.2 Font

The thesis should be in English printed on A4 size paper (21 X 29.7 cm) in Times New Roman style with font size 12. Same font should be used for the entire thesis. It should be printed on single side with double-line spacing for abstract and thesis text. Single line spacing should be used for long tables, block quotations separated from the text, foot notes and bibliographical entries. Paragraphs may be indented or an empty line left between the paragraphs.

The thesis should be free from grammatical, lexical and punctuation errors. The thesis should consistently use either American or British spelling but should not alternate between the two. When using numbers in the text, if the first word of a sentence is a number, it should be written in words. The whole text should be justified.

1.2 Chapter and Page Layout

Each chapter should begin on a new page. The Chapters should begin on a new page, but sections and subsections should not. Pages should be numbered at the bottom in the centre, using Arabic numerals (1, 2, 3) beginning with 1 on the first page of the Introduction and continuing consecutively to the end of the manuscript including References. The preliminary pages are numbered in lower-case Roman numerals (i, ii, iii), beginning with the declaration page.

1.3 Margins

A margin of at least 4.0 cm must be left at the top and left side of each page and a margin of at least 2.5 cm on the right and bottom. The last letter or character in the longest line on the page determines the margin.

1.4 Captions and numbering (Tables and Figures)

Each Table should carry a number and a title clearly describing the data presented. Similarly each Figure / Illustration should carry a number and caption that clearly describes the nature of data presented. The caption should be at the bottom of the Figure. They should be numbered consecutively throughout, in the order in which they are placed in the text. The Figures, Graphs, Tables should be embedded in the text of the thesis, immediately after the first mention of it in the text, on the same page if there is room, or on the following page.

Captions and titles of Figures and Tables should appear on the same page as the material itself.

Tables should be numbered consecutively with Arabic numerals throughout the thesis. Figures and Illustrations should also be numbered consecutively in the order of presentation. All Tables and Figures must be referred to in the text by numbers and not by a phrase such as "the following table".

All tables in landscape format must be placed such that their top portions are near the binding of the thesis.

1.5 Appropriate use of headings and subheadings

Headings should be distinguished from the surrounding text by a larger font size, a different font, bolding, italics, or a combination of these. All headings of the same level should use the same style, and headings at lower levels should be less prominent than those at higher levels.

Example:

Chapter Title (Times New Roman 16 point -Bold Small caps)

Heading for section (Times New Roman 14 point - Bold Italic)

Heading for sub-section (Times New Roman 12 point - Bold)

Heading for part of subsection- (Times New Roman 12 point- Bold Italic)

All headings should be left aligned, except chapter headings, which may be centered. The headings and subheadings can be numbered, if necessary.

2. SUMMARY

This is the summary of the contents of the thesis which is submitted **3 months before** the actual submission of the complete thesis and will carry a cover page similar to the title page of thesis (Format: Appendix-1). It should be concise, and comprehensive, and should have the following details: The background and objectives, hypothesis, methods, major findings and significance/ implication of the findings

The results can include quantitative data. Citations are generally not included in the abstract. The abstract should not include internal headings, diagrams or other illustrations. Like the text, it must be double-spaced. The length of the abstract should not exceed 6 pages.

The 06 copies of spiral bound abstract should be submitted to the University.

3. ARRANGEMENT OF CONTENTS:

The sequence in which the Ph.D. thesis is arranged and bound shall be as follows:

ARRANGEMENT OF PARTS OF A THESIS

- a) Cover Page
- b) Title Page
- c) Certificate
- d) Declaration by Research Scholar
- e) Acknowledgments
- f) Table of Contents
- g) List of Tables
- h) List of Figures
- i) Abbreviations (If Any)
- j) Thesis text (Chapters)
- k) References / Bibliography
- l) Appendices

3.1. Outer Cover (Format: Appendix-1)

The outer cover should carry the following details:

The full title of the thesis

The candidate's name

PhD Thesis - Year

Institute's Emblem

Name of the Institute

3.2 Title Page (Format: Appendix 1)

The title page should provide the following information in the following order:

The full title of the thesis

The statement: "A thesis submitted for the award of Doctor of Philosophy"

Name of Specialization, Scholar, Guide and University

The year of submission

The title of the thesis should be in capital letters throughout. If it occupies more than one line, double space between lines may be given with center alignment. Formulas, symbols, and abbreviations in words on the title page, even if the "shorthand" forms are conventional and widely accepted should be written in full.

3.3 Certificate by the Research Guide (Format: Appendix 2). The guide has to provide a certificate and if Co-guide is present, separate certificates have to be given by the Guide and Co-guide.

3.4. Declaration of Authorship (Format: Appendix 3). The student should make this declaration.

3.5 Acknowledgements

The acknowledgement of the thesis is written in gratitude to all those who were instrumental in bringing the thesis to fruition. This should not exceed two pages. The language used should be formal. Acknowledge those who have assisted technically (including materials, supplies), intellectually (assistance, advice) and financially (for example, funding agency institutional support, travel grants)

3.6 Table of Contents: It includes all the subsections of each chapter and the list of appendices (if applicable) and page numbers and the line spacing will be 1.5. A specimen copy of the Table of Contents is given in Appendix 4.

3.7 List of Tables: The list should use exactly the same captions as they appear above the tables in the text and the line spacing will be 1.5. It includes table number, caption, and the page number. Refer Appendix 5.

3.8 List of Figures: The list should use exactly the same captions as they appear above the tables in the text and the line spacing will be 1.5. Its include figure number, caption, and the page number. Refer Appendix 6.

3.9. List of Abbreviations: Only standard abbreviations should be used and a list of these should be provided and the line spacing will be 1.5.

3.10 Thesis text:

The text of the thesis is usually divided into chapters with subheadings within the chapters to indicate the orderly progression of topics and their relation to each other.

3.10.1 INTRODUCTION:

The thesis should begin with a general introduction presenting an overview of the purpose and significance of the study. The introduction should show why the topic selected is worth investigating. This may be done with reference to existing research, identifying areas that have not been explored, need to be explored further, or where new research findings justify a reconsideration of established knowledge. Having precisely defined the research problem, the introduction should propose a solution to this problem. How the research makes an original contribution to the theoretical body of knowledge and also the study's practical significance should be mentioned.

The final section of the Introduction should provide a brief overview of each of the main chapters that the reader will encounter.

3.10.2 LITERATURE REVIEW:

The purpose of the literature review is to summarize, evaluate and compare the main developments and current debates in the field, which are specifically relevant to the subject of research embodied in the thesis. Literature review should also aim at ways to address these issues with the present research program.

A critical review of the available solutions to the problem that was addressed and identifying the knowledge gaps in the current literature would establish benchmarks against which the contributions of the study can be assessed. Therefore, the most recent information relating to the field of study has to be presented.

At the end of literature review, the **Aim and Objectives** need to be presented.

3.10.3 DESIGN OF STUDY: (Material & Methods)

Although this section varies depending on method and analysis technique chosen, the chapter describes and justifies the methods chosen for the study and why this method was the most appropriate.

Following description of the research design, a detailed description of the procedure followed is to be given. Citations in this section should be limited to data sources and references of where to find more complete descriptions of procedure.

Description of the statistical analysis and tests performed are also to be given

3.10.4 RESULTS:

The results are actual statements of observations, including statistics, tables and graphs. Negative results as well as positive are to be mentioned. Only S.I. units should be used throughout the thesis. Results should be broken up into logical segments by using subheadings. Key results should be stated in clear sentences. All the values given in tables

should not be repeated in the text. Same data need not be presented as graph as well as table. Use one of the appropriate styles of presentation.

3.10.5 DISCUSSION:

The purpose of this chapter is not just to reiterate the findings, but discuss the observations in relation to the theoretical body of knowledge on the topic. This chapter should also address the implication of the findings. Results should be interpreted in terms of the background laid out in the introduction, including the evidence or line of reasoning supporting each interpretation. Each section may be broken up into logical segments by using subheads. The limitations of the study may be outlined, and areas for future research may be proposed.

3.10.6 SUMMARY AND CONCLUSION:

The most important results are summarized and concluded by giving the strongest and most important statement that highlights the outcome of the study. The conclusion should provide answers or solutions to the questions or problems raised in the introduction. The argumentation of the thesis should be summarized briefly, and if appropriate, elaborate on how the research findings and results will contribute to the field in general and what sort of broader implications these may have. Suggestions may be made for further research where appropriate.

3.10.7 LIST OF REFERENCES / BIBLIOGRAPHY:

All publications cited in the thesis should be presented in a list of references following the text. Students are advised to restrict the total number of references to 200.

The student is responsible for the accuracy of the References. References should follow the Vancouver style (Faculty of Medical / Dentistry / Paramedical Sciences / Nursing/ Pharmacy) / APA style (Faculty of Engineering / Management).

3.10.8 Appendices

Appendices are provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme. Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc. Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

Questionnaires / Proforma / Case sheet etc which form a part of the study should also be attached as an appendix.

4. BINDING

Thesis should be hard bound and the text for printing should be identical as prescribed for the cover page. Letters will be embossed in golden.

The colour codes for Thesis for different Faculties to be followed are:

Pharmacy	Maroon	
Nursing	Black	
Engineering	Blue	
Dentistry	Navy Blue	
Medical	Green	
Paramedical	Orangish-Red	
Management	Mustard	

Appendix 1: Cover page of Summary/Thesis / Title page

(Title of the Thesis)

A

THESIS

Submitted for the award of degree of Doctor of Philosophy

(Name of the Degree)

In

(Name of the specialization)



By

(Name of the Student)

(Enrolment Number)

UNDER THE GUIDANCE OF

(Name of the Guide)

Guide

(Designation)

(Department)

(Faculty of)

(Name of the Institution)

People's University, Bhopal (M.P.)

(Month ,Year)

Appendix 2: Certificate By The Research Guide

People's University, Bhopal

(Name of the Institute)

(Name of the Department)

CERTIFICATE



This is to certify that Thesis entitled *(Title of thesis)* submitted by *(Name of the student)* has been carried out under my guidance. The thesis is approved for submission for award of the degree of Doctor of Philosophy in *(Name of Faculty)*

It is further certified that this work has not been submitted for the award of any other degree or diploma.

(Name of the Guide)

Guide

(Designation)

(Department)

(Name of the Institution)

(Name of the HOD)

Head of Department

(Seal & Sign)

(Name of the HOI)

Head of Institution

(Seal & Sign)

Appendix 3: Declaration of Authorship

People's University, Bhopal

CANDIDATE'S DECLARATION



I hereby declare that the work, which is being presented in the Thesis, entitled **"Title of Thesis"** for the award of degree of **Doctor of Philosophy** in Faculty of (Name of faculty) submitted in the **Name of the Department, Name of the institution**, People's University, Bhopal is an authentic record of my own work carried out under the guidance of **Name of the guide, Designation, Department, Name of the Institution** People's University, Bhopal.

The matter combined in this thesis has not been submitted by me for the award of any other degree.

Date

Place

Name of the Candidate

CERTIFICATE

This is to certify that above statement made by the candidate is correct to the best of my knowledge.

Signature of the guide

Name of the guide

(Guide)

Designation

Department

Name of the Institution

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