



**GUIDELINES
FOR
PREPARATION OF PH.D. SYNOPSIS**

Issued By	Dean Research Office
Guidelines for	PhD Scholars
Version	Version 1, 2025

TABLE OF CONTENTS

1.	Specification for synopsis format	3
1.1	Preparation of manuscript and number of copies.....	3
1.2	Paper size, font size and margins	3
1.3	Page Numbering.....	5
1.4	Line Spacing	5
1.5	Tables, figures and equations.....	5
1.6	Binding.....	6
1.7	Starting of Chapter	6
2.	Style of writing	6
3.	Paraphrasing.....	7
4.	Illustrating the text	7
5.	Tips for good writing	8
5.1	Continuity of ideas.....	8
5.2	Proper usage of verbs and tenses	8
5.3	Mathematical symbols	8
5.4	Common mistakes.....	8
5.5	Common errors in writing.....	9
6.	Guidelines for structuring contents	12
6.1	Cover page:	12
6.2	Sequence of contents.....	12
7.	SPECIMEN: Front Pages.....	16

GUIDELINES FOR PREPARATION AND SUBMISSION OF PH.D. SYNOPSIS

1. Specification for synopsis format

1.1 Preparation of manuscript and number of copies

- Synopsis must be written and printed in black text (color may be used for images, if necessary) using a high quality laser jet or ink jet printer.
- All content should be typed only in Times New Roman font.
- All the copies of synopsis pages must be clear, sharp and even, with uniform size and uniformly spaced characters, lines and margins.
- Synopsis should be free from typographical errors and a proper proof reading from supervisor and at least two peers should be done before final submission of synopsis.
- Two copies of (spiral-bound document with a transparent front cover and a blue back cover) synopsis along with a soft copy share via mail should be submitted to Department of Academic Research office through proper channel for external synopsis viva.
- Candidates should write the content of synopsis as concisely as possible, with clear and adequate expression. A synopsis should not exceed 40 pages (including prefacing materials of the synopsis). Some tips to reduce the size of a synopsis are given below.
 - a) Do not unnecessarily repeat definitions and texts.
 - b) Be precise in your description, conclusions and interpretations.
 - c) Do not leave blank space on a page after a table or a figure.

1.2 Paper size, font size and margins

Paper size: The standard size of paper of a synopsis is 21.5 cm (8.5 inches) wide and 28 (11 inches) long, commonly known as A4 sized paper. Oversized figures and tables if any should be reduced appropriately to fit with the size of the paper, no other size of paper usage is permitted. Care should be taken not to compromise the clarity of the contents while reducing. If required, scholar may consider folding oversized papers to fit with the synopsis size.

Double-sided printing: The synopsis should be printed in a **double-sided format**, ensuring a professional and efficient presentation. Special attention must be given to the **quality and opaqueness of the paper** to maintain

good readability under normal lighting conditions. When printing double-sided, each new chapter must begin on an odd-numbered page to align with standard formatting conventions. To achieve this, efforts should be made to avoid ending a chapter on an odd-numbered page, thereby preventing unnecessary blank pages while ensuring a consistent layout. Proper attention to the details as discussed in Table 1 will enhance the overall readability and presentation of the synopsis.

Table 1: Details of synopsis format

Suggested font sizes details	Font type	Font size	Spacing
Cover and title page – (see specimen A) for details	Times New Roman	18 pt. bold capitals	Centered
Chapter headings with chapter number on top	Times New Roman	16 pt. bold capitals	Centered
Section headings	Times New Roman	14 pt. bold	Left adjusted
Subsection headings	Times New Roman	12 pt. bold	Left adjusted
Body of synopsis	Times New Roman	12 pt.	Justified adjusted with 1.5 spacing for text and double spacing for equations
Margins	A margin of 3.75 cm (1.5 inch) is to be given on the binding edge while on the other side it is to be 2.5 cm (1inch).		To accommodate binding area
	Top	2.54 cm	
	Bottom	2.54 cm	

A chapter can be divided into various sections, subsections and further sub sections so as to present different concepts separately. Sections and subsections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Subsection in third Section of Chapter 2. The Section and Sub-

section titles along with their numbers in 14 and 12 pt fonts, respectively, in bold face shall be placed to the left (not centered) with 15 mm space above and below these lines.

1.3 Page Numbering

- Page Numbers prior to chapter 1 should be numbered in Roman numerals (i, ii, iii, iv, v etc.). The first page of the first chapter onwards should be numbered in Arabic numerals (1, 2, 3, etc.). Page numbers should be inserted in the center and at the bottom of each page. The title page is considered to be page (i) but the number is not printed.

1.4 Line Spacing

- The general text of the manuscript should be in 1.5 line spacing. Footnotes, multiline captions, long tables and references should be in single spacing. There should be a double spacing between two references and two equations.

1.5 Tables, figures and equations

Figures and tables should be presented following their first mention in the text. Short tables and figures should be presented within the text, while large table and figures may be presented on separate pages. Good quality figures must be prepared using standard software in vector graphics format and must be scalable. The resolution of the images, photographs and other equivalent content must exceed 300dpi with 256 greyscales for monochrome images and 24 bit per pixel for colored images. Blurred images and unreadable images should be not placed, usage of Origin Pro software for graphing is suggested instead of excel graphs.

Tables should be centrally aligned in the page and their number should be chapter wise like Table 1.1_ __, Table 2.1_ __, Table 3.1_ __ and so on.

Similarly, figures should be numbered chapter wise like Figure 1.1_ __, Figure 2.1_ __, Figure 3.1_ __ and so on.

Table caption should be above the table and Figure caption should be below the figure and a colon immediately after the figure number and table number followed by a space and centrally aligned. Font size for figure and table numbers will be 10 bold and for the figure and table caption 10.

Also, equations should be chapter wise like Eq. (1.1), Eq. (1.2)and so on. There should be double spacing between the two equations. Short equations are centered within the synopsis margins. All equations are set off from preceding and following text by a double space. Spacing must be uniform and consistent. In general, equations should be numbered at the right margin of the manuscript with the number either in brackets or parentheses.

1.6 Binding

For the submission of the synopsis in the DAR Office for external synopsis viva, students must first prepare two spiral-bound copies following the prescribed format, as illustrated in Specimen A or Specimen B, depending on the requirements. After successfully completing the presentation, any changes suggested by the external reviewer should be carefully incorporated into the document. Once all revisions have been made and approved by the external, one final copy of the synopsis must be prepared. This final copy should be printed on both sides of the pages, with a title page in sea green color, and bound in a spiral format. The completed final synopsis is then submitted to the DAR Office to fulfill the submission requirements. This process ensures proper documentation and adherence to academic standards.

1.7 Starting of Chapter

A chapter should not begin directly with a subtopic. For instance, in the Literature Review chapter, it should not start abruptly with a citation like "Thomas et al. proposed...". Instead, the chapter should begin with a general introduction or background that provides context for the reader. The introduction should consist of one or two paragraphs that outline the significance, scope, or historical development of the topic. This helps in establishing a logical flow and ensures coherence in the synopsis. After setting the background, subtopics can be introduced sequentially. This approach enhances readability, maintains structural integrity, and allows the reader to grasp the broader perspective before delving into specific details.

2. Style of writing

Scientific writing requires a good knowledge of standard language and the command of a formal style of writing. The grammatical and the orthographical rules of the language must be followed. Scientific

language is unambiguous and precise and discards vague expressions like "several studies show that...", with no valid reference to an example. An English text does not use contracted forms like "doesn't" or "can't". All standardised forms of English are accepted but they must not be mixed. A characteristic feature of the scientific style is the use of special concepts and terms, which must be defined when they first occur in the text. In the academic community, the use of the first-person pronouns "I" or "we" is a source of some disagreement. Usage of either American or British English throughout the text is suggested without mixing up of content.

3. Paraphrasing

Plagiarizing another author's text without correct reference to the original source is a serious offence, so the referencing technique should be adopted right at the beginning of the synopsis writing process. In

addition, it is of vital importance to realize that the original texts must not be used unprocessed; they need to be paraphrased. Paraphrasing is restating what someone else has said in your own words. You should introduce the essential issues for your own synopsis in adequate extent and correctly. The aim is

to crystallize the central issues of the original text, however, at the same time, you should present your own observations, opinions and conclusions. All ethical norms of preparing and submitting a synopsis should be adhered and its responsibility of the supervisor to verify the content integrity before final submission.

4. Illustrating the text

A synopsis often comprises elements supporting and illustrating the text, such as tables, figures and mathematical formulas. All illustrative material is closely linked to the text, however, all tables and figures should be composed in such a way that the reader is able to understand them without reading the text. The text presents the essential observations and conclusions based on the tables and figures, not repeating the individual numerical information (i.e. single figures) reported in them. Tables, figures and mathematical formulas are numbered consecutively, each as an independent series. They are placed as near as possible to the section of text where they are first referred to.

5. Tips for good writing

5.1 Continuity of ideas

It is very important that there is a continuity of idea in your synopsis/ manuscript. Few suggestions in this regard are mentioned below: A particular paragraph should elaborate only one theme/idea. If there is a need to emphasize multiple themes, then it is suggested to name them in a single paragraph and subsequently discuss them in separate paragraphs. There should be a smooth transition from one paragraph to the next paragraph. In order to do so, the first paragraph mentions the theme of the next paragraph.

5.2 Proper usage of verbs and tenses

In order to have continuity, it is essential to use verb tenses judiciously and properly. Following suggestions may be useful in this context:

- a. Past tense (e.g., “Bergman showed ...”) or present tense (e.g., “Newton has shown . . .”) is appropriate for the literature review. This usage of verb tense may be applied for discussion on the past events.
- b. Results are best described by using past tense. E.g., “Expenditure increased at the rate of 10% per year.”).
- c. In order to discuss results and draw conclusions, it is apt to use present tense. E.g., “The results of the experiment indicate ...”

5.3 Mathematical symbols

Mathematical expressions must italicize all symbols used in them. A distinct look (to the mathematical expression) may be imparted by separating them from the text (both preceding and following it) by larger line spacing and an indentation should be given. Each equation must appear only after it has been referenced in the text. Usage of one single equation editor throughout the text is suggested.

5.4 Common mistakes

Research scholars must ensure accuracy in spelling and usage to maintain clarity and professionalism in academic writing. Commonly misspelled or misused words are listed in Table 2. Scholars are expected to refer

to this table and avoid such errors in all official submissions.

Table 2: Lists some of the most commonly encountered mistakes

Correct	Incorrect	Remarks
i.e.	ie, i.e, ie.	(Use "i.e." with proper punctuation; it stands for id est.)
e.g.	eg, e.g, eg.	(Use "e.g." with proper punctuation; it stands for exempli gratia.)
et al.	et.al., etal, et al	(The correct form is "et al." short for et alia.)
Whereas	where as	(One word, not two.)
Literature	Literatures	(Literature is an uncountable noun.)
Equipment	Equipments	(Equipment is uncountable.)
Data	Datas	(Data is plural; "datum" is singular.)
kWh	KWH, KWh	("k" stands for kilo, not Kelvin.)
million tons (10 ⁶)	MT	("M" stands for Mega, which is ambiguous.)
10 kg	10kg	(A space separates the value from the unit of measurement.)
ppm	PPM, ppM	(Use lowercase "ppm" as per SI convention.)
µm	um, Um	("µ" stands for micro.)
25°C	25 °C, 25C	(A space should be placed between the number and the unit, but not between the degree symbol and "C".)
Figure 1	Fig.1, fig1, Fig-1	(Use "Figure 1" or "Fig. 1" with a space after the period.)
Equation (1)	Eq.(1), eq 1	(Use "Equation (1)" or "Eq. (1)" with a space.)
Table 2	Table-2, table2	(Use "Table 2" with a space.)
meters per second (m/s)	mps, MPS, m/sec	("m/s" is the correct SI unit.)
Watt (W)	w, watt, Watts	("W" is the correct symbol, and "Watt" is capitalized when written in full.)
5×10^3	5*10^3, 5x10^3	(Use the proper multiplication symbol "×".)
References	Reference	(In research papers, "References" is plural unless referring to a single citation.)
vs.	vs, versus	("vs." is the correct abbreviation in technical writing.)
1st, 2nd, 3rd	1st., 2nd., 3rd.	(Do not use a period after ordinal numbers.)

5.5 Common errors in writing

Writing a dissertation could be cumbersome and its tedious to manage content flow. This may lead to loss of attention that may lead you to common errors in writing. The following write up gives you an idea about some of these common errors. Keeping them in mind will make your work impressive. In most writing, common mistakes include:

- (1) Incorrect use of punctuation, including commas, semicolons, colons, and dashes, etc.

(2) Misusing articles and prepositions

(3) Mistaking one word for another (envelope and envelop, stationary and stationery, affect and effect, complement and compliment). The spell-checker won't detect these errors.

(4) You may want to keep your sentences small.

(5) Confusing "then" and "than," "its" and "it's," "affect " and "effect," and "lay" and "lie"

(6) Advice versus Advise:

Advice is a noun, something that you give. It is a thing. Say, "Please give me some advice." Advise is a verb, something that you do. It is some action. Say, "Please advise me."

(7) Affect and Effect:
(8) As verbs, they differ. To affect some thing is to have some influence upon it. To effect some action is to cause it to happen. As nouns, they also differ. Affect is like affection, related to emotion. Effect is a result.

(9) Apart and a Part:

One is a single word; the other includes two words. "Apart" means two things are separate or away from each other. A "part" means one thing is a portion or an element of another. A wall is usually seen as a "part" of a house, for example, while a fence is seen as "apart" from the house.

(10) Complement and Compliment:

The change from an "e" to an "i" makes a big difference in these two words. The word "complement" is related to the word "complete." If one thing complements another, then the two together make a whole. In contrast, the word "compliment" is an observation of some good quality in a person. It is considered more sincere than flattery.

(11) In Spite:

There is no such word as "inspite." Make sure you use the two words separately, "in" and "spite."

(12) Isn't it?

When you make a statement, then immediately ask if it is not true, you can use "isn't it" only if the question used the verb "to be" (ie "is" or one of its forms), the original question was positive, and if the subject of the sentence is third person singular (it). It is correct to say, for example, "It is coming, isn't it?"

(13) Loose and Lose:

The two words, "loose" and "lose," look similar, especially to those who speak English as a second language. It is easy to mix them up. The word, "loose," means something is not tight or securely

fastened down. It might easily fall apart or fall off. The word "lose," in contrast, means to have something go away and become lost.

(14) Passive Voice:

Using the passive voice is a common way to say less than people want to read or hear. In the passive voice you say, "The orange was eaten." That way you hide the subject and so do not reveal who ate the orange. If you use the active voice, you must reveal the subject. "Aziz ate the orange." The active voice is simpler, and it always identifies the subject, i.e. who did the action. Nothing is hidden.

Always use the active voice in writing an academic paper or dissertation.

(15) Subject-Verb Agreement Errors

- Incorrect: *The data is clear.*
- Correct: *The data are clear.* (*Data* is plural.)

(16) Misplaced or Dangling Modifiers

- Incorrect: *Running down the street, the backpack fell off.*
- Correct: *Running down the street, I dropped my backpack.*

(17) Redundant Phrasing

- Incorrect: *The reason why is because...*
- Correct: *The reason is that...*

(18) Unclear Pronoun References

- Incorrect: *John told Mark that he needed help.* (*Who needs help?*)
- Correct: *John told Mark, "I need help."*

(19) Improper Use of "Which" and "That"

- Incorrect: *The book which I borrowed was interesting.*
- Correct: *The book that I borrowed was interesting.* ("That" is restrictive.)

(This is compiled from various sources).

6. Guidelines for structuring contents

6.1 Cover page: The title of the synopsis, author, school/department, month and year of submission along with the logo of the university will be included on the first cover.

It is important that a standard format should be followed to prepare the content of the synopsis which is being submitted in partial fulfillment of the requirements of the respective degree. (See specimen A)

2. Organization of the synopsis

6.2 Sequence of contents

The synopsis consists of following parts and the below sequence for the synopsis organization should be followed:

- (i) Preliminary part
 - Title page (Specimen A)
 - Declaration by the author (Specimen B)
 - Certificate from supervisor (Specimen C)
 - Acknowledgement
 - Abstract (max. 1000 words)
 - Table of contents
 - List of figures
 - List of tables
 - List of acronyms / abbreviations (Specimen D)
 - List of symbols etc. (wherever applicable)
- (ii) The Body of synopsis
 - Introduction (chapter 1)
 - Text of synopsis (chapter 2,3,4 etc.)
 - Possible outcome or result

- (iii) List of references, Bibliography
- (iv) Publications by the candidate

(i) Preliminary part

- Title page: Title page is same as that of cover page. This could be like: Title/Author/ A synopsis submitted for the degree of Doctor of Philosophy in the school of _ _ _ along with the year and month of submission.

- Declaration by the author: (see specimen B) the wording required is as follows:

I hereby declare that this submission is my own work and where others ideas or words have been included; I have adequately cited and referenced the original sources. I also declare that I have adhered to all principals of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea / data / fact / source in any submission. I understand that any violation of the above will be cause for disciplinary action by the institute and can also evoke penal action from the sources which have thus not been properly cited or from whom proper permission has not been taken when needed.

(Signature/name/date)

- Abstract: outline briefly the technological/engineering/scientific/socio-economic relevance or significance of the research problem identified.
- Table of contents: the contents should list the chapter headings, sections and subsections of the different chapters along with page numbers.
- List of figures: list the number and captions of the figures with page numbers.
- List of tables: list the number and titles of the tables with page numbers.
- List of abbreviations: it should be arranged in alphabetic order.
- List of symbols: list the Greek symbols first next English letters in this order.

(ii) Body of synopsis

- Introduction: Introduction shall be the first chapter of the synopsis. It should outline the aim and scope of the work presented in the synopsis. It shall justify and highlight the problem posed.
- Text of synopsis: this includes all other chapters inclusive of headings, subheadings, tables, figures, etc.
- Conclusions and Limitations: This section shall briefly state the details of the work conducted and significant contribution from the investigation, followed by the relevance in terms of practical implementation. Highlight major (not all) conclusion /limitations.

(iii) List of references

For Departments coming under Science, Health & Life sciences and Engineering Branch

References can be numbered as [1], [2], [3] etc. in the order in which they are referred to in the body of the synopsis will appear “as stated in [53] or in [54]-[58]” etc. as in IEEE format. e.g.:

[53] Langelaar G.C., Setyawan I., Lagendijk R.L., “Watermarking Digital Image and Video Data”, *IEEE Signal Processing Magazine*, vol. 17, pp. 20-43, Sep. 2000.

An alternative way as mentioned in some journals is to arrange the references in the alphabetical order of the names of authors in which case the reference in the body of the synopsis looks like” as mentioned in (Chao and Zhen 1970)”. However, for uniformity, first method (IEEE journals) is to be used.

For Departments of THM, BM, Mass.com, Education, Economics, Commerce & Life Sciences

American psychological association (APA) citation style can also be followed as it is

the standard across the researcher community across world.

e.g. Yurog, X., Yen, D. C., Lin, B. and Chou, D.C., (2002), Adopting Customer Relationship Management Technology. *Industrial Management & Data Systems*, 102(8), 442-52.

All the Synopsis coming under the department of Law / Legal studies will follow the ILI (Indian Law Institute) Citation format. (Refer to **Annexure 1**).

You can employ tools like Endnote, Zotero, Mendeley for the purpose of citation and referencing.

(iv) Publications by the candidate

Articles, technical notes on the topic of the synopsis published by the candidate may be separately listed and may also include reprints of his/her publication after the literature citation. Only publications which are published need to be listed. The first page of the publications and the certificate for the presentations if any should be duly attached with the same. Use American Psychological Association(APA) format for providing the list of scholar's publication. In all the papers the first author should be the scholar, second author should be the supervisor and remaining author can be collaborators who are officially recognized and approved.

7. SPECIMEN: Front Pages

(Specimen A)

Title

Size: 18
Bold and Center Aligned
Title in Capital

Size: 14
Italics, Center
Aligned

*A Synopsis report submitted in partial fulfillment of the
requirements for the award of the degree*

of

DOCTOR OF PHILOSOPHY

in

(Subject)

Size: 16
Bold, Center
Aligned

Submitted By

Name.....

Size: 14
Bold and Center
aligned

UID.....

Size:12
Bold & Center
Aligned

Supervisor Name
Designation, Affiliation

Size: 14
Bold and Center
aligned

Size:12
Bold & Center
Aligned



Size: 14, All Capital
Bold & Center Aligned

DEPARTMENT NAME
CHANDIGARH UNIVERSITY
GHARUAN, MOHALI, PUNJAB, INDIA-140413

Month, Year

Month of external
viva

Size: 14
Bold and Center
aligned

(Specimen B)

Size: 18
Bold and Center Aligned
Title in Capital

Title

Size: 14
Italics, Center
Aligned

*A Synopsis report submitted in partial fulfillment of the
requirements for the award of the degree*

of

DOCTOR OF PHILOSOPHY

in

(Subject)

Size: 16
Bold, Center
Aligned

Submitted By

Name.....

Size: 14
Bold and Center
aligned

UID.....

Size:12
Bold & Center
Aligned



Size:12
Bold

Supervisor-1
Name
Designation, Affiliation

Supervisor-2
Name
Designation, Affiliation

Size: 14, All
Capital
Bold & Center

DEPARTMENT Name
CHANDIGARH UNIVERSITY
GHARUAN, MOHALI, PUNJAB, INDIA-140413

Month, Year

**Month of external
viva**

Size: 14
Bold and Center
aligned

CANDIDATE'S DECLARATION

I hereby declare that the work which is being presented in the dissertation, entitled “**Title**”, in Partial fulfillment of the requirements for the award of the degree of **Doctor of Philosophy in Electronics & Communication Engineering** and submitted to **Chandigarh University, Gharuan, Mohali** is an original piece of research work carried out by me during the period from XXXXXX to XXXXXX under the supervision of XXXX (Name of Supervisor & Designation), Name of the Department, Chandigarh University, Gharuan and XXXXX,(Name of Co-supervisor, designation and Affiliation).

The matter embodied in this synopsis has not been submitted by me for the award of any other degree of any other University/Institute.

XXXXXX

Candidate Name & Signature

The synopsis entitled <title> submitted by <name> to school of _ _ _ _ for the award of the degree of Doctor of philosophy is a bonafide record of the research work carried out by him/her under my supervision and guidance. This is to certify that the above statement made by the candidate is correct to the best of my knowledge.

Name of Supervisor-1
Designation,
Department,
Chandigarh University

Name of Supervisor-2
Designation,
Department,
Affiliated University

ABSTRACT (14 Bold, Center)

TABLE OF CONTENTS (14 Bold, Center)

CANDIDATE’S DECLARATION	i
ABSTRACT	iv
LIST OF FIGURES	v
LIST OF TABLES	vi
LIST OF ABBREVIATIONS	vii
ACRONYMS (if any)	viii
Chapter 1: Introduction	
Chapter 2:	
Chapter 3:	
Chapter 4:	
Chapter 5:	
REFERENCES	
LIST OF PUBLICATIONS	

LIST OF FIGURES (14 Bold, Center)

LIST OF TABLES (14 Bold, Center)

LIST OF ACRONYMS & ABBREVIATIONS

(14 bold, Center)

(Alphabetically)

CC	Correlation Coefficient (12)
CDMA	Code Division Multiple Access
DCT	Discrete Cosine Transform
DFT	Discrete Fourier Transform
DPCM	Differential Pulse Code Modulation
DWT	Discrete Wavelet Transform
EBCOT	Embedded Block Coding with Optimized Truncation
EZW	Embedded Zero-tree Wavelet
FFT	Fast Fourier Transform
HH	High-High Band of DWT
HL	High-Low Band of DWT
HVS	Human Visual System
ICA	Independent Component Analysis
ICAR	Inherently Collusion Attack Resistant
IPR	Intellectual Property Right
JND	Just Noticeable Distortion
JPEG	Joint Photographic Expert Group
LH	Low-High Band of DWT
LL	Low-Low Band of DWT
LSB	Least Significant Bit
MBCE	Middle Band Coefficient Exchange

LIST OF SYMBOLS (14 Bold, Center)

CHAPTER 1
INTRODUCTION (14 Bold, Center)

Annexure 1

Citation Style

The Institute has formulated a set pattern of footnoting, which is followed in The Journal of Indian Law Institute, Annual Survey of Indian Law and various other publications of the Institute. Contributors of articles, notes and comments are required to follow this pattern.

MODE OF CITATION FOR BOOKS

A. FOR AN AUTHORED BOOK

By a single author: Name of the author, Title of the book p.no. (if referring to specific page or pages) (Publisher, Place of publication, edition/year of publication).

E.g. M.P. Jain, Indian Constitutional Law 98 (Kamal Law House, Calcutta, 5th edn., 1998).

By two authors: Name of the authors, Title of the book p.no. (if referring to specific page or pages) (Publisher, Place of publication, edition/year of publication).

E.g. M.P. Jain and S.N. Jain, Principles of Administrative Law 38 (Wadhawa, Nagpur, 2001).

By multiple authors (more than two): Name of the first two authors, et.al., Title of the book p.no. (if referring to specific page or pages) (Publisher, Place of publication, edition/year of publication).

E.g. Jerry L. Mashaw, Richard A. Merrill, et.al., The American Public Law System – Cases and Materials 50 (West Group, St. Paul, MN, 1992).

Books with volume no.: Name of the author(s), Volume no. Title of the book p.no. (if referring to specific page or pages) (Publisher, Place of publication, edition/year of publication).

E.g. Charles Robert Norberg, III General Introduction to Inter-American Commercial Arbitration Year Book- Commercial Arbitration 30 (1978)

B. FOR EDITED BOOKS

By a single editor: Name of the editor (ed.), Title of the book p.no. (if referring to specific page or pages) (Publisher, Place of publication, edn/year).

E.g. Susan A. Bandes (ed.), *The Passions of Law* 180 (New York University Press, New York, 1999).

By two editors: Name of the editors (eds.), Title of the book p.no. (if referring to specific page or pages) (Publisher, Place of publication, edn/year).

E.g. S.K. Verma and Raman Mittal (eds.), *Intellectual Property Rights: A Global Vision* 38-42 (ILI, Delhi, 2004).

By more than two editors: Name of the editors, the first two only, et.al. (eds.), Title of the book p.no. (if referring to specific page or pages) (Publisher, Place of publication, edn/year).

E.g. Chatrapati Singh, P.K. Coudhary, et.al. (eds.), *Towards Energy Conservation Law* 78 (ILI, Delhi, 1989).

By, or an auspices of, an organization/institution:

Indian Law Institute, *Index to Indian Legal Periodicals* (ILI, Delhi, 2002).

MODE OF CITATION FOR ARTICLES/ESSAYS

Citation of a paper published in a journal/periodical: Name of author of the article, title of the essay within inverted commas, volume number of journal Name of the journal page number (year).

E.g. Upendra Baxi, "On how not to judge the judges: Notes towards evaluation of the Judicial Role" 25 *Journal of Indian Law Institute* 211 (1983).

Citation of a paper published in a case reporter: P.K. Thakur, "Permissibility of Probation in Offences Punishable with Minimum Imprisonment" 2 SCJ 26-38 (2002).

Citation of an essay/chapter published in an edited book: Name of author(s) of the essay, title of the essay within inverted commas, in Name of the editor(s), title of the edited book page number (publisher, edition/year).

E.g. Jutta Brunnee, “Enforcement Mechanisms in International Law and International Environmental Law”, in Ulrich Beyerlin, Peter-Tobias Stoll, et.al. (eds.), Ensuring

Compliance with Multilateral Environmental Agreements: A dialogue between practitioners and academia 1-24 (Martinus Nijhoff Publishers, 2006).

Citation of an essay published as a part of a Survey of Law (e.g. Annual Survey of Indian Law, an annual publication of the Indian Law Institute, New Delhi): Name of author of the essay, title of the essay within inverted commas, volume number name of the survey, page number (Name of the institute, year).

E.g. B.B. Pande, “Criminal Law” XLI Annual Survey Indian Law 171-198 (Indian Law Institute, 2005).

Citation of a write-up published in a newspaper/periodical: Name of the writer, Title of the write-up within inverted commas, Name of the newspaper, date (month. date, year)

E.g. Robert I. Freidman, “India’s Shame: Sexual Slavery and Political Corruption are Leading to an AIDS Catastrophe” The Nation, Apr. 8, 1996.

Citation of an editorial from a newspaper: Editorial, Title of the Editorial within inverted commas, Name of the newspaper, date.

E.g. Editorial, “Short-circuited” The Times of India, Aug. 2, 2004.

Citing a reference form Encyclopaedia:

E.g. Edwin R.A. Seligman (ed.), XV Encyclopaedia of the Social Sciences (The Macmillan Co., NY, 1957).

WEBSITES

The author must indicate the date of visiting the website.

E.g. Information Technology Act 2000, India, available at: <http://www.mit.gov.in/itbill.asp> (last visited on July 29, 2003).

UNPUBLISHED WORKS

Unpublished Research Work (E. g., Dissertation/Thesis): Name of the Researcher, Title of the dissertation/thesis (Year) (Unpublished Ph.D. thesis, Name of the University/organization).

E.g. Sahil Kumar, Corporate Governance: Regulatory Mechanism With Special Emphasis On Corporate Social Responsibility (2017) (Unpublished LL.M dissertation, Indian Law Institute).

Interviews:

E.g. Interview with M. Veerappa Moily, Law Minister, The Hindu, July 25, 2004.

Forthcoming publication of a book:

E.g. G. Gann Xu, Information for Corporate IP Management (In Press, 2015).

Forthcoming publication of an article:

E.g. P. Leelakrishnan, V. R. Jayadevan, “Concept of Common but Differentiated Responsibility in Climate Negotiations” 61 Journal of Indian Law Institute 47 (In Press, 2019).

MODE OF CITATION OF CASE LAW

Where the case title is written in the body of the text, only the name of the case shall be in the text **e.g.** Kesavananda Bharati v. State of Kerala and the citation is written in the footnote as AIR 1973 SC 1461. If the name and citation are to be written in the footnote itself: Kesavananda Bharati v. State of Kerala, AIR 1962 SC 933.

If parties to a case are numerous, for e.g. State of Punjab v. Union of India and others; this case is to be cited as: State of Punjab v. Union of India (1977) 3 SCC 592.

Foreign Cases to be cited in the same manner as Indian cases, according to the rules mentioned above.

ACTS/ CONSTITUTION

The Complete name of statute/act, year (citation) The Information Technology Act, 2000 (Act 21 of 2000).

Constitution to be cited as: The Constitution of India.

SECTION(S) IN A STATUTE/CONSTITUTION

The complete name of the statute (citation), section/articles in abbreviation (s./art.)

E.g.

The Information Technology Act, 2000 (Act 21 of 2000), s. 30.

The Information Technology Act, 2000 (Act 21 of 2000), ss. 30, 32.

The Constitution of India, art. 14.

The Constitution of India, arts. 14, 15, 16.

The Indian Penal Code, 1860 (Act 45 of 1860), s.300.

Foreign legislations (Constitution/Acts/Codes)

The complete name of the statute (citation), section/articles in abbreviation (s./art)

E.g.

The United Kingdom Sovereign Immunity Act, 1978, art. 4

National Parks of Canada Fishing Regulations, 1978, s. 10.

The constitutions to be cited in the same manner as the Constitution of India, however, where the official citation mentions the particular form of citation or title, the same must be mentioned.

E.g.

The Commonwealth of Australia Constitution Act, 1900, s. 9.

The Constitution of the People's Republic of China, 1982, art.124.

The Constitution Acts for certain state constitutions in federal countries:

Constitution Act, Year (name of the particular province or state), pinpoint reference.

E.g. Citation for the constitution of the State of New South Wales, Australia:

Constitution Act, 1962 (NSW), s 5.

REPORTS

Institution/Author, "title of the Report within inverted commas" page number (Year of publication).

E.g. Law Commission of India, "144th Report on Conflicting Judicial Decisions Pertaining to the Code of Civil Procedure, 1908" (April, 1992).

E.g. Government of India, "Report of the Committee on Reforms of Criminal Justice System" (Ministry of Home Affairs, 2003).

Constituent Assembly Debates and Parliamentary Debates

Volume no., Constituent Assembly Debates, page number

E.g. VIII, Constituent Assembly Debates, 31,32.

Constituent assembly debates available online

E.g. Constituent Assembly Debates on April 29, 1947 available at:

<http://parliamentofindia.nic.in/ls/debates/vol3p2.html> (last visited on May 30, 2008).

Parliamentary Debates

E.g. Lok Sabha Debates on July 06, 2019 available at:

<http://164.100.47.194/Loksabha/Debates/debatelok.aspx> (last visited on Aug. 01, 2019).

INTERNATIONAL DOCUMENTS

International conventions and/or treaties

The complete name of the convention or treaty, section/article number

E.g. The United Nations Convention on the Law of the Sea, 1982, art. 12.

Constitutive and Basic Documents of International Organisations

The complete name of the statute/charter, article number (art.) or section number (s.)

E.g. The United Nations Charter, art. 12

The Statute of the International Court of Justice, art. 24

Official United Nations (UN) Documents (Resolutions, Decisions, Committee Reports)

The citation of the United Nations documents should include the following elements in the given order:

Author (either an individual or an organ)

Title of the document in italics

Resolution or decision number

Official Records

o General Assembly Official Records – UN GAOR

o Security Council official Records – UN SCOR

o Economic and Social Council- UN ESCOR

o Trusteeship Council Official Records- UN TCOR

UN document number

Full date (both date of adopting, and date of entering into force)

Pinpoint reference (preamble/para./p.no. /art./s./pt./annex.)

Examples of the commonly cited types of UN documents:

Author (individual followed by designation/institution), Title of the document, Resolution or decision number, Official records, UN document number (full date), pinpoint reference.

General Assembly resolution to be cited as:

UN General Assembly, Prevention of armed conflict, GA Res 57/337, GAOR, UN Doc A/Res/57/337 (July 18, 2003).

Security Council resolution to be cited as:

UN Security Council, SC Res 827, SCOR, UN Doc S/Res/827 (May 25, 1993).

Economic and Social Council Decision to be cited as:

UN Economic and Social Council, Basic Programme of Work of the Economic and Social Council for 2001, ESC Dec 2001/203, UN ESCOR, UN Doc E/2000/99 (Feb. 4, 2000).

Report of a UN Organ to be cited as:

UN General Assembly, Report of the Economic and Social Council for 2005, UN GAOR, UN Doc A/60/3/Rev.1 (July 11, 2007).

Report of the UN Treaty Body:

Conference of the Parties, United Nations Framework Convention on Climate Change, Report of the Conference of Parties in its Fifteenth Session, Held in Copenhagen from 7 to 19 December 2009- Addendum-Part 2: Action Taken by the Conference of the Parties at Fifteenth Session, UN Doc FCCC/CP/2009/11/Add.1 (March 30, 2010).

Secretary General's Report to be cited as:

UN Secretary General, In Larger Freedom: Towards Development, Security and Human Rights for All- Report of the Secretary General, UN Doc A/59/2005 (March 21, 2005).

SUPRANATIONAL CASES

International Court of Justice Cases:

Name of the case (Name of the Parties) (Phase) [Year] Report series, pinpoint reference.

Phases:

(Provisional Measures)

(Preliminary Objections)

(Jurisdiction)

(Merits)

(Judgment)

E.g.

LaGrand Case (Germany v. United States of America) (Judgment) [2001] ICJ Rep. 466.

Right of Passage over Indian Territory (Portugal v. India) (Preliminary Objections) [1957] ICJ Rep 125.

European Court of Human Rights Cases/ International Criminal Court Cases
(and other supranational courts)

Name of the Parties (Year) Report Series, pinpoint reference.

E.g.

Campbell v United Kingdom (1992) 233 ECHR.

ELECTRONIC SOURCES

Electronic Newspapers to be cited as (where an identical print version is not available)

Name of the author, "Title of the article", Name of the Newspaper in italics, full date, available at <URL> (last visited on)

Audiovisual Sources/Documentaries

Name of the Studio/Production Company, Title in italics, Year, available at <URL>

Speeches/Interviews/ Papers presented at Seminars available at websites:

Name of the author, Title of the Paper, name of the conference/workshop,
Held on (Place and date), available at <URL> (last visited on)

REFERENCING

Supra/ Infra

Supra (Latin: „above“) is used to refer to a prior footnote.

If a different page number is to be indicated in a source referred to in a prior footnote

E.g. Supra note 5 at 34.

If referring to a section/article in a source referred

E.g. Supra note 5, s.40.

Supra note 6, art.14.

Avoid the use of Infra (below).

Ibid./ Id.

Ibid. (meaning „in the same place“) is used to refer to an authority in the footnote immediately preceding the current footnote and the same page/ place is being referred to.

Id. (meaning „the same“) is used if the authority is the same but the page or place of reference is different.

E.g. Id. at 30.

If referring to a section / article in the same authority

E.g. Id., art. 14.

Abbreviations for Pinpoint references:

Article- art.

Section- s.

Point- pt.

Schedule- sch.

Annexure- annex.

Paragraph- para.

Page number- p.no.

Clause- cl.