GUIDELINES FOR THESIS FORMAT

Ph. D. Thesis

All theses presented in typescript for the degree of Ph.D should comply with the following specifications unless permission to do otherwise is obtained from the relevant authority/ body

- **Size of paper**
  
  A4 size be used, no restriction is placed on drawings and maps

- **Paper Specification**
  
  Six copies on good quality paper (minimum 80 g) be submitted.

- **Method of Production**
  
  The text must be typewritten in acceptable typeface and the original typescript (or copy of equal quality) must normally be submitted as the first copy. The second and subsequent copies may be produced by means of other acceptable copying methods.

- **Layout of Script**
  
  Typescript should appear on one side only, lines at least one-and-a-half spaced. Footnotes, quotations, references and photographic captions may be single-spaced. Where appropriate, these should contain lists giving the locations of figures and illustrations.

- **Font Size**
  
  Title Page 18 to 22

  - **Headings / subheadings 14 to 20**
    
    Text 10 to 12

  - **Footnotes 8 to 10**
    
    Footnotes be given on the same page where reference is quoted

- **Type Style**
  
  Time New Roman / Arial / Courier New
• **Margins.**

At least 1 ¼ - 1 ½ inches (3.17-3.81 cm) on the left-hand side, 3 /4 -1 inch (2-2.54 cm) at the top and bottom of the page, and about ½ -0.75 inches (1.27- 1.90 cm) at the outer edge. The best position for the page number is at top-right ½ inch (1.27 cm) below the edge. Page containing figures and illustration should also be suitably paginated.

**Following is the preferable layout of the thesis**

- Title Page
- Abstract / Summary
- Acknowledgements
- Abbreviations not described in the text
- Contents
- List of Tables (where applicable)
- List of Figures (where applicable)
- Introduction (including literature review) or
  - Introduction
  - Review of Literature

As separate chapters as per requisite of the subject

- Materials and Methods
- Results

May comprise of one chapter or a number of chapters depending upon the Subject matter / requirements

- Discussion (including Conclusion/s, Recommendation/s where applicable)
- Reference / Bibliography / Literature Cited
- Appendices (where applicable)
- Any other information specific to the respective discipline
- **Title Page**

All theses must contain a title page giving the title of the thesis, the author’s name, the name of the degree for which it is presented, the department in which the author has worked or the Faculty of which the work is being presented, and the month and year of submission.
• **Length of Thesis**

Whilst the regulations do not contain a clause relating to the maximum length of theses, it is expected that work presented for the degree of Ph.D should normally between 40,000 - 120,000 words of text. Candidates wishing to greatly exceed theses sizes should discuss the matter with their supervisors/DPC.

• **Published work**

Published work from the theses be included as appendix (Reprints/ proof / preprint.)

• **Binding**

All final theses and published work presented for higher degrees must be bound in a permanent form or in a temporary (hard binding will be provided after defense of the thesis) form approved by the Advanced Studies and Research Board; where printed pamphlets or off-prints are submitted in support of a thesis, they must be bound in with the thesis, or bound in such a manner as Binderies may advise. Front cover should give title of the thesis, name of the candidate and the name of the Institute/ Department/ Centre/ College through which submitted, in the same order from top to bottom. The lettering may be in boldface and properly spaced. Their sizes should be: title 24 pt. name of the department/ institute/ centre/ college 18 pt. The colour of binding for different degrees in the Science subjects and in Social Sciences is as follows:

<table>
<thead>
<tr>
<th>Science Subjects</th>
<th>Social Sciences/ Humanities/ Oriental Learnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D</td>
<td></td>
</tr>
<tr>
<td>Dark Maroon/ Dark Gray</td>
<td>Light Maroon/ Light Gray</td>
</tr>
<tr>
<td>M.Phil</td>
<td></td>
</tr>
<tr>
<td>Dark Green/ Black</td>
<td>Light Green/ Black</td>
</tr>
</tbody>
</table>

Spine of the thesis should show “Ph.D thesis” on top across the width of spine, name of the candidate in the middle along the length of spine, and the year of submission across the width at the bottom. Lettering on spine should be in 18 pt. and may be in boldface.