**General Instructions**

**Length of thesis:**

There is no hard and fast rule regarding volume of the thesis. The ideal range is 60-90 pages/15000-25000 words for M. Phil. For PhD dissertation at minimum 75 pages.

**Language:** The thesis should be written in English. The language must be simple, direct and precise. Verbosity must be avoided.

**Formatting:**

1. Errors in typing should be avoided. Spell checker should be used for corrections prior to final printing. To reduce the errors, whole document (Microsoft Program) should be typed /proof read while using the formatting symbols (¶).
2. 1-inch margin must be on each side, except the left side margin, which should be 1.25 inches.
3. 1.5-line space both within as well as between references.
4. “Times New Roman” font style is recommended throughout the thesis. All text, page numbers, table numbers, figure numbers, captions, references, and footnotes must be in Times New Roman style. Font size should be 12 points in main body text. Throughout the document, text should be justified with indented paragraphs.
5. Figures, tables, charts and graphs should be included in the thesis text at the appropriate places (i.e., usually either on the same page or the page immediately following). Tables and figures should be numbered consecutively within individual chapters; one sequence for tables (e.g., Table 1.1; Table 1.2; etc.), and a separate sequence for figures (e.g., Figure 1.1; Figure 1.2; etc.). Captions must be as concise as possible. Numbers and captions should appear at the bottom of the figure and top of the table. Single-space line spacing is used for tables, figures and captions.
6. All figures should be numbered chapter-wise (Figure 1.1, 1.2, --; 2.1, 2.2, --; 3.1, 3.2, --;4.1 – etc.) and listed with page numbers.
7. All tables should be numbered chapter-wise (Table 1.1, 1.2, --; 2.1, 2.2, ---; 3.1, 3.2, -- -, 4.1–etc.) and listed with page numbers.
8. All tables and figures must be referenced in the text by numbers not by phrase such as “following table”.
9. All equations should be centrally aligned with proper numbering.
10. Begin each chapter on new page (use section break next page function in Microsoft word). Do the same for each element of the front matter.
11. In-text citations and references should be written in APA 6th edition style. The references should be checked for their completeness. It is advised to use reference management software.
12. Preliminary pages should numbered as upper case Roman numbers (I, II, III, IV, V, VI etc.), whereas pages from introduction onward should be given Arabic numbers (1, 2, 3, 4, 5 etc.) . The numbers placed in centre of the bottom of the pages. Page number should not be shown on the Title Page.

**Printing and binding:**

1. Use A4 size paper for printing. The recommended paper quality is 80-90 g.
2. Use only one side of the page for printing. Three hard bound copies of the thesis are required to be submitted for final thesis examination.
3. Colour of binding should be dark blue and the text on the title page should be in silver colour.
4. The spine of the thesis should have Name of Degree such as M. Phil Thesis (at top), Student’s Name (in middle), and Year of completion (at bottom). Letters on spine should preferably be in 14 pt., boldface, upper case.