

DOCUMENTATION GUIDELINES

Important points to be remembered while writing the thesis

,etc., (End of sentence ... ,etc.)

,viz.,

,i.e.,

But,

- *All Mathematical equations must be in Italic*

- While converting **.doc** to **.pdf** format, verify whether all symbols are converted or not
- Equations are to be followed by only ellipses . . . (3 dots-Ellipses) and then equation number.
- Comma is to be followed by certain words (However, Thereafter, Thereby, Wherein, etc.)
- All table captions are to be placed at the top of the table.
- All figure captions are to be placed at the bottom of the figures.

- All references are to be mentioned in alphabetic order (Typical method).
- If two authors are there for a paper, then two authors names are to be separated by **and (in references)**
- If more than two authors are there for a paper, then before the last author's name **comma** is to placed and write **and** then last author name (in references)
- When references are referred in text, Author last name is to be cited, but not full name followed by [**Reference Number**].
- When references are referred in text, (Two authors), then last names of authors are to be cited, but separated by **and**.
- [**Reference number**] is to be followed by both authors' names.

- When references are referred in text, (more than two authors), then last name of the first author is to be cited followed by **et al. [Reference Number]** (If it is end of the sentence), **et al.**,
- **[Reference Number]** is to be mentioned if it is in within the sentence.
- Times new Roman (12 font) for text
- Side headings (14 font) Times new roman
- Main Heading (16 font) Times new roman – Bold
- Header is to be included for every page as **Chapter VI : Name of the Chapter** – left top of the page

- Page no. is to be given at the Right top: 1/2" from top flush with right margin
- Page no. is to be excluded on the page where chapter begins
- Citation of any work referred is very important, which may include
- Annexures should be given only at the end of the thesis
- Line spacing is double space
- Printing of thesis is only one side of page

- When you write the contents, List of symbols, List of Abbreviations, List of Figures, List of Tables are to be given page numbers in roman numbers (i, ii, iii, etc.). Subsequently, the numbering may be given as (1, 2, 3, etc.)

- Abstract** is to be preceded by **Contents**

- Authors publications are to be given in References also

- Authors publications are to reviewed in Literature survey also

- Title cover
- Certificate
- Acknowledgements
- Abstract
- Contents
- list of abbreviations
- List of figures
- List of symbols
- List of tables followed by
- Chapter 1(Introduction),
- Chapter 2 (Literature survey but with some name of chapter, do not give the chapter name as Literature survey)
- Chapter 3, Chapter 4, and Chapter 5 (Contributory chapters),
Chapter 6 (conclusions and Future directions)
- References
- Annexures
- List of Authors publications referred in Thesis,
- Publications (Main)
- Brief bio-data of one page with address, mobile no. and E-mail