

शोध निदेशालय कोटा विश्वविद्यालय

एम.बी.एस. मार्ग, कोटा (राजस्थान)–३२४००५
फोननम्बर : ०७४४–२४७१०३७



Directorate of Research

University of Kota

MBS Marg, KOTA (Rajasthan)-324005

Phone No.: 0744-2471037

Format-XII

CONTENTS OF THESIS

The Ph.D. thesis should be prepared by including following contents and submitted in **FOURCOPIES** duly signed by Research Scholar, Research Supervisor and forwarded by the Principal / Director / Head of the Research Center:

- **Certificate** (To be given by Research Supervisor)
- **Declaration** (To be given by Research Scholar and certified by Research Supervisor)
- **Anti-plagiarism Certificate** (To be given by Research Scholar and Research Supervisor)
- **A Word of Gratitude**
- **Acknowledgement**
- **Preface**
- **Contents / Index**

	Page No.
○ Abbreviations	--
○ Lists	
▪ Tables	--
▪ Figures	--
▪ Drawings / Illustrations, Maps, etc. if any	--
○ Chapters	--
○ Summary of the Ph.D. Thesis	--
○ Research Publications in Referred Journals	--
○ Paper Presentations in Conferences / Seminars	--
○ Conferences / Seminars / Webinars etc. Attended	--
- **Chapter Wise Details**
- **Summary of the Ph.D. Thesis**
- **Research Publications in Referred Journals** (with Reprints)
- **Paper Presentations in Conferences/Seminars** (with Abstracts and Certificates)
- **Conferences / Seminars / Webinars etc. Attended** (with Certificates)

Important Instructions:

1. Paper Size and Margins:

- (i) **Size:** Standard A4 / Quarter (8.3 x 11.7 inch or 210 x 297 mm) size except maps, drawing, graphs, *etc.*
- (ii) **Margins:** Left: 1.5 inch (3.81 cm), Right/Top/Below: 1.0 inch (2.54cm).
- (iii) **Orientation:** Portrait (preferred) / Landscape (where it is required).

2. Typing Work:

The text must be typed on one side of the **Executive Bond** paper (not back-to-back) using normal typeface / electronic typing / PC word processing.

3. Headings:

- (i) **For English:** Font Type: Times New Roman, Font Size: 14, **Bold**, Line Spacing: 1.15, Capitalize Each Word of Headings, Left Aligned.
- (ii) **For Hindi:** Font Type: Mangal Unicode, Font Size: 12, **Bold**, Line Spacing: 1.15, Left Aligned.
For Urdu: - Font Type: Noori Nasta'liq, Font Size: 16, **Bold**, Line Spacing: 1.15, Left Aligned.

4. Running Part:

- (i) **For English:** - Font Type: Times New Roman, Font Size: 12, unbold, Line Spacing: 1.15, Justified.
- (ii) **For Hindi:** - Font Type: Mangal Unicode, Font Size: 10, Line Spacing: 1.15, Justified.
- (iii) **For Urdu:** - Font Type: Noori Nasta'liq, Font Size: 15, Line Spacing: 1.15, Justified.

5. Figures and Tables:

- (i) Each figure must have a brief (one phrase or sentence) title that describes its contents. The title should follow the format "Figure 1: Figure Title". In the text, figures should be indicated by consecutive number as **Fig. 1**, **Fig. 2**, and so on.
- (ii) Each table must have a brief (one phrase or sentence) title that describes its contents. The title should follow the format "Table 1: Table Title". In the text, tables should be indicated by consecutive number as **Table 1**, **Table 2**, and so on.

6. References Writing:

Research scholar may be used **ANY ONE** of the following referencing styles during the citation and writing of references:

- (i) Oxford Style
- (ii) Harvard Style
- (iii) Chicago Style
- (iv) Modern Language Association (MLA) Style
- (v) American Psychological Association (APA) Style
- (vi) Modern Humanities Research Association (MHRA) Style
- (vii) Vancouver Style
- (viii) Royal Society of Chemistry (RSC) Style
- (ix) American Chemical Society (ACS) Style
- (x) Institute of Electrical and Electronic Engineers (IEEE) Style