



ARRANGEMENT OF THESIS CONTENTS

This manual provides essential guidelines for Ph.D. scholars to prepare their theses. It should showcase original research, highlight new findings or methods, and reflect the scholar's ability to conduct independent, in-depth research and present it effectively.

Arrangement of Thesis Contents:

The sequence in which the thesis material should be arranged and bound is as follows:

- (i) Cover Page
- (ii) Title Page
- (iii) Certificate/s(Supervisor and/or Co- Supervisor)
- (iv) Declaration
- (v) Acknowledgement
- (vi) Eligibility
- (vii) Course Work Certificate
- (viii) RDC Order
- (ix) Table of Contents with page Numbers
- (x) List of Tables
- (xi) List of Figures
- (xii) List of Symbols, Abbreviations etc.
- (xiii) Abstract
- (xiv) Chapters 1, 2, 3.....and so on
- (xv) Bibliography
- (xvi) Appendices I, II, II..... and so on.
- (xvii) List of Publications of Candidate's work
- (xviii) Recommendation
- (xix) Plagiarism Report
- (xx) Certificates for Plagiarism from Supervisor and Scholar (If Applicable)

Headings should be in capital letters, centered 50 mm from the top, with text starting four lines below. Pages from items (iii) to (xx) must use lowercase Roman numerals (ii, iii, iv, etc.), while the rest, starting from Chapter 1 to the appendices, should use Arabic numbers (1, 2, 3, etc.). All page numbers must appear at the bottom-right corner, 20 mm from the edge.



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SIZE OF THESIS: The size of thesis should not normally exceed 300 pages starting from the first page of Chapter 1 to the last page of the Appendix.

COLOR OF THESIS: The thesis cover should be in dark coffee brown color, with the title printed vertically and the year of Ph.D. completion printed horizontally along the binding edge.

PAGE DIMENSIONS AND DIMENSIONAL MARGINS: The recommended margins are:

Top – 30 To 35 Mm,
Bottom – 25 To 30 Mm,
Left – 35 To 40 Mm,
Right – 20 To 25 Mm.

All tables and figures should be printed on the same type of paper and adhere to these margin guidelines. Oversized figures must be reduced appropriately before being included in the thesis

Font Style and Spacing (Reframed)

The thesis should be typed using **Times New Roman** font, size **12**, with **double line spacing** for the main text. This font and size must be used consistently throughout the document, unless specified otherwise. If a sub-heading appears at the bottom of a page, it must be followed by at least two full lines of text; if not, it should begin on the next page. Words at the end of a page should not be hyphenated.

Single line spacing should be applied for long tables, extended quotations, footnotes, multi-line captions for tables or figures, and references. Quotations longer than one line must be indented 15 mm from the left margin.

Cover Page and Certificates (Reframed):

Cover Page:

The title page of the thesis must follow the format provided in *Annexure-I*. No logos or emblems other than those specified are permitted on the cover or title page.

Certificates:

Certificates from the Supervisor(s) must be prepared using *Times New Roman*, font size *12*, with *double line spacing*, following the format in *Annexure-IIa*. If there is a Co-Supervisor, include the additional certificate as per *Annexure-IIb*. All certificates must be printed on the official letterhead of the respective Supervisor(s).

Each certificate must include the Supervisor's signature, followed by their name, academic title (excluding administrative roles), department, and the full address of the institution where the research was supervised.



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The candidate's *Declaration Certificate* must conform to the format given in *Annexure-III*, and the *Copyright Transfer Certificate* must follow the format in *Annexure-IV*.

List of Symbols, Abbreviations, etc. (Reframed):

This section should be formatted with **1.5 line spacing**. Use standard symbols, abbreviations, and nomenclature throughout. Any abbreviation used in the text must be clearly defined at its **first occurrence**.

Chapters — Concise Guidelines

- **Structure:** Start with Chapter 1 (Introduction & literature review, hypothesis, aims, objectives, significance). Add only as many chapters as your study needs; do not pad pages.
- **Content of Chapters 2 + :** Give each chapter a clear title and, as relevant, sections such as *Introduction, Materials & Methods, Results, Discussion, and Conclusion*.
- **Headings & Numbering:**
 - Centre the word **CHAPTER** (14 pt bold) 50 mm from the top; two lines below, centre the chapter title in capitals.
 - Begin the main text on the following page.
 - Number chapters with Arabic numerals (2, 3, 4 ...). Use decimal notation for sections and subsections (e.g., 2.1, 2.1.1).
- **Layout:**
 - Start each section or subsection two lines beneath its heading.
 - Begin new paragraphs three lines below the previous one and indent the first line; keep text fully justified.
 - Insert tables and figures single-spaced on the same page, directly below the related text.

Tables and Figures – Summary (Paraphrased & Brief):

- **Definitions:**
 - *Tables* refer to numerical data arranged in rows/columns.
 - *Figures* include all visual content like graphs, charts, maps, diagrams, photos, etc.
- **Numbering & Captions:**
 - Use bold font size 12 for all captions.
 - Number tables and figures by chapter (e.g., *Figure 3.1, Table 4.2*).
 - In appendices, use the format *Table (AII.1)* or *Figure (AIII.3)*.
 - Captions go **above tables** and **below figures**; they must be clear and descriptive.
- **Placement & Layout:**
 - Tables/figures must fit within margin limits and appear on or right after the page where first mentioned.
 - Short tables/figures (half-page or less) can be included with text but separated by triple spacing.
 - Multiple small visuals may be grouped on one page.



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Formatting:

- Use the same paper type as the thesis.
- Footnotes should be brief, single-spaced, and on the same page.
- Fabric, leather, or similar samples (if needed) should be securely attached and treated as figures.

Text Reference Citations:

APA style uses brief in-text citations to acknowledge sources when paraphrasing or quoting directly from another author's work. These citations typically include the author's last name and the year of publication, and may appear in parentheses or as part of the sentence.

Examples:

- **Paraphrased Statement with Parenthetical Citation:**

Public libraries play a crucial role in ensuring community access to information (Kumar, 2015).

- **Paraphrased Statement with Author in the Narrative:**

Kumar (2015) emphasized the importance of public libraries in providing inclusive access to information.

- **Direct Quote with Parenthetical Citation:**

“Reading is to the mind what exercise is to the body” (Addison, 2008, p. 34).

- **Direct Quote with Author in the Narrative:**

Addison (2008) stated that “Reading is to the mind what exercise is to the body” (p. 34).

Additional Citation Patterns in Text:

- Sharma (2012) argued that...
- Mehta and Verma (2017) found that...
- Singh et al. (2019) reported...
- **Bibliography — Concise, Paraphrased Guidelines (with an Extra Example)**
- List every source consulted—books, journal articles, magazines, websites, etc.—in **alphabetical order**. Use **Times New Roman, 12 pt**, and **double-space** each entry. Follow the standard APA formats illustrated below; add other categories only when needed.



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Source Type	Format	Example
Book	Author, A. A. (Year). <i>Title of work</i> . Publisher City, State: Publisher.	Finney, J. (1970). <i>Time and again</i> . New York, NY: Simon & Schuster.
E-Book / Database	Author, A. A. (Year). <i>Title of work</i> . Retrieved from URL / doi:xxx	Sayre, R. K., Devercelli, A. E., Neuman, M. J., & Wodon, Q. (2015). <i>Investment in early childhood development: Review of the World Bank's recent experience</i> . doi:10.1596/978-1-4648-0403-8
Book Chapter	Author, A. A. (Year). Chapter title. In <i>Book Title</i> (pp. x–y). Place: Publisher.	Clason, G. S. (2008). The tale of seven remedies for a lean purse. In <i>The richest man in Babylon</i> (pp. 23–25). Charleston, SC: BN Publishing.
Print Journal	Author, A. A. (Year). Article title. <i>Journal Title, Volume</i> (Issue), pp.– pp.	Nevin, A. (1990). The changing of teacher education special education. <i>Teacher Education and Special Education</i> , 13(3-4), 147-148.
Online Journal	Author, A. A. (Year). Article title. <i>Journal Title, Volume</i> (Issue), pp.– pp. doi:xxx / Retrieved from URL	Jameson, J. (2013). E-leadership in higher education. <i>British Journal of Educational Technology</i> , 44(6), 889-915. doi:10.1111/bjet.12103
Print Magazine	Author, A. A. (Year, Month). Article title. <i>Magazine Title, Volume</i> (Issue), pp.–pp.	Tumulty, K. (2006, April). Should they stay or should they go? <i>Time</i> , 167(15), 3-40.
Online Magazine	Author, A. A. (Year, Month). Article title. <i>Magazine Title, Volume</i> (Issue). Retrieved from URL	Tumulty, K. (2006, April). Should they stay or should they go? <i>Time</i> , 167(15). Retrieved from http://content.time.com
Print Newspaper	Author, A. A. (Year, Month Day). Article title. <i>Newspaper Title</i> , p. x.	Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon. <i>The New York Times</i> , p. D5.
Online Newspaper	Author, A. A. (Year, Month Day). Article title. <i>Newspaper Title</i> . Retrieved from URL	Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon. <i>The New York Times</i> . Retrieved from http://www.nytimes.com
Interview	Interviewee, A. A. (Year, Month Day). Interview type.	Marino, B. (2014, October 18). Personal interview.
Lecture Slides	Author, A. A. (Year). Title [File format]. Retrieved from URL	Saito, T. (2012). Technology and me: A personal timeline [PowerPoint slides].



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Source Type	Format	Example
		Retrieved from http://www.slideshare.net/...
NEW Example – Conference Paper	Author, A. A. (Year, Month). Paper title. In <i>Proceedings of the Conference</i> (pp. x–y). Place: Publisher.	Patel, R., & Singh, S. (2021, July). Machine-learning approaches to crop yield prediction. In <i>Proceedings of the 2021 International Conference on Smart Agriculture</i> (pp. 55-61). Delhi, India: IEEE.

Appendices — Concise Guidelines

- **Purpose:** Use appendices for supplemental material that would distract from the main narrative if left in the chapters.
- **Labeling:** Mark each appendix with Roman numerals—*Appendix I, Appendix II, etc.*—placed at the upper-right corner, in bold, underlined, and italicized.
- **Pagination:** Continue the thesis page numbering (Arabic numerals) straight through the appendices.
- **Content Examples:**
 - Blank questionnaires (results stay in the chapters).
 - Descriptions of specialized instruments or software.
 - Raw data sets (analysed data belongs in the main text).
 - *List of Publications* produced during the research, including each manuscript's Communication Number.

Thesis Submission

- 6 hardbound thesis copies
- 3 hardbound Summary copies
- 1 CD to be deposited in the Central Library
- To submit in soft (Thesis, Summary, Synopsis, 2 Published Research paper , 2 Conference Presentation Certificate, Plagiarism Report)