



Raffles University

THESIS FORMAT GUIDELINES

This guide is designed to provide graduate students with the formatting requirements for all theses and project reports. It covers structure, layout, form, and style. Departments may use additional requirements that do not conflict with the guidelines provided in this document.

1. THESIS REPORT ARRANGEMENT

Assemble the thesis/project report in this order:

1. Cover page & Side Page (Attached)
2. Declaration by the candidate
3. Certificate
4. Abstract
5. Acknowledgement
6. Preface
7. Table of Contents
8. List of Table
9. List of Figures
10. List of Abbreviations
11. Chapter form I to (Introduction, Review of literature, Research Methodology, Analysis and interpretation of Data and Findings, Discussion and suggestions or (As per Need)
12. Bibliography /References
13. Appendix
 - i. Questionnaire
 - ii. List of Publications along with copy of published research paper in journals and conference /seminar (kindly attach certificate also)
 - iii. Plagiarism Report
 - iv. Synopsis
 - v.Registration letter
 - vi. Couse work mark sheet
 - vii. One curriculum vitae (Only academic profile)

2. Layout

The following presents a framework for a thesis. The information is offered as a general guideline. Students should always consult their advisor for additional guidelines. In particular, the layout of project reports can be different depending on the type and scope of the project. Note that each chapter should start on a new page.

1- **Introduction:** background; statement of the problem; definition of terms; purpose of the study; theoretical basis; contributions of the study; organization of the remainder of the study.

2- **Literature Review:** chronological, categorical or related theoretical viewpoints related to topic.

3- **Proposed Solution/Methodology:** research design or approach (quantitative, qualitative or algorithmic); population and / or sample; collection and tabulation of data; and data analysis procedures.

4- **Solution Validation, Analysis of the Data, Results, and Discussion:** presentation and discussion of the findings, including limitations.

5- **Conclusions, Recommendations:** summarizes the entire research effort; addresses the initial purpose of the study (stated in the introduction); stresses the importance of the work accomplished; leaves a final impression on the reader. It can also include suggestions for further work.

6- **Bibliography/References:** references should acknowledge any work done by someone other than the author. The reference should also include work performed by the author if presented or published at an earlier date. References should adopt one of the standard international styles (MLA/APA), the American Psychological Association style for references.

7- **Appendices:** material too detailed or lengthy for inclusion in the body of the study (e.g. questionnaires, maps). Appendices may also contain information that might clarify the thesis but is routine in nature or indirectly related to the thesis. Raw data and examples of calculation could be incorporated.

3. STYLE AND FORM

3.1 Paper: Use High-quality A4-size (21 cm x 29.7 cm) white paper not less than 100 GSM and it should be acid-free paper.

3.2 Printing: A high-quality printer should be used for the final copy and print all text with only one side of the paper.

3.3 Headings:

In disciplines where section numbering is normally used, the following guidelines apply:

- Chapter Title::24 pt. size, **bold**.
- Main Section Headings: can be numbered as chapter-number. Section-number in 14 pt. SIZE, **BOLD**.
- Second Headings: can be numbered as x.y.z in 12 pt. size, **bold**.
- First Subheadings: can be numbered as .x.y.z. in 12 pt. size, **regular**.
- Second Subheadings: preferably unnumbered, 12 pt. **italics**.

3.4 Text Font: Times New Roman 12.

3.5 Spacing: Double spacing is required for the text. Only footnotes, long quotations, bibliography entries (double space between entries), table captions, and similar special material may be single spaced.

3.6 Margins: Left, 1.5" (inch); Top, Bottom, and Right, 1.0" (inch). These are necessary to allow for binding and trimming.

- | | |
|-----------|--------------|
| a) Left: | 1.5" (inch); |
| b) Top: | 1.0" (inch). |
| c) Bottom | 1.0" (inch). |
| d) Right | 1.0" (inch). |

3.7 Page Numbering: Preliminary pages of the thesis, that is, those preceding the text are to be numbered in Roman numerals. The first page must not show its page number. Pages of the text itself and of all items following the text should be numbered consecutively throughout in Arabic numbers, beginning with number 1 on the first page of the first chapter. Page numbers should be placed in the lower right corner or center of the page. Only the number should appear, not page 9.

3.8 Tables and Figures: Figures and tables should be inserted at the appropriate place in the text. Figures must have numbers and captions under the figures. Tables have their titles and numbers above.

3.9 Drawings: Any material which cannot be typed or computer generated should be drawn with permanent black ink in neat and heavy lines. Photographs of drawings are acceptable. Xerox reproductions of drawings are acceptable if they are of high contrast.

3.10 Photographs: Mount small photographs with glue. Do not use rubber cement or tape. High-clarity Xerox copies of photographs are also acceptable. However, high-quality scanned e-images can also be inserted into the thesis text.

3.11 Footnotes: In disciplines where footnotes are normally used, they should appear at the bottom of the same page as their reference. Footnotes should be numbered in Arabic numerals. The footnote reference is superscripted and the explanation at the bottom of the page begins with the footnote reference number. Footnotes should have a smaller font size than the text (e.g. 10 pt.).

3.12 Pen Drive: identify with title, name of student, and date.

3.13 Oversized Material: Oversize foldout pages may be included, though ample margins for binding must be included. Leave oversize page unfolded. The bindery will fold and insert them. All pages must appropriately numbered if found in the text.

3.14 Binding: leather binding with high quality cloth with embossed material

The Colour of the cover of the thesis to be submitted in various faculties shall be as follows:

- | | |
|-------------------------------|------------|
| a) Law | = Maroon |
| b) Management | = Black |
| c) Engineering and Technology | = Sky Blue |
| d) Basic & Applied Science | = Blue |

**TITLE OF TOPIC.....TO THE STUDY
ON ... MANAGEMENT OF**



RAFFLES
UNIVERSITY

A

THESIS

Submitted

In Partial Fulfillment of the Requirements
for the Award of Degree of

Doctor of Philosophy in

By

XYX

(Enrollment No- xyz)

Under the Supervision of

Dr. xyz

to the

ALABBAR SCHOOL OF MANAGEMENT
RAFFLES UNIVERSITY, NEEMRANA, ALWAR
RAJASTHAN-301705, INDIA

FEBRUARY, 2020

(SIDE COVER)

Name of the Scholar

TITLE OF THE THESIS



RAFFLES
UNIVERSITY

Ph.D.
(Management)
2020