



Guidelines/Format for Submission of LLM/MBA/MPhil & Equivalent Program Thesis

The cover of the thesis shall be “Black Color Binding”, and title in Golden Fonts

- The Title Page gives the University Logo, University Name, Thesis Title, thesis submission statement (as written in specimen) student name and Roll Number, Degree name, Department name and Year Respectively. Kindly refer the specimen attached.
- **Initial Submission:**
 - A Copy of thesis must be submitted in Soft Copy (**in DVD**) at The QEC Department of the University for Similarity Index.
- Similarity index from a single source should not be more than 5% and overall $\leq 19\%$ is acceptable.
- All Decelerations and Certificates that are attached as specimen must be inserted right after the title page.
- The Acknowledgements page mentions everyone whose contribution in successful accomplishment of your work. The acknowledgements should be limited to one page only.
- The Table of Contents covers all parts, including the appendices, and gives a separate list of tables and figures, specimen attached.
- All the pages from title to abstract should be numbered in Roman and the rest of the pages from introduction to reference chapters in the decimal system.
- Font in size **12pt**, Font style should be **Times New Roman**.
- The main body of the thesis should be in **1.5 line spacing**, except quotations, tables, which must be in single line space.
- All the pages should be numbered consequently (at the bottom right), except the title page.
- Limitation of Words in LLM Theses is 15,000.
- Except where otherwise it is not applicable, the thesis must be submitted in English. However, equations, quotations or formulas may be accepted in other languages.
- For references, students are required to follow APA Style. However, the referencing style should be consistent in the thesis and in the References / Bibliography.
- At the end of the thesis, a similarity index report should be attached.

TYPING INSTRUCTIONS

PAPER SIZE:

A-4

FONT STYLE:

Times New Roman

FONT SIZE:

12

BULLETS:

Numbered 1, 2, 3

Sub Heading: 1.1, 1.2, 1.3...

LINE SPACING:

1.5 (Except Tables which are in single space)

PARAGRAPH SPACING:

Zero from both before and after

CHARACTER SPACING:

Normal

PAGE MARGINS:

1.5" from left side and 1" from right side

1" from top and 1" from bottom

RUNNING HEADER:

Chapter Number and Name

HEADINGS:

01 Headings

-14 Point- CAPITAL - **Bold**

02 Headings

-12 Point- CAPITAL - **Bold**

03 Headings

-12 Point- Upper + Lower Case - **Bold**

04 Headings

-12 Point- Upper + Lower Case - *Italic* - **Bold**

Main Text

-12 Point- Normal

Tables

-10 Point- Normal, **Line Spacing 1**

CHAPTER NUMBERING

All chapters must be numbered in full form as
(CHAPTER ONE, CHAPTER TWO...)

TABLES & FIGURES:

Every **Table** should have caption on the top whereas **Figures** caption should be at the bottom
Numbering of tables & figures starts from beginning and continue till end (Do not use running numbers in table or figure like Tables 4.2.6 or Figure 2.7.8 are not allowed it should be Table 1, Table 2,)
Bottom Right, Numerals
(1, 2, 3....) starting from Chapter One: Introduction.

PAGE NUMBERING

REFERENCES

APA Style

In the end of Dissertation, after references

ANNEXTURES/APPENDICES

Black Leather, Golden Print (Good Quality) with Spine (Side Patti) kind check specimen

BINDING*

Submission Procedure:

- Two of these are to be sent to the external examiners and one to the internal examiner (Supervisor of the Research).
- Final Thesis File in Soft-form should be submit in QEC Department first.
- After incorporation of corrections/modifications suggested by the examiners (if any), viva voce examination is to be held.
- After the viva voce examination and incorporation of corrections/modifications suggested in the viva voce (if any), five (5) hard bound copies and a soft copy are to be submitted.