

No. 120811/RESEARCH-D-ASST-2/2014/Admn

Dated: 16.01.2019

**CIRCULAR**

Sub:- DoR-Proposal to change the formatting, spacing etc. of Ph.D. Final Thesis / dissertation - feed back-inviting of-reg.

Ref :- Orders of the Vice-Chancellor in the file of even number dated 26-12-2018.

Directorate of Research submitted the following Proposal for some changes in the Formatting , Line spacing etc.. of Ph.D Final Thesis / Dissertation.

- 1) In the text part of the thesis the font size should be 12 pixels and line spacing should be 1.5 lines.
- 2)The matter should be typed on Two sided sheets.
- 3) The reference should be typed in a font size of 11 pixels with a line spacing of One line.
- 4) Left and Right spacing should be One inch.
- 5) Spacing on top and bottom of the page should be one inch.
- 6) The spine of the thesis should have the following information : Title of thesis, Name of the scholar, Year of submission,
- 7) Preferably Harvard referencing style should be used while citing references.
- 8) Use of Plastic in any form in the Final Ph D thesis and Synopsis should be discontinued.
- 9) As Malayalam has been declared as the Official language by the state Government and in order to familiarise the Research Activities of the Research Scholars to the general Public, two copies of Synopsis should be submitted in Malayalam to be displayed in the CHMK Central library.

After considering the matter, the Vice-Chancellor has ordered to seek feedback from the Heads of Research Centres. Hence, you are requested to send your feedback on the proposals referred above **on or before 25.01.2019 through e-mail to dor@uoc.ac.in.**

Kindly treat this matter as most urgent.

**Dr.M. Nasser**

Director of Research

To

The Heads of all Research Centres

Forwarded / By Order



Section Officer