

FORMAT FOR PRE-THESIS

General Guidelines for Pre-thesis

1. **Language:** English. A style appropriate to the subject matter should be followed consistently. American or British spelling is acceptable, but one form must be used consistently throughout the pre-thesis.
2. **Paper:** A4 size, portrait (vertical) orientation. The pre-thesis must be printed on good quality white paper on one side of paper with all the figures and tables in line with the text.
3. **Margins:** For copying and binding purposes, the margins of every page of thesis must be kept within the following:

Top: 1”

Right: 1”

Bottom: 1”

Left 1.5”

To insure that margins are correct:

Header = 1.3”

Footer = 1.1”

All manuscript materials must fit within these margin requirements (including tables, headers and footers, figures and page numbers). When full-page prints of photographs are desired, the image area of the print must conform to the same margins as the text.

4. **Font:** For the main body of the text, a standard, easily legible, **12-point Times New Roman** font is preferred. Footnotes can be 10 or 12-point font. The pre-thesis must be printed in black ink; printing should be laser printer of good quality. The title of the pre-thesis must be in Title Case or ALL CAPS. The title of all entries in the Table of Contents must be in Title Case.
5. **Page Numbers:** All pages must be numbered in sequence. There must be no missing, blank, or duplicate pages. Specific page number formats, where applicable, are indicated below. Minimum font size is 10-point and must be consistent throughout the text.
6. **Line Spacing:** 1.5”
7. **Page limit :** 20-25
8. The title page contents should be centrally and symmetrically aligned.
9. The text matter of the research work should have ‘Justified’ alignment.
10. 05 copies of Pre-thesis should be submitted in spiral bound or stapled with transparent sheet and black tape binded.

Sample Title Page

TITLE.....

A Pre-Thesis

Submitted in partial fulfillment of the requirements for the registration for the degree of

DOCTOR OF PHILOSOPHY

IN

_____ **<Times New Roman 14 ,UPPERCASE>**

Submitted by

Name of candidate <Times New Roman 12, Title case>

Registration Number:

Under the Guidance of

Name of Supervisor

Designation

Department

<University>,<City>

<Times New Roman 12>

Name of Co-Supervisor

Designation

Department

SBSSU Ferozepur

<Times New Roman 12>



SHAHEED BHAGAT SINGH STATE UNIVERSITY, FEROZEPUR

<Times New Roman 14 in UPPERCASE>

(Month, year) (Times New Roman 11)

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1	Introduction	
2	Literature Review and Research Objectives	
3	Research work plan with methodology	
4	Results and Discussions	
5	Conclusion/summary and Future Scope	
6	References	
7	List of Publications	