



DIMAPUR GOVERNMENT COLLEGE

Oriental Colony, Dimapur, Nagaland, 797112

GUIDELINES FOR RESEARCH REPORT WRITING (8th Semester – Honours with Research)

1. Guidelines for Thesis writing

- Type writing of research dissertation should be on an A4 size sheet.
- Page setup/Margin should be at least 1.5 (one and half) inch on the left margin and 1 (one) inch on all other sides.
- The font should be in Times New Roman. The size shall be 12 point with 1.5 spacing within the text (excluding cover). Use a similar font and line spacing in the entire thesis.
- Paragraphs spacing should be properly used.

2. Cover page and title page (Please refer Annexure-I & II)

- The cover page (outer page) may be in color/black and white, while College Logo should be in colour. The font used on the cover page (outer page) and title page (inner page) shall be in Times New Roman and the font size shall be 16 throughout the page. **The title of the thesis will be in UPPERCASE, Bold and Centered with Times New Roman, font size within 20-24.**
- In the place Department, add particular department. Example: Economics or English and so on.
- Supervisor designation means** Assistant Professor, Associate Professor or Professor. Do not use administrative designations such as Convenor, HOD on the cover page or title page.

3. Abstract

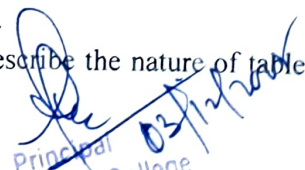
- The abstract page will be titled <Abstract> and centered in non-bold sentence case.
- The abstract of the thesis must be limited to 350 - 500 words.

4. Chapters and Pages

- The preliminary page should be numbered using roman numerals (i, ii, iii). The inner cover and title page shall not be counted and not numbered. The first printed page number shall start from abstract.
- Use numerals (1, 2, 3....) at the bottom in the center of the pages to number all the pages and shall start from Introduction.
- All the new chapters to begin from a new page.
- Align all the chapter headings in the center.
- The displaying page of chapter title must be placed at the beginning of the chapter.
- Avoid typing any heading near the page bottom or at the end of a page.

5. Tables and Figures (Please refer Annexure-VI & VII)

- Title and numbering along with the data caption should clearly describe the nature of table and figure.


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- b) Illustrate the caption at the bottom of the table and figure and on the same page.
- c) The text description must be above and on the same page related to any table, figure, and graph.
- d) Figures and tables must be placed within the text, as close to their first mention as possible.
 - i. Figures and tables that span more than one page must be labeled on each page. Any second and subsequent page of the figure/table must include the “(Continued)” notation, however, it is preferable to avoid putting tables across two or more pages.
 - ii. All figures and tables must have valid sources of data presented.

6. Headings and Subheadings

- a) Keep the headings distinct by a larger font as compared to the whole text not more than Times New Roman-14 and maintain all the headings of the same level by using the same font and style.
- b) Keep the headings aligned to the left side the chapter headings remain in the center.
- c) Numbering to the headings and sub-headings must be provided if instructed.

7. Bibliography

- a) The student is responsible for the accuracy of the Bibliography.
- b) Bibliography should follow respective discipline style of citations.
- c) All references cited in the text (including those included in figure legends and tables) should be listed in Bibliography.

8. Pre-submission of the research work

- a) **Three copies of the draft dissertation** of the scholar shall be submitted to the Department Research Committee (DRC) provided the candidate has completed all the requirements at the time of Pre-submission presentation. The draft thesis will be spiral bound and printed on both sides of the paper.
- b) All relevant documents such as progress reports, attendance, etc. should be submitted in separate individual file to the DRC.

9. Binding of final thesis

- a) **Six hard bound copies of the final thesis** after incorporating the suggestion given by the experts during the pre-submission shall be submitted to respective DRC for final assessment.

10. Sequencing of Contents:

The manuscript consists of three main parts: **The Preliminaries, The Text, and The Annexure.** It may be arranged in the following sequence:

The Preliminaries	Refer
Outer Cover Page	Annexure-I
Inner Cover Page	Annexure-II
Declaration by the Candidate	Annexure-III
Certificate by the Supervisor	Annexure-IV
Acknowledgements	
Abstract	
Table of Contents	Annexure-V
List of Tables	Annexure-VI

List of Figures	Annexure-VII
List of Symbols, Abbreviations and Nomenclature (if required)	
The Text	
Introduction	Chapter – 1
Literature Review	Chapter – 2
Materials and Methods/Sample profiles	Chapter – 3
Results & Discussion	Chapter – 4/5
Conclusion	Chapter – 5/6
Bibliography	
ANNEXURES	
Student's Bio-data	Appendix-A
Questionnaires	Appendix B


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<TITLE OF RESEARCH WORK>

Submitted

In partial Fulfillment for the award of the degree of B.A/B.Com/B.Sc.
(Honours with Research) under FYUGP in

(Department)



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DIMAPUR: NAGALAND

Name of the Student
Details

Name of the Supervisor
Designation and Address

<Year>

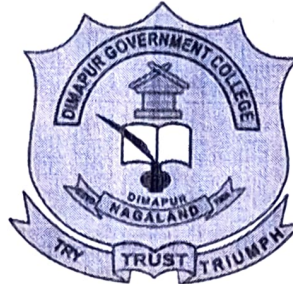

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Details

Name of the Supervisor
Designation and Address

<Year>


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DECLARATION

I _____ hereby declare that the
dissertation entitled _____
presented in this report has been carried out by me under the supervision of
_____ Department of
_____, Dimapur Government College, Nagaland University.

Further, I declare that neither the whole nor a part of the report has previously
been submitted to any university for any examination.

(Signature of the student)

Name of the Student :
8th Semester, Department :
Registration No. :
Year :
Roll No. :

Date :
Place :


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CERTIFICATE

This is to certify that the dissertation entitled _____ carried out by _____, bearing University Registration no _____ with Roll no _____, Year _____, as a partial fulfillment for the award of B.A/ B.Com/B.Sc. (Hons with Research) degree in the department of _____ in Dimapur Government College, Nagaland University.

Name and Signature of the Supervisor

Name and Signature of the HoD

Date

Date with Seal


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03/12/2021

ANNEXURE-V

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Results & Discussion Subheads ...	From - To Pg no xxx
Conclusion Subheads ...	From – To Pg no xxx
Recommendations/Suggestions	From – To Pg no xxx
Bibliography	From – To Pg no xxx
Annexures	From - To
Student's Bio-Data	Appendix-A
Questionnaire	Appendix-B

List of Tables

Annexure-VI

Table number	Title	Page No.

List of Figures

Annexure-VII

Figure number	Caption	Page No.

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