

GUIDELINES FOR THE PREPARATION OF M.PHIL DISSERTATION

A. Instructions to M.Phil Candidates.

1. The dissertation should consists of 75 to 100 pages.
2. Font size – Times New Roman -12 font size with 1.5 Line spaces.
3. Only hard binding, No spiral binding.
4. Three copies of the dissertation should be submitted to COE Office and one copy (Student Copy) should be produced at the time of Viva Voce exam by the candidate.
5. It should consists of a) Register Number only, not Enrollment Number
b) Candidate signature.
c) Guide signature with Official Seal.
6. The dissertation work should be published in a **UGC CARE list of journal** and the **published paper should be attached with the dissertation.**
7. Soft copy of the dissertation should be submitted for Plagiarism checking before binding and submission of dissertation
8. The Plagiarism Certificate issued by the Controller of Examinations should be enclosed in the dissertation.(Plagiarism checking fee payment of Rs.500/ through online payment receipt has to be submitted to COE Office when submission of dissertation CD for checking Plagiarism)

B.ARRANGEMENT OF THE CONTENTS OF THE DISSERTATION

The sequence in which the Dissertation material should be arranged and bound is as follows:

1. Cover Page and Title page
2. Certificate (With Guide's Signature)
3. Declaration (With Candidate's Signature)
4. Plagiarism Certificate
5. Acknowledgement
6. Table of Contents
7. List of Tables
8. List of Figures
9. List of Symbols and Abbreviations
10. List of Publications (UGC CARE)
11. Chapters 1,2,.....
12. Summary

13. Conclusion
14. References (Alphabetical order)
15. Appendices
16. Actual Full Article Publications (UGC CARE, SCOPUS, WEB OF SCIENCE, ELSVIER, SCI, SPRINGER)

The Tables and Figures should be included subsequently after referring them in the text of the Dissertation.

PAGE DIMENSIONS AND MARGIN

Standard A4 Size bond paper may be used for preparing the copies. The dimensions of the final bound Dissertation (3 + 1 copies) report should be 290 mm x 205mm.

The final Dissertation (at the time of submission) should have the following page margins:

Top edge	: 1.0 inch
Bottom edge	: 1.0 inch
Left side	: 1.5 inch
Right side	: 1.0 inch

The Dissertation should be prepared on good quality white paper preferably not lower than 80GSM. Tables and Figures should conform to the margin specifications. Large size Figures should be photo graphically or otherwise reduced to the appropriate size before insertion.

List of References-Any works of other researchers, if used either directly or indirectly, the origin of the material thus referred to at appropriate places in the Dissertation should be indicated. A paper, a monograph or a book may be designated by the name of the first author followed by the year of publication, placed inside brackets at the appropriate places in the Dissertation. The citation may assume any one of the following forms.

How to cite

- i. The structure of a citation is the author's surname and year of publication.
- ii. Single author is cited as "Jones (2001)".
- iii. Two authors are cited using "&" (Deane & Jones 1991) or Smith *et. al.* (1992)
- iv. More than two authors are cited using "*et. al.*" (Smith *et al.* 1992) or Smith *et. al.* (1992).
- v. In case the information being discussed has been written in several different sources then cite them all in one set of brackets in chronological order of publication (Midgley, 1994; Smith, 1994; Philip 2002).

- vi. If an author published several papers in 2005, the year of the first publication (in the alphabetic order of the references) is cited and referenced as 2005a, the second as 2005b and soon.
- vii. A citation is placed wherever appropriate in or after the sentence. If it is at the end of a sentence, it is placed before the full stop.
- viii. Complete citations and Source shall be provided in alphabetical order in reference section.
- ix. All citations shall be in the same font as the main text.
- x. All figures and charts etc. taken from other sources shall be cited beneath within brackets, author name, source followed by, year in Times New Roman, Normal, font-size: 11 points, as “(Source: Jones, *et al.* 2001)”. If it is sourced from Web pages the citation style shall be as “(Source: www.abc.com)” and the complete URL shall be given in the reference section.

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THE RELIGIOUS POLICY OF PANDYAS ---A STUDY

*Dissertation submitted to the Mother Teresa Women's University in partial
Fulfillment of the requirements for the award of the degree of*

Master of Philosophy in History

by

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CERTIFICATE

This is to certify that the dissertation entitled “**THE RELIGIOUS POLICY OF PANDYAS – A STUDY**” submitted to the Mother Teresa University in partial fulfillment of the requirement for the award of the Degree of **Master of Philosophy in History** is a record of original work done by **T. MUNESWARI (Reg. Number: P17226E001)** under my supervision and guidance.

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