



राजीव गांधी विश्वविद्यालय  
RAJIV GANDHI UNIVERSITY

भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित किया गया  
(A CENTRAL UNIVERSITY ESTABLISHED IN 2007 BY AN ACT OF PARLIAMENT OF INDIA)

रोनो हिल्स, दोईमूख (ईटानगर)  
Rono Hills, Doimukh (Itanagar)  
पिन - ७९१११२,  
PIN - 791112,  
अरुणाचल प्रदेश  
Arunachal Pradesh  
Ph.: 0360-2277253, Fax: 0360-2277889  
E-mail: registrar@rgu.ac.in  
Website: rgu.ac.in

No. AC-117/2001/Ph. D.Corres/08

18<sup>th</sup> May, 2021

NOTIFICATION

This is to notify that the Guidelines relating to Master of Arts (MA), Master of Philosophy (M. Phil.), Doctor of Philosophy (Ph. D.) and Doctor of Literature (D. Lit.) Programmes: Writing of Report, Dissertation and Thesis under the Faculty of Social Sciences, Rajiv Gandhi University is being implemented with immediate effect, subject to ratification in the next meetings of the Academic Council and Executive Council.

This is issued with the approval of the Vice Chancellor.

(Dr. David Pertin)

Joint Registrar (Acad. & Conf.)

Memo No. AC-117/2001/Ph. D./08/169  
Copy to:

Dated 20<sup>th</sup> May, 2021

1. PS to Vice Chancellor for information.
2. PA to Pro Vice Chancellor for information.
3. All Deans of Faculties for information
4. SPA to Registrar/Finance Officer/Controller of Examinations for information.
5. All Heads/Directors/Coordinators of the Departments/Institutes for information.
6. Dean, Academic Affairs for information
7. Professor in-charge, University Library for information.
8. Joint Registrar (Exams) for information.
9. Joint Director (CC) for information with a request to upload the same on the university website.
10. Assistant Registrar (Exams) for information.
11. Guard File.

Joint Registrar (Academic & Conference)

GUIDELINES RELATING TO MASTER OF ARTS, MASTER OF PHILOSOPHY, DOCTOR OF PHILOSOPHY AND DOCTOR OF LITERATURE PROGRAMMES OF WRITING REPORT, DISSERTATION AND THESIS UNDER THE FACULTY OF SOCIAL SCIENCES, RAJIV GANDHI UNIVERSITY, RONO HILLS, ARUNACHAL PRADESH.

This Guidelines may be called the Guidelines(Stylesheet) **The Preamble.**  
Relating to Master of Arts, Master of Philosophy, Doctor of Philosophy and Doctor of Literature Programme to disseminate and incorporate the rules of standard to provide, plan, organise and prepare the matters connected therewith report, dissertation and thesis pertaining to research works under the Faculty of Social Sciences, Rajiv, Gandhi University, Rono Hills, Arunachal Pradesh. Be it enacted by the Statutory Bodies of the Rajiv Gandhi University as follows:

1. The writing of report, dissertation and thesis shall be presented in number of chapters. The first chapter shall start with 'introduction' which shall end with the last chapter 'summary and conclusion' of the research work. Each chapter shall have a specific title reflecting the content of the chapter of the dissertation and thesis. A chapter may be divided into heading, subheading and sub-subheading so as to discuss the critical issue involved in writing the research work and findings. **Organising the Report, Dissertation and Thesis.**
- (1) **All dissertation and thesis**, the title of chapter I shall start with; introduction, statement of problems, objectives of the study, Area of the study or/ universe of the study, review of literature, research methodology, hypothesis(if any), outline of chapterization plan and bibliography shall be clearly stated.
- (2) **In the body of the report, dissertation and thesis**, the introduction chapter shall be followed by one or more theoretical chapters with appropriate titles. This is the substance of the research work inclusive of all heading, subheading, table, figure, etcetera. The analytical framework and interpretation analysis may be included herein:
- (i) In this section of the dissertation and thesis, the research questions shall be outlined and justify clearly with grounded theoretical framework. The critical interpretation and finding of research work shall be maintained herein section; and
- (ii) Figure and table shall be written immediately following their first mentioned in the dissertation and thesis.
- (3) **Summary and conclusion** shall be the last chapter of the report, dissertation and thesis of the research work. The chapter shall be consist of brief explanation of the research work that has been carried out and the main finding shall be briefly summarised. Conclusion derived from the critical interpretation and analysis of the foregoing chapters shall be written clearly. Herein also highlight the contribution of the research work to the existing available literature with the sound methodological or substantive



limitation. Scope for future research on the concerned dissertation and thesis shall be mentioned herewith in the conclusion chapter.

- (4) **Bibliography Reference** style shall be consistent throughout the report, dissertation and thesis writing. The list of bibliography or reference shall distinctly appear as the consolidated list in universal author alphabetically order. If any work is consulted but not specifically cited in the report, dissertation and thesis such works shall be listed as bibliography or reference. Spacing and font size shall be consistent as written inside a single reference and there shall be double spacing between the two different work.

**Layout of the 2.  
Dissertation and  
Thesis.**

Writing dissertation and thesis is a serious academic exercise to document and to present it in a formal format. Layout of the dissertation and thesis with page layout and formatting shall be:

- (1) In the matter of typesetting, text processing and printing, the LaserJet or Inkjet printer shall be used for printing the text after due processing of editing and vetting by using standard text processor. The quality of text paper shall be of A4 executive bond paper of 90 or 100 gsm thickness. The black colour ink shall be used for printing the text otherwise the certain picture, photograph or figure(chart) may be printed in colour of A4 size glossy or mat paper.
- (i) The font size for the main text of the dissertation and thesis shall be '12' points and Times New Roman or/Times or/ Book Antiqua font style shall be used for text writing. The caption shall be bold and non-English words shall be italicised; and
- (ii) In terms of spacing the text of the dissertation and thesis shall be 1.5 line spaced while the quotation of more than one line shall be single spacing. Footnote, endnote, caption, bibliography and reference shall be single line spacing in the text.
- (2) Page layout of the dissertation and thesis pages shall have the following margin style:
- (i) Top margin : 1.8cm;
- (ii) Bottom margin : 2.2cm;
- (iii) Left margin : 3.2cm; and
- (iv) Right margin : 3.2cm

The spacing around the edge of the typical page is to ensure the adequate as determined by the default page margins on the computer. The text shall be **printed in both side of the paper.**

  
संयुक्त कुलसचिव (शैक्षणिक एवं सम्मेलन)  
राजीव गांधी विश्वविद्यालय  
Jt. Registrar (Acad. & Conf.)  
Rajiv Gandhi University  
Rono Hills, Doimukh (A.P.)

- (3) The dissertation and thesis preliminary page shall be numbered using lower case Roman numerals(example; i,ii,iii...). The text of the dissertation and thesis introduction chapter onwards shall be numbered using Arabic numerals(Example; 1,2,3...). The page number on first page of the chapters shall not appear in print. For example , page number '1' for the first page of the introduction chapter shall not appear while the second page shall bear the '2' and shall appear in print. Care shall be taken to keep required blank page and all new chapters shall begin on a new page in the dissertation and thesis.

**Chapter Heading 3.  
and Subheading.**

The chapter shall always begin on a new page with number and title shall appear on the top of the page in centre justified style. The chapter number shall be in Arabic numeral and shall be bold size in '14' points font depending upon the get up format. The chapter title shall be in bold and in '16' points font size depending upon justified spacing.

- (1) Each chapter of the dissertation and thesis shall have the heading and subheading so as to present different concept or arguments separately. The heading shall be numbered using decimal point for example; 1:2, for chapter 1 heading 2. All subheadings shall be numbered in 1:2:1 for chapter 1 heading 2 and subheading 1. The heading and subheading shall be in bold and shall be reflected in the contents while subheading need to be included in the contents.

- (2) Names of individual and organisation shall be fully identified by first and last names when they are first mentioned in the dissertation and thesis. Names of authors mentioned in the dissertation and thesis shall usually correspond exactly to their names as given in footnote. The use of title such as Prof., Dr., Gen., Col., Rev., Mrs., Mr., and Miss is discouraged.

Abbreviations (such as AIOHA, CPWD, NGO) shall not be used to identify organizations until the organizational name has first been provided in full and the acronym indicated, for example; All India Oral History Association(AIOHA) and Anthropological Survey of India(ASI). List of abbreviations used shall be reflected after the content(after the list of map, table and figure).

- (3) Heading shall limit the level of heading within a chapter not exceeding three or four heading. Lengthy headings shall be avoided.

**Use of quotation 4.  
Mark.**

Quotation shall correspond exactly with the original in wording, spelling, interior capitalization, and interior punctuation. Use single quotation mark, reserving double quotation mark for quoted words within a quotation. Spelling of words in quotation shall not be changed. No quotation mark are required for longer passages (that is exceeding more than 20 words or more); these must be indented and separated from the text. *Sic* is used to indicate errors or idiosyncrasies present in the original source.

Distinction shall be maintained between 3-point and 4-point ellipses. Indicate omissions within a quoted sentence by three spaced periods. When the omitted passage includes the end of a sentence, indicate the ellipsis by four period with no space before

