



Assam Rajiv Gandhi University of Cooperative Management
(ARGUCOM)
(A Govt. of Assam University)
Recognised by UGC and member of Association of Indian Universities
Basic Tini Ali, Gadadhar Nagar, Joysagar, Sivasagar

GUIDELINE FOR THESIS SUBMISSION

1. THE TEMPLATE

The thesis template for writing PhD theses of Assam Rajiv Gandhi University of Cooperative Management (ARGUCOM) is provided below. The arrangement of pages should follow the following order

- a) The title page.
- b) The “Dedication” page, if any. MUST be contained within a page.
- c) The “Declaration” page.
- d) The “Certificate”. Specimen copy to be taken from the respective guides.
- e) The names of the members of the School Research Committee (SRC) should follow and they MUST sign against their names.
- f) The “Acknowledgement” page, if any. MUST be contained within a page.
- g) The “Abstract” page. The number of pages should be within 10 pages.
- h) The “Table of Contents” page.
- i) The “List of Figures” page, if any.
- j) The “List of Tables” page, if any.
- k) Chapter 1, 2, 3, and so on.
- l) The “Reference / Bibliography” page.
- m) Appendices, if any.

HOW TO PREPARE YOUR THESIS

2. PAPER, MARGINS, FONTS, SPACING, AND BINDING

The thesis should be printed on A4 size paper of good quality. The following criteria should apply:

1. The paper size should be of A4 size.
2. The thesis should be printed on both sides of paper with font size of 12 point and spacing of minimum 1.5, with single column. The font style should be Times New Roman.
3. The margins are as follows:
 - (a) Inner : 1.5 inch
 - (b) Outer : 1.5 inch
 - (c) Top : 1.0 inch

(d) Bottom : 1.0 inch

4. The total no. of pages in the Thesis: Main body text should be limited to 200 pages, excluding the Bibliography.
5. The page numbering should be numerical and right aligned for the main body of the Thesis.
6. The Table of Contents should be in Roman numerical.
7. For pre-thesis submission, the thesis should be printed in one side of the A4 page and should be spiral binded.
8. For Final thesis submission, the thesis should be printed in both sides of the A4 page and book binded. The colour of the cover page of the thesis should be Navy blue and the font colour should be silver.
9. The referencing style should be APA for School of Entrepreneurship & Management and School of Public Policy & Law. For the School of Innovation & Technology, the referencing style should be IEEE.

3. WORD LIMIT AND PLAGIARISM CLEARANCE

A PhD thesis MUST be contained within the maximum word limit of 90,000 (ninety thousand) and 200 (two hundred) pages. Under no circumstances, this should be violated.

The word limit does not include

1. Bibliography (i.e. References).
2. The Title Page, Dedication, Declaration, Certificate, Acknowledgement, Table of Contents, Abstract, List of Figures, and List of Tables.

4. NUMBERING OF CHAPTERS, SECTIONS, AND SUBSECTIONS

The numbering of Chapters/sections and subsections should be in numerical.

5. NUMBERING OF EQUATIONS, TABLES, AND FIGURES

The Table of Contents/Figures/Exhibits should be in Roman numerical. The numbering of equations should also be in Roman numerical.