



**Dr. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,  
AURANGABAD-431001  
(Maharashtra) India**

**Doctor of Philosophy (Ph.D)**

**STYLE MANUAL**

**Prepared By  
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## **A. Prelude**

The present style manual will be useful to the all researchers for preparing the thesis in standard format.

## **B. Organisation of Content in the Research Report**

The overall structure of the thesis is divided in four parts as follows:

### **I. Preliminary section**

- Title page
- Evaluation Certificate
- Declaration by the Researcher
- Guide Certificate
- Acknowledgement
- Table of Contents
- List of Tables if any
- List of Figures if any
- List of Abbreviations used if any

### **II. Conspectus**

The students have the liberty to decide the scheme of the chapters with the discussion of their guide, it may include

#### **1. Introduction**

- 1.1. Significance of the problem
- 1.2. Statement of problem
- 1.3. Explanation of the concept
- 1.4. Scope and Limitations
- 1.5. Objectives of the study
- 1.6. Hypothesis or assumptions
- 1.7. Research Methods
  - 1.7.1 Samples
  - 1.7.2 Design and procedures used
  - 1.7.3 Description of data gathering instruments
  - 1.7.4 Tools and techniques of data collection

#### **2. Review of Related Literature or Literature Search**

#### **3. Data Collection**

#### **4. Analysis and Interpretation.**

#### **5. Conclusion and Suggestions or Implications.**

### **III. Reference Section**

Bibliography Subject index if any

Appendices if any (Questionnaire, interview, photo gallery, map etc.)

### **A. Typing of Research Report:**

Type of Paper: White Executive bond should be used.

Size of Paper: A4 (8.27" x 11.69") size paper should be used.

Font Type: Times New Roman : for English text,

ISM(DVTS Surekh) : for Marathi/Hindi

Aftab : for Urdu text.

Font Size: a. For Roman Font

- |                  |    |           |
|------------------|----|-----------|
| i. Chapter Title | -- | 22 Bold   |
| ii. Heading      | -- | 16 Bold   |
| iii. Sub Heading | -- | 14 Bold   |
| iv. Body of Text | -- | 12 Normal |

Type of Paper: White Executive bond should be used.

Size of Paper: A4 (8.27" x 11.69") size paper should be used.

Font Type : Times New Roman : for English text,

ISM(DVTT Surekh) : for Marathi/Hindi

Aftab : for Urdu text.

Font Size : a. For Roman Font

i. Chapter Title	--	22 Bold
ii. Heading	--	16 Bold
iii. Sub Heading	--	14 Bold
iv. Body of Text	--	12 Normal

b. For Devnagari Font

i. Chapter Title	--	26 Bold
ii. Heading	--	20 Bold
iii. Sub Heading	--	18 Bold
iv. Body of Text	--	16 Normal

Line Spacing : 1.5 lines

Margins :  
Left 1.5 inch minimum  
Right 1 inch minimum  
Top 1 inch minimum  
Bottom 1 inch minimum

Text Alignment : a. Justify the all text of this thesis.  
b. Left aligned references.

Cover Sheet : Thesis should be bound in Black/Brown/White/Off White resin with lettering in gold embossing.

Printing : One sided

Binding : i) Researcher should submit paperback binding at initial stage  
ii) Submit Hard Bound binding at the time of Notification.

#### A. Styles of Writing :

- The each chapter must begin on new page.
- The preliminary pages should have Roman numbers i.e. i,ii,iii etc. While remaining pages of report should be in Arabic numbers i.e. 1,2,3 etc.
- All diagrams, charts and graph should be referred to as Figures and consecutively numbered. As far as possible, follow immediately after they are referred to in the text.
- Tables should carry only essential data and should complement the text rather than repeat what has already been said. They should balance the discussion rather than reiterate what has already been discussed. They should carry a short title, be numbered and carry the source at the bottom.
- The each chapter should have sub-heading to make it more user-friendly.
- Hyphens should never appear in typescript at the end of lines.
- Spell check should be carried out.
- Page numbers are mandatory and should be given at the bottom (centre).
- Use British spellings as far as possible because American spellings are yet to be recognised in outside America.
- Acronyms should carry the full form at the first mention with the acronym in bracket; and, thereafter, the abbreviated version. For example University Grant Commission (UGC).
- Do not use border around the text.  
Use p. (pp. for plurals) only before page numbers of newspaper articles and chapters in edited books, not in reference to articles from magazines & journals.

## A. Abbreviations to be used:

A.D.	In the year of our Lord( Anno Domini)
B.C.	Before Christ
Chap.	Chapter
col,cols	Column(s)
div.	Division
e.g.	For example (exempli gratia)
ed.	Editor
edn,edns	Edition(s)
et.all	And Others (et Alii)
etc.	And so forth (et cetera)
fig figs	Figure(s)
i.e.	That is / to say (id est)
ibid	In the same book or same as above (ibidem)
id.idem	The same as previously given or mentioned
illus.	Illustrated
MSS	Manuscript(s)
n.	Note, foot notes
ibid	In the same book or same as above (ibidem)
id.idem	The same as previously given or mentioned
illus.	Illustrated
MSS	Manuscript(s)
n.	Note, foot notes
N.B.	Please note (nota bane)
No, nos	Number(s)
op.cit	Previously cited
p, pp	Page(s)
par, pars	Paragraph(s)
rev.	Revised
sec, secs	Section(s)
trans.	Translated by
v,vol,vols	Volume(s)
Vide	See
viz	Namely
vs, vss	Verse(s)

Note: Standard Abbreviation should be used by the researcher.

### A. References or Bibliography

The researcher is advised to follow APA (American Psychological Association) Sixth edition for citing references

Books:

Authors or editors Surname and initials (year) Title of book, edition, Place of publication, Name of the publisher. Each reference type (e.g. Book, Journal) has a standardized format.

Basic formats: **Book and book chapter**

Each reference should include four elements:

(1) Author/Editor/Producer (2) Date (3) Title of the work and (4) Publication Information.

Author, A., & Author, B. (Year). Title of the work. Place name: Publisher.

Information such as edition (excluding 1st edition) or report number goes in parentheses ( ) immediately after the title (Publication Manual), p. 186).

### **Book by Single Author**

Veer D.K. (2010). Handbook of Teacher Training College Libraries, Jaipur: Oxford Book Co.

Awad, Elias M. (1966) Automatic data processing: Principles and procedures. Englewood cliffts, N.J: Prentice Hall.

### **Book by two Author**

Houpis, Constantine H. and Lamont, Gary B. (1985). Digital control Systems: Theory, Hardware, Software. New York: MC Graw-Hill Book Company.

### **Book - by three to five authors**

In text citation First in text citation (Krause, Bochner, & Duchesne, 2006) or Krause, Bochner, and Duchesne (2006) recommend "... " (p. 32). In subsequent citations: According to Krause et al. (2006)

### **Book by three Author**

Zeigler, Bernard P., Praehfer, Herbert and Tag GonKim. (2000). Theory of Modelling and simulation: Integrating discrete event and continuous complex dynamic system. (2nd ed.).

New Delhi: Harcourt India Pvt Ltd.

### **Book by more than three Authors.**

Zeigler, Bernard P.et.al. (2000). Theory of Modelling and simulation: Integrating discrete event and continuous complex dynamic system. (2nd ed.). New Delhi: Harcourt India Pvt Ltd.

**Book by Six or more authors:** Peffer et al. (1997)

### **Edited book**

Ramaian, L.S. and Sujatha, G. (Eds). (2008). Preservation of library, Archival and digital documents problems and perspectives. New Delhi: ESS ESS Publications.

### **Chapters in Edited book**

In text citation

(Helber, 1995) or Helber (1995) concludes by ...

### **In reference list**

Singh, H.D. (2008). Conservation of Document and cultural heritage. In L.S. Ramaian and G. Sujatha (Eds). Preservation of Library, Archival and digital documents problems and perspectives. (pp. 12-15)

New Delhi: Ess Ess Publication.

### **Reference Books**

If there is no author, begin with entry title and publication date.

Dober, R.P. (1988) campus planning. In Encyclopaedia of architecture: Design, engineering, & construction (Vol. 1, pp. 527-539). New York: John Wiley & Sons.

### **Corporate Authors:**

If a source has a group (corporation, government agency, association, etc) as an author, the name is usually spelled out in every text citation. However, if the name is long and abbreviation is easily recognizable or understandable, spell it out for the first text citation and abbreviate for subsequent citation.

### **Book Published by Association**

**In text citation**

**First in text citation** (Association of college and Research Libraries [ACRL], 1996).

In Second or subsequent citations: (ACRL, 1996) (ACRL (1996) Found that...

### **Periodical Article**

Items published on a regular basis, such as journals, magazines and newspapers, are known as serials or periodicals. Include the same elements as for a book, but exclude the publication information and add the volume, issue and page number(s) instead.

Each reference should include following elements: (1) Author (2) Date (3) Title of article (4) Title of

Book Published by Govt. Publication:.

U.S. Food and Drug Administration. (1987). Can herbs really heal ? (HHS Publication No. FDA 87-11400

Rockville, MD: Author.

Periodical (5) Volume, Issue and Page numbers.

Author, A., & Author, B. (Year). Article title. Title of Periodical, x(x), pp-pp

1. Pandharipande, Vijay M. (1990). Strip line to Micro strip line Aperture Coupler', IEEE Trans. on Microwave Theory & Tech. .38(4),440-443.
2. Shinde, D.B. & Shingare, M.S.(1992). Synthesis of l-heteroaryloxy hydroxyl propanes and their PCA activities. Indian journal of Chemistry. 31(b),790-792.
- Meiger, Albert J., Curtin, Deirdre. and Hille branlt, marten (2012). Open government : connecting vision and voice. International Review of Administrative Sciences. 78(1), 10-2.
- Weekly Journal
- Kanunjna, D. (2012, April 2-8), Higher education in India: some Relevant Issues and concerns. University News. 50 (14) 1-4
- News paper Article
- Sivaramakrishnan, Arvind. (2012, May 28). Paid laws, American Style. The Hindu, p.12.

Electronic books

If the item is available online, a retrieval statement or DOI is required after Title. Exclude Publication Information.

Author, A., & Author, B. (Year). Title of the work. (page No.) Retrieved from <http://...>

Author, A., & Author, B. (Year). Title of the work. doi: xx-xxxxxxx

DOI is a Digital Object Identifier (DOI)

Online documents / Webpages

Include the same elements as for a book, but exclude the publication information and add a retrieval statement in its place: (1) Author (2) Date (3) Title (4) Retrieval statement. Include a retrieval date if the source material is likely to change over time (Publication Manual, p. 192).

Author, A., & Author, B. (Year). Title of the webpage. Retrieved from <http://...>

Author, A., & Author, B. (Year). Title of the webpage. Retrieved from ...website: <http://...>

Author, A., & Author, B. (Year, Month Day). Title of the webpage [Description of form]. Retrieved Year, Month Day from <http://...>

In-Text Citations

In-text citations consist of the surname(s) of the author(s) and the year of publication.

- If there is no author, use the title (or a short form of the title, if it is lengthy) and the year. Titles that are italicized in the reference list are italicized in text; titles that are not italicized in the reference list appear in quotation marks.
- If there is no date, use "n.d." (Without quotation marks) instead.

**E-Book**

The reference list entry for an e-book includes the author, date, title, and source (URL or DOI). For a chapter in an e-book, include the chapter title and page numbers (if available).

**Whole e-book:**

Author, A. (date). Title of book. Retrieved from <http://xxxxxxx>

Author, A. (date). Title of book. doi:xxxxxxx

Book Published by Govt. Publication:.

U.S. Food and Drug Administration. (1987). Can herbs really heal ? (HHS Publication No. FDA 87-11400

Rockville, MD: Author.

Periodical Article

Items published on a regular basis, such as journals, magazines and newspapers, are known as serials or periodicals. Include the same elements as for a book, but exclude the publication information and add the volume, issue and page number(s) instead.

Each reference should include following elements: (1) Author (2) Date (3) Title of article (4) Title of Periodical (5) Volume, Issue and Page numbers.

Author, A., & Author, B. (Year). Article title. Title of Periodical, x(x), pp-pp

1. Pandharipande, Vijay M. (1990). Strip line to Micro strip line Aperture Coupler', IEEE Trans. on Microwave Theory & Tech. .38(4),440-443.
  2. Shinde, D.B. & Shingare, M.S.(1992). Synthesis of l-heteroaryoxy hydroxyl propanes and their PCA activities. Indian journal of Chemistry. 31(b),790-792.
- Meiger, Albert J., Curtin, Deirdre. and Hille branlt, marten (2012). Open government : connecting vision and voice. International Review of Administrative Sciences. 78(1), 10-2.

Weekly Journal

Kanunjna, D. (2012, April 2-8), Higher education in India: some Relevant Issues and concerns. University News. 50 (14) 1-4

News paper Article

Sivaramakrishnan, Arvind. (2012, May 28). Paid laws, American Style. The Hindu, p.12.

Electronic books

If the item is available online, a retrieval statement or DOI is required after Title. Exclude Publication Information.

Author, A., & Author, B. (Year). Title of the work. (page No.) Retrieved from <http://...>

Author, A., & Author, B. (Year). Title of the work. doi: xx-xxxxxxx

DOI is a Digital Object Identifier (DOI)

Online documents / Webpages

Include the same elements as for a book, but exclude the publication information and add a retrieval statement in its place: (1) Author (2) Date (3) Title (4) Retrieval statement. Include a retrieval date if the source material is likely to change over time (Publication Manual, p. 192).

Author, A., & Author, B. (Year). Title of the webpage. Retrieved from <http://...>

Author, A., & Author, B. (Year). Title of the webpage. Retrieved from ...website: <http://...>

Author, A., & Author, B. (Year, Month Day). Title of the webpage [Description of form]. Retrieved Year, Month Day from <http://...>

In-Text Citations

In-text citations consist of the surname(s) of the author(s) and the year of publication.

- If there is no author, use the title (or a short form of the title, if it is lengthy) and the year. Titles that are italicized in the reference list are italicized in text; titles that are not italicized in the reference list appear in quotation marks.
- If there is no date, use "n.d." (Without quotation marks) instead.

**E-Book**

The reference list entry for an e-book includes the author, date, title, and source (URL or DOI). For a chapter in an e-book, include the chapter title and page numbers (if available).

**Whole e-book:**

Author, A. (date). Title of book. Retrieved from <http://xxxxxxx>

Author, A. (date). Title of book. doi:xxxxxxxxxxx

**Chapter in an e-book:**

Author, A. (date). Title of chapter. In E. Editor (Ed.), Title of book (pp. xx-xx). Retrieved from <http://xxxxxxx>

Author, A. (date). Title of chapter. In E. Editor (Ed.), Title of book (pp. xx-xx). doi:xxxxxxxxxxx

The in-text citation includes the author and date, as with

A. Submission of Ph.D. Thesis

The researcher should submit

- Three copies of thesis in printed form submitted in Ph.D. Section.

- Two copies of the thesis in the form of CD/DVD. It should be in pdf form.
- The pattern of pdf file is as follows:
  - Table of Content from title page
  - Each Chapter in pdf file separately.
  - References
  - Appendices if any
- The following information should be on CD/DVD.
  - Title, Researcher Name, Guide Name, Year and Subject.
- CD/DVD should be submitted to the library. CD/DVD Submission Certificate signed by the librarian will get to the researcher after proper verification of CD/DVD.
- Final synopsis also is submitted in CD/DVD form to the library. 'Student Approval Form' is compulsory while submitting the thesis.

**APPENDIX – 1**  
**STRUCTURE OF THE TITLE PAGE**  
 (Full title of Ph.D. Research Topic)

A Thesis submitted in partial fulfilment of the requirement for  
 the degree of Doctor of Philosophy in the subject --- under the faculty of -----  
 By  
 Full Name of the Researcher  
 Guide

Full Name of Guide  
 Dr. Babasaheb Ambedkar Marathwada University, Aurangabad-431004  
 Month & Year

**APPENDIX – 2**

**GUIDE CERTIFICATE**

This is to certify that work embodied in the thesis entitled, “-----” being submitted by Mr/Miss ----- to the Dr. Babasaheb Ambedkar Marathwada university, Aurangabad for the award of degree of Doctor of Philosophy in (Subject Name) is a record of bonafide research work carried out by his/ her under my guidance and supervision, and has fulfilled the requirements for the submission of this thesis to my knowledge, has reached requisite standard.

The results contained in this thesis have not been submitted in part or in full, to any other University or institute for the award of any degree or diploma.

Place:

Date:

Signature & Name of the Research Guide

**APPENDIX – 3**

**DECLARATION BY THE RESEARCH STUDENT**

I, hereby declares that the work included in this thesis entitled, “(Title of thesis)”, is carried out by me under the guidance of Dr. -----, Professor/Associate Prof./Asstt.Prof, Department of -----, (Institute Name). The work is original and has not been submitted in part or in full to any other University or institute for award of any research degree. The extent of information derived from the existing literature has been indicated in the body of the thesis at appropriate places giving the references.

Place:

Date:

Signature & Name of the Researcher



# **COLLEGE OF EDUCATION LIBRARIES IN MAHARASHTRA: A SURVEY**

**A Thesis submitted in partial fulfilment of the requirement for  
the degree of Doctor of Philosophy  
in the subject of Library and Information Science**

By

**Dharmaraj Kalyanrao Veer**

Guide

**Dr. (Mrs) A.A. Vaishnav**

Prof. & Head

Dept. of Library & Information Science

**Dr. Babasaheb Ambedkar Marathwada University, Aurangabad- 431 004**

**Sept. 2002**



**DR. BABASAHEB AMBEDKAR  
MARATHWADA UNIVERSITY,  
AURANGABAD.**