

PROJECT GUIDELINES

Layout, Style and Writing Suggestions

Aspect	RECOMMENDED SETTING
Paper Size	A4
Margin Settings	Top 2.54cm Bottom 2.54cm Left 3.17cm Right 3.17cm Gutter 0cm Gutter Position Left
Line spacing	One and a half spacing, not single or double
Page Numbering	For sections from Acknowledgements to start of Main Text page number format is i) ii) iii) ..and so on continuously For Main Text page format is 1,2, 3 and so on continuously With position on page centred aligned
Text	Times New Roman
Font	12 point font
Alignment	Justified
Writing Style	As was stated at the start, a dissertation is a ‘formal’ document and, as such, its contents must be expressed in a certain style. That style is the third person singular passive

Typical Dissertation Layout

Aspect	RECOMMENDED SETTING
Front cover	Required, see separate example
Plagiarism Certificate	Generated by URKUND
Publication Certificate/Paper presentation certificate	UGC/SCOPUS/presentation certificate
Acknowledgements	Required
Table of Contents	Required (Sl no, contents and page number)
List of Figures	Required (Note all figures in the main text must be numbered, titled and attributed)
List of Tables	Required, (Note all tables in the main text must be numbered, titled and attributed)
Abbreviations	Optional
Main text Chapter & Section Headings	Chapter title, bold, outlined numbered e.g. Chapter 1, start each chapter on new page Section title , bold, outlined numbered e.g. 1.1, Sub section title, outlined numbered e.g. 1.1.1

List of references	APA style referencing system
Appendices	Appendix title, bold, outlined numbered e.g. Appendix 1, start each Appendix on new page
Number of copies	Two hardbound copies plus an electronic version, Word or pdf format
Binding	Hard bind (black and gold)

Dissertation Order of parts

COVER PAGE

PLAGIARISM CERTIFICATE

CERTIFICATE OF PUBLICATION

DECLARATION

CERTIFICATE

ACKNOWLEDGEMENT

CONTENT PAGE

LIST OF TABLES

LIST OF FIGURES

CHAPTER 1

1.1.INTRODUCTION

1.2.RESEARCH PROBLEM

1.3.SCOPE OF THE STUDY

1.4.RESEARCH QUESTIONS

1.5.RESEARCH OBJECTIVES

1.6.VARIABLES

1.7.RESEARCH HYPOTHESIS

1.8.RESEARCH DESIGN

1.8.1. SOURCES OF DATA

1.8.2. SAMPLING DESIGN

1.8.3. TOOLS AND TECHNIQUES

1.8.4. LIMITATIONS OF THE STUDY

1.9.CHAPTER DESIGN

CHAPTER 2

2.1 REVIEW OF LITERATURE

(Students are expected to include atleast 10 to 12 Review of literatures)

CHAPTER 3

3.1 BACKGROUND OF THE STUDY

CHAPTER 4

4.1 DATA ANALYSIS

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CHAPTER 5

5.1 FINDINGS

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5.3 SUGGESTIONS OR RECOMMENDATIONS

5.4 CONCLUSION

5.5 SCOPE FOR FURTHER RESEARCH

REFERENCES

BIBLIOGRAPHY

APPENDIX

Pages:100 to 120

COVER PAGE SAMPLE

A STUDY ON

Dissertation submitted in partial fulfillment of the requirement

For the degree of

MASTERS IN COMMERCE

Submitted by

NAME

REG:NO

Under the guidance of

GUIDE NAME

Assistant Professor

**DEPARTMENT OF COMMERCE AND MANAGEMENT
ST. JOSEPH'S COLLEGE (AUTONOMOUS)**

Recognised as 'College of Excellence' by UGC
Re-Accredited by NAAC with 'A++' grade & 3.79/4.00 CGPA
Lalbagh Road, Bangalore-560 027
Karnataka



MARCH 2021

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DECLARATION

I, *Student name (reg no)* declare that this dissertation entitled “**Title**” was carried out by me in the year 2020-2021 in the Department of Commerce and Management, St. Joseph’s College (Autonomous), under guidance of *Guide name*

I declare that this study has not been submitted to any other institution for the award of any degree or diploma.

Place: Bangalore

Date:

Student Name



St. Joseph's College (Autonomous)

Lalbagh Road, Bangalore-560 027

CERTIFICATE

This is to certify that the dissertation titled “**Title**” is an original work of **Student Name** bearing Register Number **Register number** and is being submitted in partial fulfillment for the award of the degree of MASTERS IN COMMERCE at St Joseph's College (Autonomous), Bangalore.

Signature of Guide

Date: