

# **Format for M.Ed. Dissertation Rules & Regulations**

**A template containing detailed Print Requirements and Formats for  
M.Ed. Dissertation Preparation has been prepared to facilitate  
preparation of Dissertation by M.Ed. scholars**

**Shri P.L. Memorial P.G. College, Sagar Campus Barabanki**  
**Affiliated to Dr. Rammanohar Lohia Avadh University Ayodhya**

**Print Requirements and Formats for M.Ed. Dissertation Preparation**

**5 copies of the Dissertation and 5 copies of Dissertation Summary in hard cover binding must be submitted in the Department.**

1. Cover page (hard cover binding with golden print) – Annexure - I
2. The format for the spine/back bone (written as **M.Ed. Dissertation** (left) **Name of the Scholar** (Center)  
**Year** (Right)
3. Inner cover page (same as cover page, printed on white A4 sheet)
4. Undertaking from the M.Ed. Scholar - Annexure - II
5. Declaration Certificate - Annexure - III
6. Certificate from the Supervisor (in Department's letter head) – Annexure - IV
7. Pre-submission seminar completion certificate - Annexure - V
8. Copyright transfer Certificate - Annexure - VI
9. Acknowledgement
10. Preface
11. Table of Contents -
12. List of Abbreviations, Symbols, Figures and Tables
13. Abstract of the thesis
14. Text (usually divided into chapters and sections)
15. References
16. 1 Pen Drive with Soft copy in pdf and MS Word format submitted to Library only( one complete Dissertation and splitted chapters as shown in Annexure VII at hard cover of Dissertation
17. **Note: No Dissertation will be submitted without plagiarism report of the Shri P.L Memorial PG College, Sagar Campus Barabanki.**

- The citation style must be consistent with most recent edition. Scholars are advised to follow their respective citation style of their domain as under:

S. N.	NAME OF THE DC	CITATION STYLE
1.	Faculty of Education (M.Ed.)	American Psychological Association (APA)

18. List of paper published/ accepted/ presented

- (i) **In Journals** - Minimum two research papers out of his / her M.Ed. work in refereed Journals (indexed in reputed database such as Scopus, Web of Science, ABDC, PubMed, etc.) as First Author (Research Guide) Second Author (Research Scholar) as per Shri P.L. Memorial P.G. College, Barabanki M.Ed. Regulations.
- (ii) **In Conferences** - Two research paper presentations in conferences/seminars related to M.Ed. research work.

19. Copies of acceptance letter in case the paper is accepted.

20. Copies of first page of manuscripts/reprints of the papers published/ accepted.

21. A personal profile not exceeding one page with photograph of the candidate.

### **PRINT REQUIREMENTS:**

- Text must be set in 12-point Times New Roman/Hindi Font then Text must be set in 14-point KrutiDev10
- One side printed
- Font Size (Chapter Separator): Times New Roman 22/Hindi Font then Text must be set in 22-point KrutiDev10

**PAPER REQUIREMENTS:** The original report to be printed on regular white A4 sheet (80gsm - 100gsm).

### **MARGINS**

- The text of the document must be justified.
- The left and right margin will be set at 1.25". The top and bottom margin will be set at 1".
- A subheading at the bottom of a page will be followed by at least two full lines of type. If space does not permit two lines plus a 1" margin, the subheading will begin on the next page. Similarly, a new paragraph toward the bottom of a page will run for at least two lines or be started on the next page. The final few words of a paragraph will not be continued on the next page. At least two full lines of type are required to continue a paragraph on the next page.

### **PAGINATION**

- Each page must be numbered, with the exception of the Title Page, which counts as page i but does not show a number.
- The preliminary pages—including the undertaking from the scholar, self-declaration from the scholar, certificates from Supervisor Copyright transfer certificate, Table of Contents, List of Tables, List of Figures, Abstract, etc. —will be numbered with lower-case Roman numerals (ii, iii, iv, etc.) centred 0.83" from the bottom edge of the page. The first page that will show a page number is page ii.
- All remaining pages—including text, illustrations, appendices, and references—carry consecutive numerals (1, 2, 3, etc.). The page number will be - Bottom Centre.

## **SPACING**

- The text of the document will follow line spacing of 1.5”.
- Exceptions are made for the following material, which will be single-spaced:
  - Table and figure captions
  - Tabular material as necessary
  - Appendix material as appropriate

## **CENTRING**

Centered material is to be centered between the left and right margins.

## **INDENTATION**

The first line of all paragraphs of running text will be indented 0.5”.

## **TABLES AND FIGURES**

### **Definitions**

- The word “Table” is used for tabular data in the body of the Dissertation and in the appendices.
- The word “Figure” designates all other illustrative material used in the body and in the appendices, including, for example, graphs, charts, drawings, images, and diagrams.

### **Preparation**

- All figures and tables, including numbers and captions, will fit within a 6” by 9” area in order to comply with margin regulations.
- Where material for figures and tables is too large to fit within margin requirements, it may be reduced either by xerography or by means available to the word processing programs (reduction of point size in fonts). Care must be taken that the final reduction is clear and legible.
- Page numbers, table titles, and figure captions must be the same size as the rest of the text (not reduced).

### **Placement**

- Tables and figures that must be positioned horizontally (landscaped) will face the outer edge of the page, with the widest margin at the binding edge.
- Tables and figures less than one half-page in length will be included on the same page with the text whenever possible, separated from the text above or below by double spacing. If they exceed a half-page in length, they will be placed on a separate page. Two or more small tables or figures may be placed on a single page.
- The placement of the table or figure does not affect the position of the page number.

### **Numbering**

- Tables and figures appearing in the body of the report must be referred to in the text, and will follow as closely as possible the first reference to them.
- Table numbers and titles will be consistent with APA format.
- Figure numbers and captions will be consistent with APA format.

- Tables and figures are numbered in separate series. Each table and figure, including any in the appendices, has a number in its own series. Each series is numbered consecutively in Arabic numerals within chapters (e.g., Figure 10.1, Figure 10.2, and Figure 10.3).
- Each table and figure will be separately numbered. Figures will be complete on one page.
- If a table continues to the following page, the top line should read “Table 10.1 (continued).” The title is not repeated. Column headings should be repeated.

### **Titles and Captions**

- Tables will be identified by the word “Table” and be numbered consecutively using Arabic numerals. Double space after the table number and type the table title in italics. Capitalize all major words of the table title, including prepositions of four or more letters (e.g., use “With” and “Between” and “of” and “to”). See the APA manual for sample table titles.
- Figures will be identified by the word “Figure” and be numbered consecutively using Arabic numerals. The word “Figure” and its corresponding number are typed in italics. Captions for figures are continued on the same line as the figure number. The captions are not italicized. Figure captions are placed *below* the figure and must follow APA style for capitalization: capitalize *only* the first word of the caption, any proper noun or adjective, and the first word after a colon.
- These titles/captions will appear in the preliminary pages in the List of Tables or List of Figures

### **Citations**

- When referring to a table or figure in the text, the full word and number will be used (e.g., Table 10 or Figure 6). The table or figure reference must *precede* the table or figure itself.

**TITLE** <Capital letters, font Arial bold 18>

Dissertation Submitted For the Award of the Degree of <font  
Arial, 14> **Master of Education** <capital letters, font Arial 16> (**Name  
of Area**)<font Arial 16>

By <font Arial, 14>

**<NAME OF THE M.Ed. SCHOLAR>** <capital letters, font Arial bold 16>

Under the Supervision of <font Arial 14>

**<NAME OF THE SUPERVISOR>** < capital letters, font Arial 16>

<NAME OF THE INSTITUTION WITH LOGO, > <capital letters, font Arial 14>

Dr. RAMMANOHAR LOHIA AVADH UNIVERSITY AYODHYA WITH LOGO

UTTAR PRADESH<capital letters, font Arial 14>

INDIA<capital letters, font Arial 14>

20\_\_\_\_\_<font Arial 14>

## UNDERTAKING FROM THE M.Ed. SCHOLAR

I hereby declare that I, ....., have completed the  
M.Ed. Dissertation work on the title

“ .....  
.....

.” under the supervision of .....for the degree of  
Master of Education (M.Ed.), Dr. Rammanohar Lohia Avadh University Ayodhya  
Uttar Pradesh.

This is my own work & I have not submitted it earlier elsewhere.

Date: .....

<Sign of the Scholar>

Place: .....

<Name of the Scholar>

## DECLARATION CERTIFICATE

I, <Name of Scholar> S/o / D/o <Name of Father>, and <Name of Mother> certify that the work embodied in this M.Ed. Dissertation is my own bonafied work carried out by me under the supervision of <Name of Supervisor> for a period of <Month, Year> to <Month, Year> at Shri P.L. Memorial P.G. College, Sagar Campus Barabanki Affiliated to Dr. Rammanohar Lohia Avadh University AyodhyaUttar Pradesh. The work embodied in this M.Ed. Dissertation has not been submitted for the award of any other degree/ diploma except where due acknowledgement has been made in the text.

I, hereby declare that I have faithfully acknowledged, given credit to and refereed to the research workers wherever their works have been cited in the text and the body of thesis. I further certify that I have not willfully lifted up some other's work, para, text, data, results, etc. reported in the journals, books, magazines, reports, dissertations, thesis, etc. or available at websites and included them in this M.Ed. Dissertation and cited as my own work.

Date : .....

<Sign of the Scholar>

Place : .....

<Name of the Scholar>

<Roll No..... >



## CERTIFICATE FROM THE SUPERVISOR

This is to certify that research work embodied in this Dissertation entitled “\_\_\_\_\_” submitted to Dr. Rammanohar Lohia Avadh University Ayodhya Uttar Pradesh, for the award of the degree of **Master of Education (M.Ed.) (<Name of Area>)** has been carried out by <Name of Scholar> under my supervision at Shri P.L. Memorial P.G. College, Sagar Campus, Barabanki Affiliated to **Dr. Rammanohar Lohia Avadh University Ayodhya** from \_\_\_ to \_\_\_.

To the best of my knowledge and belief, this work is original and has not been submitted so far in part or in full for the award of any degree or diploma of any University/ Institute.

<Date..... >

<Signature of Supervisor>

<Name of Supervisor>

<Designation, Shri P.L. Memorial P.G.  
College Sagar Campus Barabanki

## PRE-SUBMISSION SEMINAR COMPLETION CERTIFICATE

This is to certify that Mr./Ms....., Roll No. No....., M.Ed. Scholar of Shri P.L. Memorial P.G. College, Sagar Campus Barabanki has successfully completed the pre-submission seminar (held on.....) requirement, which is part of his/her M.Ed. programme on his/her Dissertation entitled, “.....”

<Signature of the HoD>

<Name of the HoD>  
Shri P.L. Memorial P.G. College  
Sagar Campus Barabanki

Date: .....

## COPYRIGHT TRANSFER CERTIFICATE

Title of the Dissertation: .....

M.Ed. Scholar's Name: .....

Roll No.....

### COPYRIGHT TRANSFER

The undersigned hereby assign to the Dr. Ram Manohar Lohia Avadh University Ayodhya Uttar Pradesh copyright that may exist in and for my Dissertation submitted for the award of the M.Ed. degree.

<Signature of the Scholar>

<Name of the Scholar>

Date.....

**Note:** However, the author may reproduce or authorize others to reproduce material extracted verbatim from the Dissertation or derivative of the Dissertation for author's personal use provide that the source and the University's copyright notice are indicated.

## **Important Notice**

Dissertation in pdf format on Pen drive is to be attached at end cover with each copy of Dissertation submitted. The content of Dissertation in .doc and PDF format with Fonts should be on the Pen drive on library must be as described below:

- 1) One file of complete Dissertation in .doc & pdf format not more than 8 MB in size
- 2) Separate Chapters of the Dissertation as shown below

Name	Type
01_title.pdf	PDF File
02_certificates.pdf	PDF File
03_acknowledgements.pdf	PDF File
04_contents.pdf	PDF File
05_preface.pdf	PDF File
06_list of tables figures.pdf	PDF File
07_chapter 1.pdf	PDF File
08_chapter 2.pdf	PDF File
09_chapter 3.pdf	PDF File
10_chapter 4.pdf	PDF File
11_chapter 5.pdf	PDF File
12_chapter 6.pdf	PDF File
13_chapter 7.pdf	PDF File
14_references.pdf	PDF File