

## **Guidelines for Submission of Digital Copy (CD) of Thesis to A.C. Joshi Library**

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In order to maintain quality, standards and uniqueness in all theses INFLIBNET Centre devised standards and formats based on international practices.

**Create Multiple Files and Use File Name Convention:** Create a separate file for each chapter using an agreed file naming convention. Start the file with 01\_title, 02\_prelim pages, 03\_chapter1.pdf and so on. Soft copy (CD) should be the replica of the hard copy of thesis. No addition or deletion is to be made. An example of split files along with chapter wise naming is given below:

Example of Split files:

01_title.pdf	Title Page
02_Prelim pages.pdf	no correction certificate+student approval forms+ declaration+ dedication+certificate+acknowledgment+list of table+graphs, etc. (Merge all in one file)*
03_chapter1.pdf	First Chapter
04_chapter2.pdf	Second Chapter
05_chapter.....	Chapter...
06_chapter....	Chapter...
07_annexures	bibliography+references+questionnaire+maps+publications, etc files together as a single file (Merge all in one file)
80_Recommendation	title page+conclusion/summary/findings
Metadata.pdf	<b>Typed copy</b> in Pdf format ( <b>Editable copy</b> )

**\* Scanned copy of no correction certificate + student approval forms + declaration + dedication + certificate and others files in editable form.**

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