

1. No page numbers up to chapter 1.
2. Prepare finalized contents with page numbers.
3. Place the tables and figures immediately after the next page of the first appearance of their numbers.
4. Use symbols for alpha, beta, theta, sigma etc. (i.e., α , β , θ , σ , etc.)
5. Follow uniform font style and font size individually for
 - (i) chapter titles
 - (ii) headings
 - (iii) sub-headings
 - (iv) figure titles
 - (v) table titles.

Example – all sub headings should be of same font size and font style; all table titles should be of same font size and font style and so on.

6. Align all the paragraphs (justification).
7. Centre figures and tables in their respective pages.
8. Check figure titles and the (content of the) figure, whether the title matches the figure or not.
9. Check table titles and the (content of the) table, whether the title matches the figure or not.
10. Check figure numbers in the text whether they denote the correct figures.
11. Check table numbers in the text whether they denote the correct tables.
12. Check continuity of heading numbers, sub heading numbers etc.
13. Two small tables can be placed in a single page.
14. Two small figures can be placed in a single page.
15. Use 1½ spacing for typing the text.
16. Check all the references in the text and prepare a full list of references and place it at the end of the text.
17. Check for continuity of equation numbers.
18. Avoid abbreviations like fig., eq., tab., etc. Use only figure, equation, table etc.
19. Reference inside the text should contain at least the author name and the year without initials; e.g., (Saravanan, 2004)
20. In the reference section, give full details of the reference, e.g., R. Saravanan and S. Israel, Physica B, 52, 420 (2004). The order is – Initials. Name, Journal name, Volume no., Page number (Year).
21. Check for spelling mistakes all through the report.
22. Carry out every single correction made by the supervisor in the report submitted to the supervisor for correction.
23. Preserve a completely corrected copy of the report as submitted to the University in a CD and submit it to the supervisor.

24. Give due acknowledgement to every person who helped you in the project work and in the preparation of the dissertation.

25. Give your official and residential address at the last page of the copy of your report/dissertation to the supervisor.