



ATLAS
SKILLTECH
UNIVERSITY

CENTRE FOR RESEARCH

Common Guidelines for Format of PhD Thesis

Version 1

2025

COMMON GUIDELINES FOR ALL DEANERIES/ DISCIPLINES

The guidelines in this handbook are applicable to all schools and disciplines. Specific guidelines for the content of the main body of the thesis, referencing style, table and figure style and so on will be made available in separate handbooks school / discipline wise. PhD Scholars of all disciplines are expected to ensure that the thesis submitted to the Centre for Research complies with the guidelines in this handbook.

1. Parts of the thesis

Every thesis will have three parts. The first part is the title page. The second part is the preliminary pages and the third is the main body. The University guidelines for the title page and the preliminary pages is the same irrespective of discipline. The format and style guide for the main body may differ between disciplines.

2. Cover page and title page

The cover page and title page (inner page) are identical in all respects except the colour of the cover page.

The font used on the cover page and title page shall be Times New Roman and the font size is 14 throughout.

The title of the thesis will be in UPPERCASE, Bold and Centered.

The next sentence <Thesis submitted to ATLAS SkillTech University for the award of Degree of Discipline> is printed in lowercase and centered. In the place of discipline enter your particular discipline. Example: Design or Management or Technology and so on.

The next sentence is < DOCTOR OF PHILOSOPHY IN DISCIPLINE> and is typed in Bold, UPPERCASE and split into three lines as shown in the figure. In the place discipline, add your particular discipline. Example: Design or Management or Technology and so on.

<by> will hang loose in the center of the page in lower case

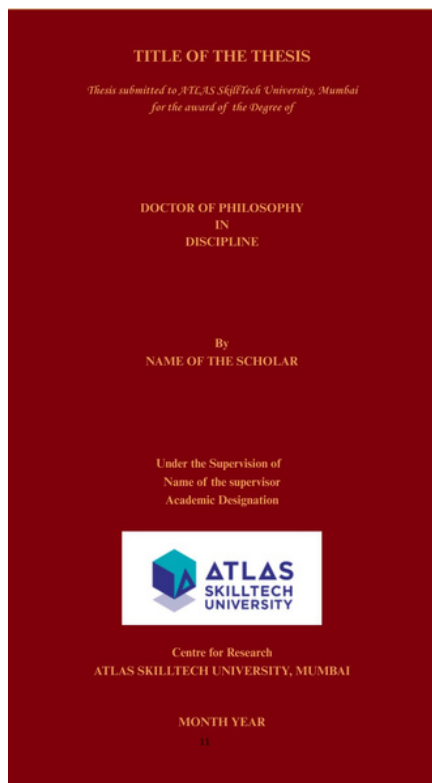
<NAME OF CANDIDATE> WILL BE CENTERED, UPPERCASE and non- bold. Enter the name of the candidate without any prefixes as in the University Records.

Academic designation means either Assistant Professor, Associate Professor or Professor. Do not place administrative designations such as director, HOD on the cover page or title page. Also do not Prefix the name with Mr., Dr., Prof., and so on.

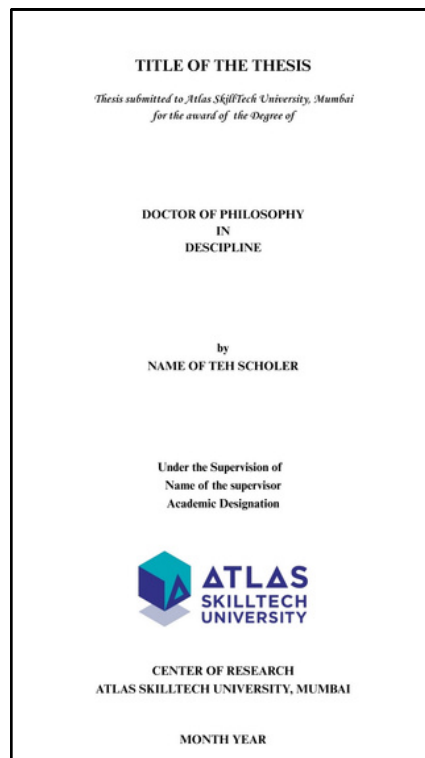
ATLAS SkillTech University logo is placed next centered and used in accordance with the stipulations of the University. A copy of the logo can be obtained by mail from the Centre for Research. Thesis printed with the wrong logo will not be accepted by the center.

Below the logo type <CENTRE FOR RESEARCH> <ATLAS SKILLTECH UNIVERSITY> and <MUMBAI> In UPPERCASE one below the other with single line spacing.

Next type the Month and Year of Submission in UPPERCASE and Numerals respectively.



(Cover page)

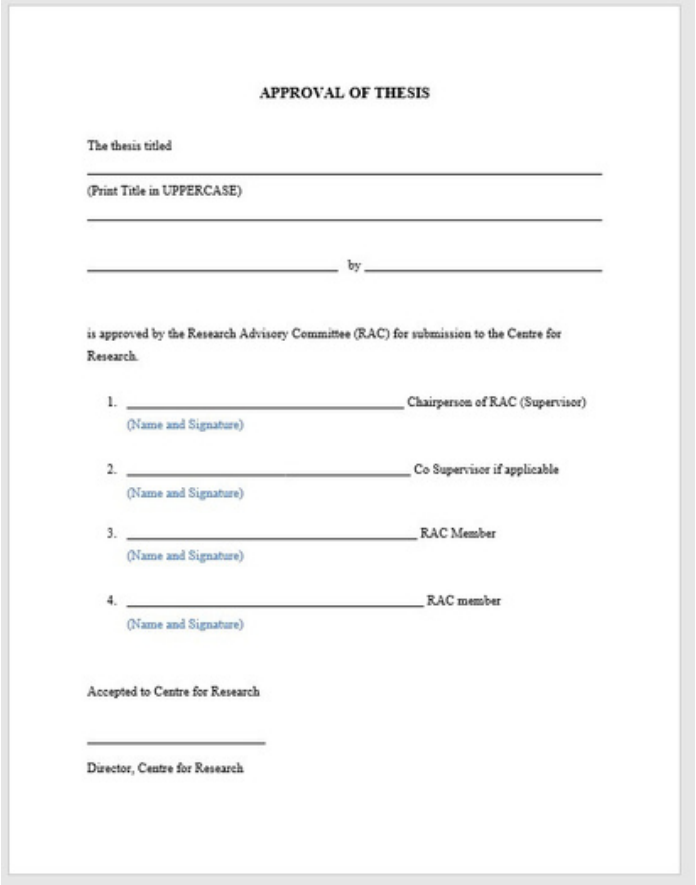


(Title page)

Figure1: Screenshot indicating layout of cover page and title page (Actual colors and clarity will be different and designed by the printer. For sample copies of thesis, contact office of Centre for Research)

3. Approval page by Research Advisory Committee

The format for the Approval sheet by the Research Advisory Committee (RAC) is given in the Appendix. The signatures of all members of the RAC is required for the draft thesis to be submitted to the Centre for Research separately as single page.



The screenshot displays a form titled "APPROVAL OF THESIS". The form includes fields for the thesis title, the author's name, and a list of four signatures from the Research Advisory Committee (RAC) members. The form is enclosed in a light gray border.

APPROVAL OF THESIS

The thesis titled _____
(Print Title in UPPERCASE)

_____ by _____

is approved by the Research Advisory Committee (RAC) for submission to the Centre for Research.

1. _____ Chairperson of RAC (Supervisor)
(Name and Signature)

2. _____ Co Supervisor if applicable
(Name and Signature)

3. _____ RAC Member
(Name and Signature)

4. _____ RAC member
(Name and Signature)

Accepted to Centre for Research

Director, Centre for Research

Figure2: Screenshot indicating layout of Approval of thesis page

The original copy of the Approval sheet must be submitted to the Centre for Research and only copies are used while placing in the draft theses. While binding the final thesis, the original copy must be placed in the thesis kept as the University copy. All other copies will contain copies of the Approval Sheet.

4. Declaration page This is a declaration by the scholar. The declaration page (Appendix) has to be signed by the candidate. The title of the page <DECLARATION> should be centered in **Bold UPPERCASE**

The content of the page will be typed in 14 point font size and the front type will be Times New Roman.

DECLARATION	
I declare that the thesis entitled “ TITLE OF THESIS IN UPPERCASE ” is a record of original research work undertaken by me for the award of the degree of Doctor of Philosophy in <i>Discipline</i> under the supervision of <i>Name and Academic Designation of Supervisor, Name of Department</i> , ATLAS SKILLTECH UNIVERSITY, Mumbai, and has not formed the basis for the award of any degree, diploma, associateship, fellowship, or titles.	
I hereby confirm the originality of the work and that there is no plagiarism in any part of the dissertation.	
Place:	(Signature of the Scholar)
Date:	(Name of the Scholar)
	Registration Number: 12345678
	Name of the Department
	Name of the School
	ATLAS SkillTech University
	Mumbai – 400070
	Maharashtra, India

Figure 3: Screenshot indicating layout of declaration page

5. Certificate page This is the certificate by the supervisor. The certificate page has to be signed by the supervisor and dated. The Title of the page <CERTIFICATE> Should be centered in **Bold UPPERCASE** The content of the page will be typed in 14 point font size and the front type will be Times New Roman.

CERTIFICATE	
This is to certify that the thesis submitted by <i>(Name of Scholar)</i>, <i>(Registration Number: 12345678)</i>, entitled "TITLE OF THESIS IN UPPERCASE" in fulfillment for the award of Doctor of Philosophy in <i>Discipline</i> is a record of original research work carried out by him during the academic year ---- to ---- under my supervision. This thesis has not formed the basis for the award of any degree, diploma, associateship, fellowship or other titles. I hereby confirm the originality of the work and that there is no plagiarism in any part of the dissertation.	
Place:	<i>(Signature of the Scholar)</i>
Date:	(Name of the Scholar)
	Registration Number: 12345678
	Name of the Department
	Name of the School
	ATLAS SkillTech University
	Mumbai – 400070
	Maharashtra, India

Figure 4: Screenshot indicating layout of certificate page

6. Acknowledgement The acknowledgment page will be titled <ACKNOWLEDGEMENT> In Bold UPPERCASE and centered. This page is optional. An optional dedication page may also be placed immediately after this page.

7. Abstract

The abstract page will be titled <Abstract> and centered in non-bold Sentence case . The abstract of the thesis must be limited to 350 - 500 words and presented either in latest APA style for Management and Design and or IEEE for Technology with a minimum of three key words at the end of the abstract.

8. Submission of thesis

The draft thesis approved by the Supervisor, RAC and Coordinator shall be submitted to the Centre for Research, provided the candidate has completed all the requirements. A PDF and MS Word copy of the thesis should be submitted to the Centre for Research, along with the supporting documents (Filled in PhD thesis submission proforma, RAC approval form, plagiarism report, and adjudication fee paid receipt).

9. Binding of final thesis

Four hard bound copies of the final thesis incorporating the suggestions given by the examiners during the thesis evaluation & public viva-voce examination have to be submitted to the Centre for Research, within a week's time of the viva-voce. The binding must pertain to the stipulations given by the Centre for Research and the address of the binder must be obtained from the Centre for Research. The printing of the cover page is in digital format. Rexine or leather based binding is not permitted.

10. Use of University Logo

Only approved University logo is permitted on the cover page and title page of the thesis. For the latest logo, candidates may contact the Centre for Research or download the University logo from the University website page under Brand Guidelines. The size of the logo must comply with University guidelines on use of logo.

11. Address of University approved binder for final thesis

Scholars are expected to use the University approved binder for the final thesis. The address can be obtained from the Office of Centre for Research.

12. Appendices

Appendices are placed at the end of the thesis after References / Bibliography and may include any supplemental materials that the scholar wants to place. Appendices are numbered in UPPERCASE Alphabets (Example: APPENDIX A, APPENDIX B).

The title APPENDIX appears only on the first page of the section, in capital letters, centered two inches from the top. Examples of such material include, Research tools, Questionnaires,

letters etc. Each appendix is a separate subdivision of the text and must begin on a separate page. Each appendix must be listed in the table of contents. Students must certify that any copyrighted material used in their thesis, beyond brief excerpts, is being used with the written permission of the copyright owner also can be included in appendix. The following materials are mandatory appendices for all scholars:

- a. Details of Publications and Conference Presentations carried out by the scholar during the period of the PhD programme.
- b. Copy of Institutional Ethics Committee (IEC) approval form for all theses involving human subjects, animals, animal tissues or any others stipulated in Regulation for code of research conduct and research ethics of the University.
- c. Informed Consent Forms (For applicable disciplines) after removal of personal information such as phone number and e mail of the candidate.

13. Page Numbering

All pages must be numbered, with the exception of the title page. Page numbers should appear at the bottom center of each page, at a minimum of 0.5” from the edge of the page. Preliminary pages of the thesis must be numbered with lower case roman numerals. On the first page of the main body, page numbers must restart with 1.

The first page is the title sheet whose number is not printed. The second page is the approval of the thesis and this page and shall bear the page number two in lower case roman numeral <ii> The order of preliminary pages is given in the table below with required and optional pages. Scholars are not permitted to change the order of the pages. The number of pages may vary from thesis to thesis from acknowledgement onward depending on the content placed by the scholar. Chapters in the main body are numbered in Arabic numerals and the first chapter is always the first page.

Chapter separation pages are optional and generally not recommended.

Table 1
Page number requirements for thesis

Section	Page	Page Number	Printed format	Required / Optional
1: Title page	Title page	Page number one	Not printed	Required
2: Preliminary pages (Roman page numbers)	Approval of thesis	Always Page number two	ii	Required
	Declaration	Always Page number three	iii	Required
	Certificate	Always Page number four	iv	Required
	Acknowledgement *	Page number five	v	Optional
	Dedication	Continues from previous page		Optional
	Abstract	Continues from previous		Required
	Table of contents	Continues from previous		Required
	List of Tables	Continues from previous		Required if thesis contains tables
	List of Figures	Continues from previous		Required if table contains figures
	Other lists			Optional
	List of Acronyms			Optional
	Glossary			Optional
3: Main Body (Arabic page numbers)	Chapters	The first chapter will always begin with page number one	1	Chapters and sub sections may be numbered or unnumbered based on the disciplinary guidelines
	References	Continues from chapters. Do not leave the references unnumbered.		You may use single reference section at the end of the document or include references at the end of each chapter based on the nature of the thesis and the disciplinary requirements
	Appendix (es)	Continues from References. Do not leave appendices unnumbered.		Appendices are numbered continuously following references.

14. Page Size and Margin

Paper size – Standard A4 Size, 85 GSM, Executive bond

Margins:

Left Side: 1.5 inch (38 mm)

Bottom edge: 1 inch (25 mm)

Right side: 1 inch

Binding of the final thesis is single sided

15. Font for preliminary pages

The font used for the thesis shall be Times New Roman for preliminary pages and the default font size for the preliminary pages is 14.

If you have any questions regarding the format of the thesis, contact the office of the centre for research.

University approved style guides for main body of the thesis are:

- American Psychological Society (APA) 7th Edition (Suitable for Social Sciences, Design and Management)
- Modern Language Association, 8th Edition (Suitable for Humanities and Liberal Arts)
- Institute of Electrical and Electronics Engineers (IEEE) style (Suitable for Technology and Engineering)

The choice of style guide depends on your discipline and nature of your thesis.

APPENDICES

TITLE OF THE THESIS

*Thesis submitted to ATLAS SkillTech University, Mumbai
for the award of the Degree of*

**DOCTOR OF PHILOSOPHY
IN
DISCIPLINE**

**By
NAME OF THE SCHOLAR**

**Under the Supervision of
Name of the supervisor
Academic Designation**



**Centre for Research
ATLAS SKILLTECH UNIVERSITY, MUMBAI**

MONTH YEAR

TITLE OF THE THESIS

*Thesis submitted to ATLAS SkillTech University, Mumbai
for the award of the Degree of*

**DOCTOR OF PHILOSOPHY
IN
DISCIPLINE**

**by
NAME OF THE SCHOLAR**

**Under the Supervision of
Name of the Supervisor
Academic Designation**



**Centre for Research
ATLAS SKILLTECH UNIVERSITY, MUMBAI**

MONTH YEAR

DECLARATION

I declare that the thesis entitled “**TITLE OF THESIS IN UPPERCASE**” is a record of original research work undertaken by me for the award of the degree of Doctor of Philosophy in *Discipline* under the supervision of *Name and Academic Designation of Supervisor, Name of Department*, ATLAS SKILLTECH UNIVERSITY, Mumbai, and has not formed the basis for the award of any degree, diploma, associateship, fellowship, or titles.

I hereby confirm the originality of the work and that there is no plagiarism in any part of the dissertation.

Place:

(Signature of the Scholar)

Date:

(Name of the Scholar)

Registration Number: 12345678

Name of the Department

Name of the School

ATLAS SkillTech University

Mumbai – 400070

Maharashtra, India

CERTIFICATE

This is to certify that the thesis submitted by (*Name of Scholar*), (*Registration Number: 12345678*), entitled “**TITLE OF THESIS IN UPPERCASE**” in fulfillment for the award of Doctor of Philosophy in *Discipline* is a record of original research work carried out by him during the academic year ---- to ---- under my supervision.

This thesis has not formed the basis for the award of any degree, diploma, associateship, fellowship or other titles. I hereby confirm the originality of the work and that there is no plagiarism in any part of the dissertation.

Place:

(*Signature of the Scholar*)

Date:

(Name of the Scholar)

Registration Number: 12345678

Name of the Department

Name of the School

ATLAS SkillTech University

Mumbai – 400070

Maharashtra, India

ACKNOWLEDGEMENT

Name of Scholar

ABSTRACT

Keywords:

TABLE OF CONTENTS

(Format for Table of contents will vary between APA, MLA, IEEE and so on. Scholars are requested to check with their discipline handbook or coordinators)