

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

---

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\_certificate, 03\_Abstract and so on, so that the **contents of thesis are displayed in the CD as they appear in hard copy of thesis**. An example of split files along with chapter wise naming is given below:

Example of Split files:

01_title.pdf	Title Page
02_certificate.pdf	Correction Certificate
03_abstract.pdf	Abstract
04_acknowledgement.pdf	Acknowledgement
05_contents.pdf	Content/Index page
06_list_of_tables.pdf	List of Tables
07_list_of_figures.pdf	List of Figures
08_abbreviations.pdf	Abbreviations
09_chapter1.pdf	First Chapter
10_chapter2.pdf	Second Chapter
11_chapter.....	Chapter...
12_conclusion	Conclusion
13_summary	Summary
14_bibliography / references	Bibliography
15_appendices / annexures	Appendices/Annexures (Merge all appendices/annexures in one file)

**Convert all Files into PDF:** PDF is the preferred document format for submission of thesis. If your thesis is in MS Word format or any other format, then convert all files into PDF