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Split each chapter in a separate file using an agreed file naming convention. It is suggested to start the file with 01\_title, 02\_Preliminary pages, 03\_Contents and so on, so that the content of theses are displayed in the record as they appear in hard copy of Theses.

**Sample naming conventions used for a Theses submitted by the researcher is given in following Table:**

01_Title:	Title Page
02_Preliminary Pages:	Title + Declaration (Signed) + Dedication + Certificate (Signed) + Acknowledgment (Signed) + List of Table + Graphs + Abbreviations files
03_Content:	Content
04_Abstract:	Abstract
05_Chapter 1:	First Chapter
06_Chapter 2:	Second Chapter
07_Chapter 3:	Third Chapter
08_Chapter 4:	Fourth Chapter
09_Chapter 5:	Fifth Chapter
10_Annexure:	Bibliography + References + Questionnaire + Maps+ Publications + Plagiarism Similarity Report (Signed)
<b>80_Recommendation</b>	<b>*Note: The recommendation should contain: Title page and Chapter which contains Recommendation/Conclusion/Summary/Future findings. Recommendation. File should be named as '80_Recommendation' and should be in PDF format without any images</b>
<b>90_Plagiarism Report</b>	<b>Plagiarism Report</b>

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Yes

No