

Department Of History

Cotton University

PhD Thesis Template Guidelines

1. The thesis should be typed in 12pt font size, 1.5 spacing for main body text and 10pt font size and 1 spacing for footnotes and 3 cm margin on all sides. "Times New Roman" font style must be used for English text.
2. The thesis should be printed on both sides in A4 size paper.
3. The length of the thesis should not exceed 90,000 words.
4. The structure of the thesis should be as follows:
 - i. Cover page
 - ii. Thesis certification by Supervisor
 - iii. Declaration by scholar
 - iv. Preface
 - v. Acknowledgment
 - vi. Contents Page
 - vii. List of Tables (if any)
 - viii. List of Figures (if any)
 - ix List of Abbreviations (if any)
 - x. List of glossary (if any)
 - xi. List of Maps
 - xii. Chapters
 - xiii. Appendices (if any)
 - xiv. Bibliography/References
5. The cover page of the thesis should be in blue colour and A4 size paper, the font should be in white colour and 12 pt font size. It should contain the title, degree, year, faculty (Human and Social Sciences), university logo and the name of the concerned scholar.
6. The thesis certificate must contain the statement of the supervisor stating: a) the scholar has fulfilled all the requirements under the PhD regulations; b) the thesis is the result of

the scholar's own investigations; and c) the scholar has incorporated the recommendations/suggestions, if any, made during Pre-submission Seminar.

7. The self declaration of the scholar should clearly state that no part of the thesis has been submitted to any other institution/university for any degree or diploma.

8. Names of individuals and organizations: People must be fully identified by first and last names when they are first mentioned in the text. Names of authors mentioned in text should usually correspond exactly to their names as given in footnotes. The use of titles such as Dr., Rev., Gen., Mrs., and Miss is discouraged.

9. Acronyms (such as AIWC, PWP, DK) should not be used to identify organizations until the organizational name has first been provided in full and the acronym indicated—for example, "All Indian Women's Conference (hereafter AIWC)."

10. Quotations should correspond exactly with the originals in wording, spelling, interior capitalization, and interior punctuation. Use single quotation marks, reserving double quotation marks for quoted words within a quotation. Spellings of words in quotation should not be changed. No quotation marks are required for longer passages (i.e., 45 words or more); these have to be indented and separated from the text. Sic is used to indicate errors or idiosyncrasies present in the original source.

11. Observe the distinction between 3-point and 4-point ellipses. Indicate omissions within a quoted sentence by three spaced periods. When the omitted passage includes the end of a sentence, indicate the ellipsis by four periods with no space before the first. Ellipsis points are seldom necessary at the beginning or end of a quoted passage, since the reader normally assumes that something precedes and follows any quotation.

12. Interpolations of the scholar's own comments or explanations into quoted matter should be enclosed in square brackets, not parentheses. Such interpolations should be kept to a minimum.

13. Tables, figures and maps:

- Each table should be identified by both a number and a descriptive title or caption. Each must have its sources indicated, and the scholar should insert the table in the text in an appropriate manner.
- Figures (illustrations) are numbered separately from tables, and they also must be identified by descriptive captions (including a date). The source for each figure should be

given. There must be a list of tables, figures, maps, charts with page numbers after the list of contents of the thesis/dissertation. Maps should cite source, or if redrawn be shown as “Based on [Source]”.

14. Scholarly Abbreviations:

- Ibid. refers to the item preceding and takes the place of as much of the succeeding material as is identical. If more than one work is cited in a note, *ibid.* should not be used for the first citation of the following note.
- Op. cit., loc. cit., *idem*, and “hereafter cited as” may not be used. Instead, for second references to books and articles, use the author’s last name, the short title, and pages
- Passim and ff. are not advisable. Specific pages should be cited whenever possible; otherwise the whole book or article should be cited.
- Et al. is used if a book or an article has more than three authors. Note that it is not italicized or underlined and that “et” is not an abbreviation. Second references must also include et al.

15. Headings : Limit the levels of heading within a chapter to three or four. Avoid lengthy headings and do not number them.

16. Footnotes: The thesis must conform to footnotes for notes and references within the text. They should be consecutively numbered and presented at the foot of each page. In one sentence of the text only one note is preferred. The name of the author/authors should appear the way it has been written in their book/book chapter/ article. All details should be included when footnoting the work for the first time, later only surname, year of publication with page no/s should be mentioned. But, if there are multiple works cited in a chapter of the same author belonging to the same year of publication, then the name of the work will have to be included in all the later footnotes.

- In case of book- First and Middle name/ Initials of the same, Surname, Name of book (in italics), Publisher, Place of publication, Year, p./pp. (page no/nos).

Eg: Sumit Sarkar, *Modern India*, Pearson, Delhi, 2014, pp. 25-29 (Footnoting the very first time); Sarkar, 2014, p.32 (afterwards)

- In case of an edited book- First and Middle name/ Initials of the same, Surname, (ed./eds), Name of book (in italics), Publisher, Place of publication, Year, p./pp. (page no/ nos).

Eg: Ranabir Chakravarti (ed.), *Trade in Early India*, Oxford University Press, Delhi, 2001, pp. 23-41 (Footnoting the very first time); Chakravarti (ed.), 2001, p. 66 (afterwards)

- In case there are more than two editors use et al. after the name of the first author

Eg: Mekhola Gomes et al. (eds.), *Social Worlds of Premodern Transactions*, Primus Books, Delhi, 2021 p. 46 (Footnoting the very first time); Gomes et al. (eds.), 2021, p. 71 (afterwards)

- In case of book chapters in an edited book- First and Middle name/ Initials of the same, Surname, Title of the book chapter, in name of editor/s, Name of the Edited Book (in italics), Publisher, Place of publication, p./pp. (page no/nos).

Eg: Salam Shyam Singh, Archaeological Remains at Zote in Mizoram, in Milan Kumar Chauley and Manjil Hazarika (eds.), *Archaeology in Northeast India*, Research India Press, Delhi, 2021, p. 73 (Footnoting the very first time); Singh, 2021, p. 75 (afterwards)

- In case of articles in a journal- First and Middle name/ Initials of the same, Surname, Title of the article (within single quotes), Name of the Journal (in italics), Volume no. (Issue no), Year, p./pp. (page no/nos).

Eg: Nupur Chowdhury, '(Un)Gendering Sufism: Women, Positions and Orders in South Asia', *Kalakalpa: IGNC Journal of Arts*, Vol 3 (1), 2018, pp. 134-39 (Footnoting the very first time); Chowdhury, 2018, p. 135 (afterwards)

- In case of Manuscript- First and Middle name/ Initials of the same, Surname, full name of collection (in italics), f./ff. (folio number/s) or p./pp. (page no/nos)

Eg: Bhimsen, Nushka-i-Dilkhusa, *Oriental and India Office Collections*, British Library, MS Or. 23, f. 90a (or ff. 90a-91b).

- Researchers specialising in modern Indian history should put the title of the manuscript in single inverted commas and not italicise it.

Eg: 'F Jenkins to E H Lushington, officiating secretary to Government of Bengal, no.111, 24 October 1859', p. 10.

- In case of edited or compiled book- First and Middle name/ Initials of the same, Surname, full title (in italics), vol no., p./pp. (page no/nos).

Eg: Abul Fazl, *Ain-i-Akbari*, vol 1, H Blochmann (ed.), Bibliotheca Indica, Calcutta, 1872-77, p. 112

- In case a work does not have a single author, the citation should begin with the title in single inverted commas.

Eg: 'English Factories in India (1618-1669)', vol 2, William Foster (ed.), Oxford, 1906-27, p.22.

- In case of a translated source- Initials of first and middle name followed by surname, full title (in italics), vol no., p./pp. (page no/nos).

Eg: Jean-Baptiste, Tavernier, *Travels in India*, vol 2, second edition, V Ball (tr.) and W Crooke (rev.), London, 1925, p.63.

- In case the work has been edited and translated by the same person:

Eg: Banarasidas, Ardhakathanaka, *Mukund Lath* (ed. and tr.), Jaipur, 1981, p. 11

- In case of newspaper articles, government orders, file noting, correspondence, legal cases, private collections, electronic sources, oral testimonies and interviews follow the same style as bibliography (shown below in serial no. 23).

17. Spellings: Use British spellings rather than American (hence, 'programme' not 'program', 'labour' not 'labor', and 'centre' not 'center'). Where alternative forms exist, there is freedom to choose either 'is' or 'iz' spellings (for example, civilise or civilize, commercialise or commercialize, organization or organization). However, please look out for exceptions such as comprise, supervise and incise, where the 's' is not an ending but part of the root. Whichever form is chosen should be retained throughout the draft consistently and researchers are not allowed to alternate between the two forms.

18. Diacritical marks and accents should be used in writing on pre-modern history. However, be very careful about the consistency. Italicized words can have diacritics as required. References in European languages other than English should be checked carefully for accents. In articles on the modern period diacritical marks should be used sparingly. In transliterating Persian and Arabic terms, use F. Steingass, *Comprehensive Persian-English Dictionary*.

19. Italics: Avoid excessive italicization for emphasis but use them for book titles and indigenous or non-english words, unless particular terms occur so frequently that they are better in upright (roman) type. Proper nouns in a foreign language should always be in roman. We also prefer to set common terms such as 'status quo', 'a priori' and 'et al.' in roman; *Ibid.*, however, will be in italics.

20. Hyphenation: Please pay attention to consistency in the hyphenation of words. Do not alternate, for example, between 'macroeconomic' and 'macro-economic', 'decision making' and 'decision-making'.

21. Numbers must be written in figures (rather than words) for exact measurements and series of quantities, including percentages. In more general description, numbers below 100 should be spelt out in words. In text use 'per cent'; in tables the symbol '%'. Write '0.8' rather than '.8', except for levels of probability. Use lower-case italics for p (probability) and n (number). Use fuller forms for numbers and dates—e.g., 1780–88, pp. 178–84, and pp. 200–2.

22. Dates: Give specific dates in the form 10 September 1760. Decades may be referred to as either 'the eighties' or 'the 1880s'. Spell out the 'nineteenth century', etc.

23. Reference Style for Bibliography: The Bibliography should be demarcated into primarily two categories: Primary Source and Secondary Source. They can be numbered or use any other bullet style.

- CITATION OF BOOK: Name of author (Surname followed by First Name, Middle Name or Initials), full title with subtitle (in italics), Publisher, Place of Publication, Date of Publication.

Eg: Hazarika, Manjil, *Prehistory and Archaeology of Northeast India: Multidisciplinary Investigation in an Archaeological Terra Incognita*, Oxford University Press, New Delhi, 2017.

- CITATION OF EDITED BOOK: Name of Editor (Surname followed by First Name, Middle Name or Initials) (ed.), full title with subtitle (in italics), Publisher, Place of Publication, Date of Publication.

Eg: Chakravarti, Ranabir (ed.), *Trade in Early India*, Oxford University Press, New Delhi, 2001.

In case there are more than one editor, the first editor surname will be followed by his name or initials, whereas the subsequent editors will have the name or its initial followed by their surname.

Eg: Gomes, Mekhola, Digvijay Kumar Singh and Meera Vishwanathan (eds.), *Social Worlds of Premodern Transactions: Perspectives from Indian Epigraphy and History*, Primus Books, New Delhi, 2021.

- CITATION OF CHAPTER FROM AN EDITED BOOK: Name of author (Surname followed by First Name, Middle Name or their Initials), Title of book Chapter, in Name of Editor/s (ed./eds.), Name of the Edited Book (in italics), Publisher, Place of Publication, Year, the page no/nos of the chapter within the book.

Eg: Singh, Salam Shyam, Archaeological Remains at Zote in Mizoram, in Milan Kumar Chauley and Manjil Hazarika (eds.), *Archaeology in Northeast India: Recent Trends and Future Prospects Essays Celebrating 150 Years of Research*, Research India Press, New Delhi, 2021, pp. 72-78.

- CITATION OF ARTICLE FROM A JOURNAL: Name of author (Surname followed by First Name, Middle Name or their Initials), Title of Article (within single quotes), Journal Name (in italics), Volume no. (Issue no.), Year, the page no/nos of the article within the journal.

Eg: Agarwala, V S, 'The Highest Purity of Gold in India', *Journal of the Numismatic Society of India*, Vol. 16, 1954, pp. 270-4.

- CITATION OF MANUSCRIPT: Name of author (Surname followed by First Name, Middle Name or Initials), full name of collection (in italics), name of library/archive, press mark, folio number/s.

Eg: Bhimsen, Nushka-i-Dilkhusha, *Oriental and India Office Collections*, British Library, MS Or. 23, ff. 90a-91b.

Researchers specialising in modern Indian history should put the title of the manuscript in single inverted commas and not italicise it. Italicise the name of the collection.

Eg: 'F Jenkins to E H Lushington, officiating secretary to Government of Bengal', no.111, 24 October 1859', in *Government of Bengal, Papers relating to Tea Cultivation*, 1861.

- CITATION OF EDITED SOURCE: Name of author (Surname followed by First Name, Middle Name or Initials), full title (in italics), number of volumes, name of editor or editors (ed./eds), name of series (if any), place of publication, date of publication, page number.

Eg: Fazl, Abul, *Ain-i-Akbari*, 2 vols., H. Blochmann (ed.), Bibliotheca Indica, Calcutta, 1872-77.

If a work does not have a single author, the citation should begin with the title.

Eg: 'English Factories in India (1618-1669)', 13 vols., William Foster (ed.), Oxford, 1906-27.

- CITATION OF TRANSLATED SOURCE: Name of author (Surname followed by First Name, Middle Name Initials), full title (in italics), number of volumes, name of translator, name of editor (if any), name of series (if any), place of publication, date of publication.

Eg: Tavernier, Jean-Baptiste, *Travels in India*, 2 vols., V. Ball (tr.), second edition, W Crooke (rev.), London, 1925.

If the source is edited and translated by the same person it should be cited as follows:

Eg: Banarasidas, Ardhakathanaka, *Mukund Lath* (ed. And tr.), Jaipur, 1981.

- CITATION OF Newspaper articles: Title of the newspaper article, Name of the Newspaper (in italics), date, year, page no.

Eg: The Anti-Chinese Law, *New York Times*, Aug. 25, 1883, p. 4.

- CITATIONS OF GOVERNMENT DOCUMENTS:

An Order by a government official:

Eg: General Orders by the Commander in Chief, dated 11 Oct. 1805, Fort St George Military Consultations, Board of Commissioners for the Affairs of India, 1807–1808, in *Oriental and India Office Collections*, British Library, F/4/200/4502.

- CITATIONS OF CORRESPONDENCE:

Eg: F J Aylmer Quartermaster General to Commander in Chief O'Mcreagh, 19/06/1912, Foreign and Political, Internal B, February 1914, Nos. 259-260, National Archives of India.

Eg: Officiating Magistrate, Mainpuri to Officiating Secretary to Government, NWP, 2nd June 1870, NWP JIP, Index no. 52, Progs. no. 34, 21st January 1871, Vol. 53, p. 76, Uttar Pradesh State Archives.

- CITATIONS OF FILE NOTINGS:

Eg: Note by Resident, File no 549, 1886, Sl. no 29-55, Residency Files, Karnataka State Archives.

- CITATIONS OF LEGAL CASES AND PROCEEDINGS:

Eg: Pitamber Ratansi v. Jagjivan Hansraj (1884) corresponding to I L R 13 Bom. 131 Dholidas Ishvar v. Fulchand Chhagan (1897) I L R 22 Bom. 661 at p. 664.

- CITATIONS OF PRIVATE PAPERS/COLLECTED WORKS:

Eg: EUR.E.196, Kirkpatrick papers, William Kirkpatrick to Lord Mornington, 8 August 1799.

Eg: B R Ambedkar Writings and Speeches, Vol. 3 (1987), compiled by Vasant Moon.

- CITATIONS OF ELECTRONIC SOURCES:

Citations of electronic sources should include, if available, an author or editor, the title of the text, date, the title of the Web site, the electronic address, and page or paragraph numbers. The date when the source was accessed should be included in parentheses at the end of the citation.

Citations of books, journal articles, periodicals, and other sources published online should follow traditional citations as closely as possible, with the addition of the electronic address.

- CITATIONS OF INTERVIEWS AND ORAL TESTIMONIES:

Interviews and oral testimonies should be cited with the name of the subject (or anonymous), place and date.