

Organization of Thesis Related Material

(For M.Tech. and Ph.D. students in SPI Lab, EE Dept., IIT Bombay, Updated: 03.July.2013)

1. The entire material related to a thesis/dissertation project should be organized in one folder and backed up as several CD's (two for lab, one for supervisor, two for self, and others as required).
2. The material should be organized in logically named folders and files. The organization of the folder can be devised depending on the nature of the work. The folder and file names should not have any spaces. Undeline (_) may be used as a separating character for better readability.
3. Suggestion for names of main files (thesis, paper, presentation): Let the name start with author's name and end with date as ddmmmyy. 'dd': 2 digit date, 'mmm': first three letters of the month, 'yy' : year. In case of multiple versions of the same file, the date may be followed by a capital letter. Some examples:

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"prem_pandey_mtp_presentation_12sep81X.ppt"
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"prem_pandey_mtp_thesis_18sep81.pdf"
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4. Folder name on CD: "name_degree_year_date". Example: "prem_pandey_phd1987_07jul87"
5. Suggested folder structure is shown in the below table.

Level-1	Level-2	Description
thesis	thesis.pdf	Final thesis pdf
	thesis.doc	Single file or a folder with chapter files in the original word processor format (word, latex, ..)
	figures	Folder with figure files (visio, ..)
	tables	Folder with table files, if prepared as separately
	presentation	Folder with presentation files in ppt, html, .. and in pdf
	abstract.doc, abstract.pdf	Abstract page from the thesis as a file.
literature	cited_literature	Folder with all cited literature to the extent possible. The file name preferably should be in the form "author_year_keywords". In case of large number of references, the files can be in several sub-folders inside this subfolder.
	references.pdf, references,.doc, references.htm (at least one)	Complete list of cited references ("References" in the thesis") and preferably linked to downloaded material stored as files.
	noncited_literature	Folder with material downloaded, may be useful later but not cited. Several subfolders inside this folder are needed if the number of files is large.
codes	code_list	Code folder & file name: one line description
	subfolder1, ..	All codes relevant to your project, arranged logically in subfolders
circuit_pcb		Circuit diagrams, PCB design, etc.,
results		Results of your project
data		All data related to the research: audio & video recordings, images, raw tables and plots, CRO screen dumps, software screen shots, ...
publications		journal & conference papers, patent applications, drafts of papers & patents, reviewers' comments, conference presentations & posters
misc		Material which will be helpful in the future, but not part of specific folders above