

LOR for PhD: Structure and Formatting Guidelines

Parameter	Rule
Letters	2 to 3, academic expected; thesis supervisor anchors
Length	400 to 600 words, one page
Font	Times New Roman, Arial or Calibri, 11 to 12 pt
Layout	1-inch margins, 1.15 to 1.5 line spacing, letterhead, signature

Movement 1: Supervision Context

The recommender's position, the research supervised and its duration. Depth of supervision is the letter's licence.

Movement 2: Research Evidence

The projects, the methods handled and the applicant's specific contribution. Cover the five evidence types committees scan for: independent problem-solving, methodological competence, named output, persistence through failure and honest cohort comparison.

Movement 3: Comparison and Doctoral Fit

Place the applicant against past students plainly and connect their trajectory to sustained doctoral research.

Movement 4: Endorsement and Verification

An unambiguous recommendation, then full name, designation, department, institution, institutional email and phone. Universities verify recommenders and may contact them.

Program-Specific Forms

Where a program supplies its own questions or rating forms, the recommender answers those instead. Share each university's exact requirements and deadline in the recommender package.

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