

SUMMER INTERNSHIP REPORT GUIDELINES

CONTENT

- Cover page (as per given format)
- College certificate (as per given format)
- Company / organization certificate
- Acknowledgement
- Abstract

An abstract gives the essence of the report (usually less than one page). It must contain the purpose and scope of internship, the actual work done, conclusion arrived at.

- Table of Content (as per format based on type of internship)
- List of Figures (as per format given below)
- List of Tables (as per format given below)
- Description of company / organization

Summarize the work type, administrative structure, number of employees etc. provide information regarding: Location and spread of company, division of the company, your group and division, Administrative tree, main functions of the company, customer profile and market share.

- Chapters 1 to N (depending on the type of internship)
- Conclusion
- References

FORMAT

Paper size : A4

Margin	:	Left	:	1.25 Inches	Right	:	1.0 Inches
---------------	---	------	---	-------------	-------	---	------------

		Top	:	1.0 Inches	Bottom	:	1.0 Inches
--	--	-----	---	------------	--------	---	------------

Header	:	Top-left	:	Student ID
---------------	---	----------	---	------------

		Top-right	:	Chapter heading
--	--	-----------	---	-----------------

Footer	:	Bottom-Left	:	CSPIT
---------------	---	-------------	---	-------

		Bottom-center	:	Page number
--	--	---------------	---	-------------

		Bottom-right	:	U & P U. Patel Department of Computer Engineering
--	--	--------------	---	---

Page number : All pages in the report **except the cover pages and certificates** must be numbered.

The page numbering starting from Acknowledgement up to the beginning of the chapters should be numbered in small roman letters, i.e. i, ii, ...

The page numbering starting from the beginning of Chapter 1 up to the end of the report, should be numbered in Arabic numerals, i.e. 1,2, 3,....

Font	:	Type	:	Times New Roman
		Size & Style	:	Chapter Heading : 16pts - Bold - All capital
				Section Heading : 14pts - Bold - All capital
				Subsection Heading : 12pts - Bold - Only first letter capital
				Normal Text : 12pts – Normal
		Color	:	All the text including Tables should be Black prints However, Graphs and Figures can have color prints
Spacing & Alignment	:	1.5 spacing between lines of regular text Double spacing between: Paragraphs Chapter title and section heading Section heading and paragraph v Table title and table Figure title and figure Single spacing between: text corresponding to bullets, listing and quotes in the main body of text All paragraphs in the report are to be fully justified from the first line to the last line and should start from left without any hyphenation/indent. Text corresponding to bullets, listings and quotes in the main body of text should be indented.		
Section & Subsection numbering	:	Section numbering should be left justified using bold print with Arabic numerals and decimals. Section numbering: <Chapter.Section number> <3 blanks> Section heading Example: In chapter 1 you have first section of introduction then it must be written as below 1.1 INTRODUCTION Subsection numbering: <Chapter.SectionNumber. Subsection Number> <3 blacks> Subsection heading Example: 1.1.1 Why new technology?		
Equation & Formula	:	Numbering for equation if necessary, should be done in the following format: (Chapter number. Section number. Equation serial number) Example: If given equation is in chapter 3 in section 3.1 and its first equation then number must be 3.1.1 and need to written as below.		

$$Y = mx + b$$

(3.1.1)

Figure : Figure number need to write below figure in following format:
 Fig. <blank> Chapter number. Figure Serial number <3 blanks> Figure title (center aligned, leading caps)

Example:

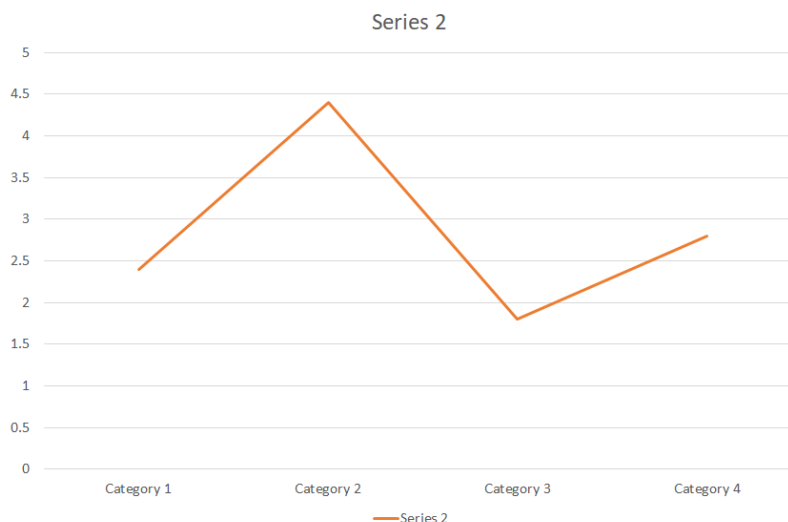


Fig. 6.10 Typical Component Event

Tables : Table number need to write below tale in following format:
 Table <blank> Chapter number. Table Serial number <3 blanks> Table title (center aligned, leading caps)

Example:

Table 3.1 Semester Course table

Semester	Course
3	Data Structure
6	Theory of Computation
7	Machine learning

References : All books, web references, research papers etc. you have referred for this work need to be listed in references. Write them in below given format:

Research Paper:

[1] Author name, “Paper title”, conference name / journal name, page number, year of publication

Books:

[2] Author name, *Book title*, Publisher, year of publication

Web reference:

[3] Absolute URL of site or web page

Bullet must be numbered and in []. They must be continuous. First write paper then books and then web references. In case of web references don't write www.google.com etc. write full URL of web page / site that you have referred.

Binding	:	Spiral binding
----------------	---	----------------

Copies	:	No. of students + 1 college copy
---------------	---	----------------------------------
