

Technical Report Format Guidelines

Report Specifications (For strict adherence):

1. Project Report Type: Spiral-bound
2. Printing: Single Page
3. Number of Copies: 1 per Project group
4. Paper Size (orientation): A4 (portrait)
5. Margins: 1" top / bottom / right and 1.5" left
6. Font Type: Times New Roman
7. Font Size: 16 bold for chapter names, 14 bold for headings and 12 for normal text
8. Line Spacing: 1.5 throughout
9. Page Numbering: Bottom center of page in the format – Page 1 of N
10. References (The listing of references should be typed 2 spaces below the heading "REFERENCES" in alphabetical order in single spacing left – justified. It should be numbered consecutively (in square [] brackets, throughout the text and should be collected together in the reference list at the end of the report. The references should be numbered in the order they are used in the text. The name of the author/authors should be immediately followed by the year and other details).

While referring the references in text, you must include the square braces at the end of the sentence, before the full-stop.

Example: References must be referred at the end of the sentence [1].

Typical examples of the references are given below:

REFERENCES

- [1] Aripnammal, S. and Natarajan, S. (1994) 'Transport Phenomena of SmSel – X Asx', Pramana – Journal of Physics Vol.42, No.1, pp.421-425.
- [2] Anderson T. , Peterson L., Shenker S., Turner J.(2005).Overcoming the Internet impasse through virtualization. IEEE Computer, 38(4):34-41.