

REVA Academy for Corporate Excellence

Capstone Projects

Printing Guidelines

Submission Guidelines

- The printing has to be done with a RACE approved printer only. Details will be shared.
- Cover page shall be on White hard bound (for 2nd year) and soft bound (for first year) as per the template shared.
- The report shall be printed on A4 size Executive Bond sheet.
- The font used shall be Times New Roman and font size shall be 12. For Heading, use **Times New Roman 14 in Bold** and for sub heading, use **Times New Roman 12 in Bold**.
- The top, bottom and right margins shall be 1" each. The left margin shall be set at 2".
- The line spacing shall be fixed at 1.5 lines.
- Table line spacing shall be single line spacing.
- Page numbers shall be placed at bottom right position.
- Chapters shall be numbered as 1, 2, 3, etc. The tables and charts shall be in the format of 1.1, 1.2, etc. i.e. 1.1 indicates that it is the first table in Chapter 1; 2.1 Indicates first table in Chapter 2. Similarly chart no. 1.1 indicates first chart in Chapter 1.
- The project report shall be a minimum of 40 pages and shall not exceed 75 pages for second year projects and a minimum of 30 pages and a maximum of 50 pages for first year projects.
- You must submit two hard copies duly signed by the mentor and guide (scanned signature will be sufficient) and the Director along with soft copy in pdf format.
- Title of the study, objectives, analysis, findings and suggestions must tally.
- Each chapter must start on fresh page.

Mandatory Inclusions

- **Plagiarism Report** with below 15% Similarity index to be attached in the annexure. The title page and last pages with the similarity index report to be attached.

- **Publication** in a Journal/Conference Presented/White Paper – Full paper extracted from the journal / full conference paper and certificate must be attached.
- Any other annexures (optional).