

## **REVA Academy for Corporate Excellence**

### **Capstone Project Report Submission: Guidelines**

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A well-written capstone project report is a mandatory requirement to complete your Masters work. The participants are requested to follow and ensure complete compliance with the guidelines before submitting the project report for review with the academic team.

### **Writing Protocols**

#### **Language Check**

1. Use MS Word or Latex tools for report writing.
2. The title of the study, objectives, analysis, findings and suggestions must tally.
3. Opening remarks and closing remarks for each chapter in the report is mandatory.
4. Ensure that the sentences are in active voice and present tense.
5. A thorough language check is mandatory before sharing the report with anyone. Use Grammarly and Editor tools in the Review tab. Grammarly premium also can help.
6. Avoid words like where, when, how, which etc.
7. Avoid the usage of colloquial language like you, we, us, it's, others etc.
8. Avoid usage of indefinite words like very, nightmare, best, favourite etc.
9. Reduce the usage of pronouns for better readability of the document.
10. Create the tables and flowcharts in MS word (Avoid the use of screenshots or images).  
If the Table or flowchart creation is time-consuming, data-intensive or proprietary, then images can be used.
11. Explain each table, flowchart, diagram etc. in the text.

#### **Template and Layout Check**

1. Follow the template provided with the in-built styles. Do not change the template and style setting.
2. Prepare the report in an 'A4' or 'Letter' as the page size from the Layout Tab.
3. The top, bottom and right margins must be 1" each.
4. The left margin must be set at 1.5". (This is to ensure bleed space while printing).
5. Place the page numbers at the bottom right position.

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6. Use the font as 'Times New Roman.'
7. Use the below font sizes for the
  - a. Chapters must be '14 with Bold formatting (Use 'Styles' feature in word)
  - b. Main Sections must be '12 with Bold' formatting.
  - c. The text must be 'Times New Roman 12'
8. The line spacing must be fixed at 1.5 lines.
9. The paragraph spacing must be fixed at 1.0 line (or single line spacing).
10. All the paragraphs must start with an Indentation of 1-Tab.
11. All the paragraphs must be justified (aligned).
12. Each chapter must start on a fresh page.
13. Use proper numbering format for Chapters and Sections, and subsections within the chapter. Maximum allowed sections are three levels. (Use 'Styles' feature in word)
  5. Chapter (Heading 1)
  - 5.1 Sections (Heading 2)
  - 5.1.1 Sub-Section (Heading 3)
14. Avoid using bullets.
15. Table line spacing must be single line spacing. (Images of tables should be avoided)
16. Equations must be inserted using the Equation option in the Insert tab. (Images are strictly not allowed)
17. Appropriate Trademark <sup>TM</sup>, copyright mark ©, and registered sign ®, must be used at appropriate locations.
18. Tables, figures, equations must be numbered. The numbering format is <Chapter number>.<Table number>, <Chapter number>.<Figure number> and <Chapter number>.<Equation number>. For example, Table 2.1, Figure 2.1, [x = 1 ..... 2.1]

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#### **Referencing, Citation, Paraphrasing and Plagiarism**

1. Insertion of references using the **Mendeley** is mandatory. Both in-text citation and bibliography must match.
2. **Paraphrasing** is a must while re-writing from external sources. To paraphrase a source, you have to rewrite a passage without changing the meaning of the original text. You may use any of the open paraphrase tools available.
3. In case of definitions or seminal concepts, instead of paraphrasing you may quote them directly, where you can copy someone's exact words and put them in quotation marks.
4. For M.Tech and MSc projects, use IEEE style for referencing. For MBA, use APA style.

#### **Printing the Report**

1. The project report must be a minimum of 30 pages and shall not exceed 50 pages for first-year projects, a minimum of 40 pages to a maximum of 75 pages for the second year projects.
2. Attach the plagiarism Report with below 15% similarity index in the annexure of the report.
3. You may attach the title page and last pages with the similarity index report.
4. Publication in a Journal/Conference Presented/White Paper is a must. Attach the full paper extracted from the journal / full conference paper and certificate. This is mandatory for second-year projects.
5. The printing must be done with a RACE approved printer only. Details will be shared.
6. The cover page must be on White hardbound (for 2nd year) and softbound (for the first year) as per the template shared.
7. Print the report on A4 size Executive Bond sheet.
8. Participants must submit two hard copies duly signed by the mentor and the guide (scanned signature will be sufficient) and the Director along with a soft copy in pdf.

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#### **Mandatory Acknowledgement template**

“I would like to acknowledge the support provided by the founder and Hon’ble Chancellor,  
**Dr. P Shayma Raju**, Vice-Chancellor, **Dr. M. Dhanamjaya**, and Registrar, **Dr. N Ramesh**.”

Note: For any clarifications, please write to [Programoffice@race.reva.edu.in](mailto:Programoffice@race.reva.edu.in)