Format of Mid term Report

The following are the guide lines to be followed while preparing the Midterm report.

The mid-term report around 15-20 pages in length should be submitted to through MS Teams. The mid-term report should contain the following chapters

x. Title page with Title, Authors, Affiliations, Name of the Project Guide (1ˢᵗ Page)
x. Copy of Internship Offer letter (2ⁿᵈ Page)
x. Abstract (3ʳᵈ Page)
1. Introduction
      1.1 General Introduction to the topic
      1.2 Organization
      1.3 Area of Computer Science
      1.4 Hardware and Software Requirements
2. Problem definition
3. Objectives
4. Background
5. Methodology
6. Implementation details
7. Contribution summary (only for a group project - divide the work and list who is responsible for which part)
8. Progress till date & the Remaining work
9. References
10. Project Details
The detailed guide lines for the report are described below.

For additional academic projects:
1. Complete Midterm report of additional academic project as per the institute guidelines for in-house project midterm report.
2. In addition, as an annexure, include offer letter provided by the company
3. Project details page containing the details of external guide, organization details, and contact details.

STYLE NOTES FOR Practice School Midterm Report

1. PAPER

- ➢ Use A4 size un-ruled paper for the report.

2. NUMBERING

a) Pages

- ➢ Every page in the Project Report except the Title page must be accounted for.

- ➢ All printed page numbers should be located at the bottom center of the page, 17 mm (2/3") from the bottom edge, using normal print.

b) Chapters

- ➢ Use only Arabic numerals. Chapter numbering should be centered on the top of the page using large bold print.

- ➢ **Example: CHAPTER 1**

c) Sections

- ➢ Use only Arabic numerals with decimals. Section numbering should be left justified using bold print.

- ➢ Example: **1.1, 1.2, 1.3,** etc.

d) Subsections

- ➢ Use only Arabic numerals with two decimals. Subsection numbering should be left justified using bold print.

- ➢ Example: **1.1.1, 1.1.2, 1.1.3**, etc.

- ➢ NOTE: Sub- section levels beyond the third level (e.g. 1.2.1.1, 3.2.1.3, etc.) are not recommended.

e) Equation(s) / Formula (e)

- ➢ Use only Arabic numerals with single decimal. Equation numbers should be right justified using normal print. Mathematical symbols should be printed in *italics.*

- ➢ Format: **(<Chapter number>. <Equation serial number>)**

- ➢ Examples: (Please note that the equation numbers are flush right in normal print).

$$F(u,v)=\frac{1}{MN}\sum_{x=0}^{M-1}\sum_{y=0}^{N-1}f(x,y)\,e^{\left[-j2\pi\left(\frac{ux}{M}+\frac{vy}{N}\right)\right]}$$

(5.1)

for, $u = 0, 1, 2 \ldots \ldots M-1$ and $v = 0, 1, 2 \ldots \ldots N-1.$

$$TP=\left(\sum_{u=-\frac{M}{2}}^{\frac{M}{2}}\sum_{v=-\frac{N}{2}}^{\frac{N}{2}}|F(u,v)|^2\right)-|F(0,0)|^2$$

. (5.2)

$$D_0 = i\left|\frac{M}{4}\right|\text{ if } N \geq M i\left|iii\right.$$

(5.3)

$$D(u,v)=\sqrt{u^2+v^2}.$$

(5.4)

$$PR=\left(\frac{HFP}{TP}\right)\text{ x } 100$$

(5.5)

f) References

> Use only Arabic numerals. Serial numbering. Alphabetical order of surname or last name of first author.

> Two or more references by same author(s) in the same year should be indicated by small – case alphabets in italics.

3. TEXT

a) Colour: Black print

b) Font:

Regular text   Times Roman 12 pts. and normal print

CHAPTER HEADINGS   Times Roman 15 pts. and bold print and

	all capitals.
SECTION HEADINGS	Times Roman 12 pts. and bold print and capitals.
Subsection Headings	Times Roman 12 pts., bold print and leading capitals, i.e. only first letter in each word to be in capital.
Special Text	Italics / Superscript / Subscript / Special symbols etc., as per necessity. Special text may include footnotes, endnotes, physical or chemical symbols, mathematical notations, etc.
References	Use IEEE format. Same font as regular text.

c) Spacing:

- ➢ Use **single spacing** between the lines.

- ➢ Use **double spacing** between paragraphs.

- ➢ Use **double spacing** between the regular text and quotations.

- ➢ Use **double spacing** between:

    1) Chapter title and first sentence of a Chapter.
    2) Last line of a section / sub-section and the title of the next section / sub-section.

- ➢ Use **single spacing** between:

    1) In footnotes and endnotes for text.
    2) In explanatory notes for tables and figures.
    3) In text corresponding to bullets, listings, and quotations in the main body of the project report.

- ➢ Use **single space** in references and **double space** between references.

d) Justification

- ➢ The text should be **fully justified.**

- ➢ Hyphenation should be avoided as far as possible.

- ➢ Text corresponding to bullets and listings should be intended.

> ➢ Quotations from other research work must be indented on the left and the right, if they are longer than two lines. Shorter quotations can be included as part of the regular text.

e) Widows and Orphans
> ➢ At the bottom of a page, a paragraph should have at least two lines. Similarly at the top of a page, a paragraph should end with at least two lines

4. MARGINS

> ➢ The margin for the regular text are as follows:

LEFT	**31.7 mm (1.25")**
RIGHT	**31.7 mm (1.25")**
TOP	**25.4 mm (1.00")**
BOTTOM	**17.0 mm (0.67")**

> ➢ Please note that the bottom of the page numbers should be 17.0 mm above the bottom edge of the numbered pages.

5. TABLES

> ➢ Tables should follow immediately after they are referred to for the first time in the text. Splitting of paragraphs, including Tables on a page, should be avoided. Provide two spaces on the top and the bottom of all Tables to separate them from the regular text, whenever applicable.

> ➢ The last line of the title of any Table should be 10 mm to 15 mm above the top-most horizontal line of the Table, and the title should be centered with respect to the Table.

> ➢ Whenever a Table exceeds one page, present the full title of the Table on the first page and in the following pages provide the Table number and state "(contd.)" after it. Example: Table 5.7 (contd.)

> ➢ Whenever explanatory notes are used for clarifying any information presented inside the Tables, print them after leaving a single space immediately below the Tables.

> ➢ All Tables in landscape format must be placed such that their top portions are near the binding of the project report and their bottom portions near the outer edge.

> ➢ Table<blank><chapter number>.<serial number><left indent><table title>

6. FIGURES

➤ Figures should follow immediately after they are referred to for the first time in the text. Splitting of paragraphs, for including Figures on a page, should be avoided. Provide two spaces on the top and bottom of all figures to separate them from the regular text, wherever applicable.

➤ The first line of the title for Figures, drawings, graphs and photos should be between 10 mm and 15 mm below the bottom and they should be centered with respect to the Figure. The titles must be in the same font as the regular text and should be **Single spaced**. The title format is given below:

➤ Fig.<blank><Chapter number>.<serial number><left indent><Figure title>

➤ Example: Fig. 4.23

➤ Whenever a Figure exceeds one page (as in the case of large flow charts for computer programs) present the full title of the figure on the first page and in the following pages provide the figure number and state "(contd.) after it. Example: Fig. 4.23 (contd.)

➤ When there are many plots in a single graph or Figure, the lettering, labeling or numbering of each plot for its identification should be of a size such that even after size reduction in the project report, the identification should be clearly legible.

➤ All Figures in landscape format must be placed such that their top portions are near the binding of the project report and their bottom portions near the outer edge.

PROJECT DETAILS

Student Details			
Student Name			
Register Number		Section / Roll No	
Email Address		Phone No (M)	
Project Details			
Project Title			
Project Duration		Date of reporting	
Organization Details			
Organization Name			
Full postal address with pin code			
Website address			
External Guide Details			
Name of the Guide			
Designation			
Full contact address with pin code			
Email address		Phone No (M)	
Internal Guide Details			
Faculty Name			
Full contact address with pin code	Dept of Computer Science & Engg, Manipal Institute of Technology, Manipal – 576 104 (Karnataka State), INDIA		
Email address			