

# **Draft Guidelines on the Preparation of M.Tech. Project Report**

## **OBJECTIVE**

A Project Report is a documentation of a Graduate student's project work—a record of the original work done by the student. It provides information on the student's research work to the future researchers. The Dept. is committed to preserve a proper copy of the student's report for archiving and cataloging it in the Departmental Library, making it available to others for academic purpose.

Standardization, readability, conformance to ethical norms, and durability are the four overriding criteria for an acceptable form of a report.

The objective of this document is to provide a set of guidelines that help a research student to prepare the report to satisfy the above-mentioned criteria.

## **FEATURES**

1. The final copy of the report has to contain all the modifications/corrections suggested by the examiners (including the members of the Viva-Voce Board) and is to be submitted after the student successfully defends the project in the viva-voce examination.
2. The report has to contain an appropriate *copyright notice*.
3. The report has to include a *declaration* by the student to the effect that he/she has not resorted to any unethical practice while carrying out the research work and preparing the report.
4. The *contribution* of the student must be explicit in the Introduction chapter of the report.

## **PRODUCTION**

### **Report Size**

1. The maximum number of pages of the Report should be preferably between 50 - 75 pages.

### **Paper Size**

2. The standard size of paper of a Report is 21.5 cm (8½ inch) wide and 28 cm (11 inches) long.
3. Oversized figures and tables, if any, should be reduced to fit with the size of the report but the reduction should not be so drastic as to impair clarity of their contents. One may also fold these pages to fit with the report size.

### **Single-Sided vs. Double-Sided Printing**

4. It is suggested that the report be printed on one side of the paper. Double-sided printing can be done only if the paper is opaque enough not to impair readability on the other side in normal lighting conditions.
5. Often, in a double-sided report, a figure appears on one side of a sheet of paper with its backside kept blank.
6. In a double-sided report, a new chapter always starts on an odd-numbered page. Therefore, if a chapter ends on an odd-numbered page, the backside of the previous sheet of paper has to be kept blank.

### **Non-Paper Material**

7. Digital or magnetic materials, such as CDs and DVDs, may be included in the report. They have to be given in a closed pocket in the inside of the back cover page of the report. It should be borne in mind that their formats may become obsolete due to rapid change in technology, making it impossible for the Library to guarantee their preservation and use.
8. All non-paper materials, as above, must have a label each indicating the name of the student, the date of submission, and the copyright notice.

### **Page Numbering**

9. Page numbers for the prefacing materials of the report shall be in small Roman numerals and should be centered at the bottom of the pages.
10. Page numbers for the body of the report should be in Arabic numerals and should be centered at the bottom of the pages. The pagination should start with the first page of Chapter 1 and should continue throughout the text (including tables, figures, and appendices)

11. In a double-sided report, each side of a sheet of paper should be counted as a page, even if the back side of a sheet of paper is blank.
12. In a double-sided report, the odd-numbered pages are always on the right and even-numbered pages are always on the left.

### **Binding**

13. The report submitted for examination has to be softbound and printed on both sides.

The reports should have, on their spines, the abbreviated title of the report, the name of the student, and the year of submission of the report.

## **FORMAT FOR THE REPORT**

After the text of the report is written, it is to be formatted in an appropriate manner for printing. The following guidelines are provided to format the report for easy readability.

### **Font**

14. The preferred font size of the text in the report is 12 point, but in no case should it be less than 11-point. The minimum font size of materials within a table or a figure can be 8 point, however.
15. The preferred font type is Times New Roman.

### **Margins**

16. A margin of 3.75 cm (1½ inch) is to be given on the binding edge while on the other sides it is to be 2.5 cm (1 inch). The text of the report, including headings, figures, tables, and notes, but excluding page numbers, must be accommodated within the page area.

### **Line Spacing**

17. The line spacing in the main text must be between one-and-a-half and two. Single line spacing should be given for quotations, abstract, declaration, report approval, figure captions, table titles, figure legends, footnotes, and references.
18. Equations, tables, figures, and quotations should be set off from the main text with adequate space (not less than the normal line spacing adopted for the main text).

19. Two consecutive paragraphs should be separated by a spacing which must be larger than the line spacing adopted for the text.

## **THE PREFATORY MATERIALS**

### **Title of the Report**

1. The title of the report should remain same as that given in the synopsis
2. It may be noted that other students can have electronic access to the abstract (internationally) and the report (locally through the IIT intranet). Search engines use the words of the title (and other keywords) to locate their contents. Use of formulae, symbols, Greek letters, etc., should be substituted by their word equivalents, because they do not appear on most computer keyboards.

### **Cover Page**

1. Cover page should contain the title of the report and the name of the candidate.
2. The spine of the report (when finally submitted after the Viva-Voce Examination) should be provided with an abbreviated title of the report, the name of the student, and the year of submission of the report.

See Sample Page 1 for details.

### **Title Page (First Inner Page)**

The title page (first inner page) should be similar to the cover page but should contain a few additional items. This page will not only bear the title of the report and the candidate's name, but also the name of the degree for which the report is submitted, the name of the Institute, month and year of submission of the report, and the copyright notice.

The copyright notice shall consist of the following:

- a. The encircled symbol "C" ©
- b. The year of the award of the degree
- c. The name of the owner of the copyright
- d. The words "All rights reserved" (optional)

Examples:

© 2008 Rakesh K. Sharma. All rights reserved.  
© 2008 Rakesh K. Sharma.

See Sample Page 2 for details.

## **Declaration by the Students**

The student has to give a declaration to the effect that the data used for the work, the work depicted in the report, and the written material contained in the report are not copied from others and that due permission has been taken from, and due credit has been given to, the sources whenever they are used.

See Sample Page 4 for details.

## **Acknowledgements**

It should be limited, preferably, to one page. **(Optional)**

## **Contents**

Chapter numbers, chapter names, section numbers, section headings, subsection numbers, and subsection headings, along with the corresponding page numbers, should be given in the Contents.

See Sample Page 4 for details.

## **List of Symbols**

All the symbols used in the report are to be given here along with their explanations and units of measurement (if applicable).

## **Abstract**

1. The abstract of the report should be limited to 200-300 words.
2. A list of keywords should follow the abstract.

## **BODY OF THE REPORT**

1. The report should be written in either British or American English, not a mixed mode. However, because of increasing acceptance of both styles and blurring of the distinction between the two, what is important is that consistency should be maintained all throughout the text.

### **Note:**

Indian authors often use both styles without knowing whether the style they follow while writing is American or British. Also many American words are

increasingly included in British English Dictionaries (such as Oxford or Cambridge Dictionaries). Further, there are subtle differences in the British and American styles with regard to punctuation, abbreviations, quotations, etc., which are increasingly accepted by the proponents of both styles, and hence the distinction between them has blurred over the years.

2. The chapters should have numbers in Arabic numerals and should be written as Chapter 1, Chapter 2, etc. This should be followed by the title of the chapter (e.g., Introduction, etc.). The font size should be 14-point, bold for the titles.
3. Figures, tables, graphs should be positioned within the body of the text immediately after citation and should not be positioned separately. (See *Guidelines for Tables and Figures*, already circulated.)
4. Units should be in SI format. (See *A Note of SI Units*, already circulated).

## **References**

1. Author-date style of referencing is the preferred style for a PhD report of the Institute.
2. IEEE style to be followed.
3. Irrespective of the style adopted, the reference details must include the title of the source.

## **Appendices**

1. Each appendix should be identified as Appendix A, Appendix B, etc.
2. It should also have a title.
3. The appendices and their titles should be listed in the Contents.
4. Section and sub-section headings, equations, figures, and tables should be identified as A.1, A.2, etc., in accordance with their appearance in an appendix.

**THE TITLE OF THE REPORT SHALL LOOK LIKE THIS  
LINE**

(The title is in Times New Roman Font with 16-point size, bold, one and a half line spacing)

***Pradeep Sengupta***

(Candidate's name in Times New Roman Font, 14-point size in Bold Italics)

**THE TITLE OF THE REPORT ON THE SECOND PAGE  
SHOULD LOOK LIKE THIS**

(Times New Roman, 16-point size, Bold and Centered)

*Report submitted to  
Indian Institute of Technology, Kharagpur  
for the award of the degree*

(4 lines gap) (Times New Roman, 12-point size, Bold, Italics and Centered)

*of*

(1 line gap) (Times New Roman, 12-point size, Bold, Italics, and Centered)

**Master of Technology  
in Electrical Engineering with Specialization  
in “Power and Energy Systems”**

(1 line gap) (Times New Roman, 14-point size, Bold, (Centered)

*by*

(1 line gap) (Times New Roman 12-point size, Bold, Italics, and Centered)

**Pradeep Sengupta**

(1 line gap) (Times New Roman, 14-point size, Bold, Centered)

(LOGO)

**DEPARTMENT OF ELECTRICAL ENGINEERING  
INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR**

**May 2011**

(1 line gap) (Times New Roman, 14-point size, Bold, Centered)

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## **DECLARATION**

I certify that

- a. the work contained in this report is original and has been done by me under the guidance of my supervisor(s).
- b. the work has not been submitted to any other Institute for any degree or diploma.
- c. I have followed the guidelines provided by the Institute in preparing the report.
- d. I have conformed to the norms and guidelines given in the Ethical Code of Conduct of the Institute.
- e. Whenever I have used materials (data, theoretical analysis, figures, and text) from other sources, I have given due credit to them by citing them in the text of the report and giving their details in the references. Further, I have taken permission from the copyright owners of the sources, whenever necessary.

Signature of the Student

**CERTIFICATE**

This is to certify that the **Dissertation** Report entitled, “**Title of the Project**” submitted by **Mr./Ms. “Name of the Student”** to Indian Institute of Technology, Kharagpur, India, is a record of bonafide Project work carried out by him/her under my/our supervision and guidance and is worthy of consideration for the award of the degree of Master of Technology in Electrical Engineering with Specialization in “**Specialization Name**” of the Institute.

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Supervisor

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Supervisor

Date:

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