FORMAT FOR PREPARATION OF SEMINAR

REPORT

#### ARRANGEMENT OF CONTENTS:

The sequence in which the seminar report material should be arranged and bound should be as follows:

* 1. Cover Page & Title Page
  2. Certificate
  3. Acknowledgements
  4. Abstract
  5. Table of Contents
  6. List of Tables – *if any*
  7. List of Figures – *if any*
  8. Chapters
  9. Appendix- *if any(programs, data sheets, derivations, etc)*
  10. References

The table and figures shall be introduced in the appropriate places.

#### PAGE DIMENSION AND BINDING SPECIFICATIONS:

The dimension of the seminar report should be in A4 size.

#### PREPARATION FORMAT:

* 1. **Abstract –** Abstract should be one page synopsis of the seminar report typed 1.5 line spacing, Font Style Times New Roman and Font Size 12.
  2. **Table of Contents –** A specimen copy of the Table of Contents of the seminar report is given in **Appendix**
  3. **List of Tables & List of Figures –** The list should use the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.
  4. **Chapters** – The chapters may be broadly divided into 4/5 parts 1) Introduction with Open Research Issues 2) Overviews of Selected issues with Literature Reviews 3) Proposed Work (for project work) 4) Tools/Platform/Experimental Setup/Hardware Requirements with Results & Discussions 5) Summary/Conclusions 6) References
     + Each chapter should be given an appropriate title.
     + Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
  5. **List of References** –The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details. The orders of references in the **List of References** are either in the order of the of year of publications OR in the order of references cited in the text. References for journals, conferences and books are provided

#### TYPING INSTRUCTIONS:

One and a half spacing should be used for typing the general text. The general text shall be typed in the Font style „Times New Roman‟ and Font size 12.

#### \* \* \* \* \*

**Suggested Font Sizes:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details** | **Font Type** | **Font size** | **Spacing** |
| ***Chapter headings with chapter number on top*** | Times New Roman | 14pt bold capitals | Centered |
| *Section headings* | Times New Roman | 12pt bold capitals | Left adjusted |
| *Subsection headings* | Times New Roman | 12pt. sentence case | Left adjusted |
| *Paragraph headings* | Times New Roman | 12pt.bold sentence case | Left adjusted |
| *Body of seminar report* | Times New Roman | 12 pt | Adjusted on both left and right(Justified) and with 1.5 spacing for text and double spacing for equations |
| *Margins* | Left Margin | 1.5 inch | To accommodate binding area |
| Right Margin | 1.25 inch |  |
| Top | 2.0inch | On pages in which chapter begins |
| 1.0 inch | Other pages |
| Bottom | 1.25 inch |  |

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**Madhuben & Bhanubhai Patel Institute of Technology**

**(A Constituent College of CVM University)**

**New V. V. Nagar**

**COMPUTER ENGINEERING DEPARTMENT**

**Seminar Report**

**on**

***Title of the Seminar***

**Submitted By**

**Name of Student :**

**Enrolment Number :**

**SEMINAR (102040404)**

**A.Y. 2021-22 EVEN TERM**

(A typical specimen of table of contents)

<Font Style Times New Roman>

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