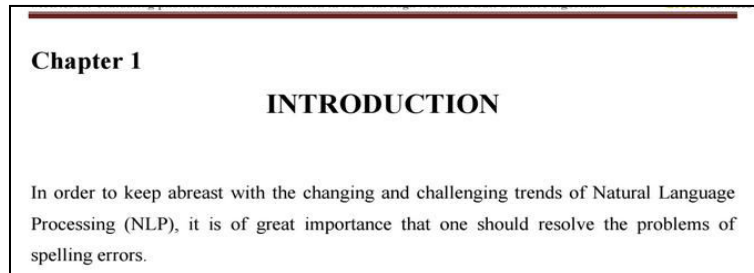# Guidelines for the preparation of CG Mini-Project Reports

➢ Each student is required to write a comprehensive report about the project.
➢ Number of hard copy reports for project should be
   o Three report copies for a team of two.
   o Two copies if you are doing individually.

➢ Your report should be organized as below,
   1) Cover sheet (With Page Border)
   2) Certificate (With Page Border)
   3) Abstract (NO border or header or footer, page number in roman)
   4) Acknowledgement (NO border or header or footer, page number in roman)
   5) Table of Content (NO border or header or footer, page number in roman)
   6) List of figures and tables (NO border or header or footer, page number in roman)
   7) Introduction (with header and footer, page number starts from 1)
   8) System Requirement
   9) Design
   10) Implementation (need not to have complete code, should contain important modules of your code)
   11) Discussion & Screenshots
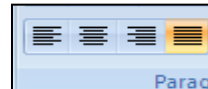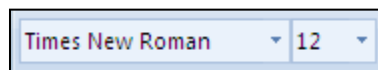   12) Conclusion & Future scope
   13) Bibliography

Before taking final print out, the approval of the concerned guide(s) is mandatory and suggested corrections if any, must be incorporated.

- The margins should be left 1.25", Right – 1", Top and Bottom-0.75".
- Cover sheet and Certificate should be in the specified format. Format will be shared with you or with the CRs soon.
- Your report must have an abstract, not exceeding 100 words, summarizing the aims, conclusions and implications of your project.
- Report should be spiral binded with CREAM color cover (cream is VTU color code for CSE and you must follow it).
- Front sheet, Certificate and screenshots should be color prints.
- Your report content should have following formatting,

   ✓ The text should be in "TIMES NEW ROMAN".
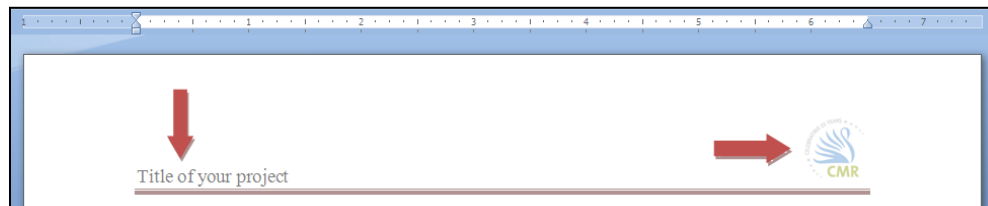   ✓ Body of the report should be divided into chapters, Sections and subsections.

- ✓ For each chapter the heading 'CHAPTER *number*' must be left or right justified (Font size 16, Bold) followed by the 'TITLE OF THE CHAPTER' centered (font size 18, Bold).

Chapter 1

INTRODUCTION

In order to keep abreast with the changing and challenging trends of Natural Language Processing (NLP), it is of great importance that one should resolve the problems of spelling errors.
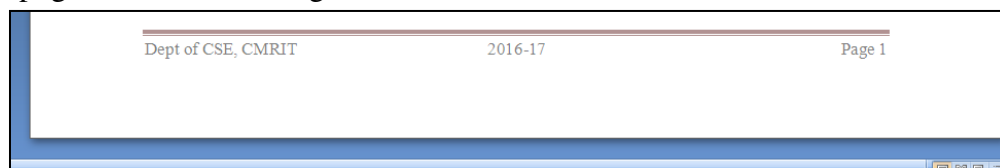
- ✓ Section numbers along with their headings must be left aligned with section numbers and its heading in font size 16.
- ✓ Subsection and its heading in font size 14 - must be left aligned.
- ✓ The chapters, sections, subsections should be numbered in the decimal form. For e.g. chapter 2, sections as 2.1, 2.2 etc., and sub sections as 2.1.1, 2.2.2, 2.2.3 etc.
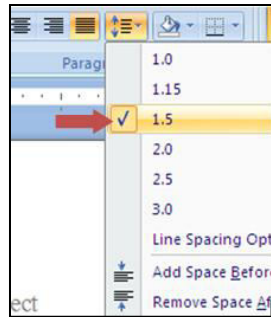- ✓ The **body or the text of the report** should have font size 12 and must be **"Justify"** aligned.

Times New Roman   12

Parag

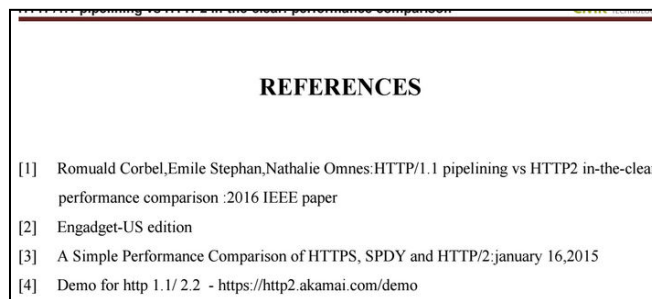- ✓ Header should have "Title of your Project" in the left and "CMRIT logo" in the right.

Title of your project   CMR

- ✓ Footer should have "Dept of CSE, CMRIT" in the left, "2016-17" in the center and "page number" in the right side.

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- ✓ Line spacing of the content should be 1.5

- ✓ All diagrams and screenshots should be numbered with respect to the chapter number. [E.g. Diagrams in chapter 5 should be numbered 5.1, 5.2, 5.3 etc... in the order].
- ✓ Abstract, Acknowledgement, Table of contents, List of figures and tables should have roman page numbers written at bottom (center) page. These sections should not have any headers or footers. The Roman numbering ends at List of figures and tables page, the subsequent chapter 'Introduction' starts with page number 1.

- ✓ The last chapter should contain the summary of the work carried, contributions if any, their utility along with the scope of the further work.

- ✓ Reference or bibliography is not a chapter, so it should not have any sort of 'CHAPTER *number*'. The references should be serially numbered in the order of their occurrence in text and their numbers should be indicated in [ ] brackets.

Proper attention is to be paid not only to the technical contents but also to the organization of the report and the clarity of the expression. Due care should be taken to avoid spelling and typing errors.

Mini Project Demo:

- You should **compulsorily** bring a CD for the **final demo in your CG Lab external exam** (Contents: softcopy of the Report, Working code for the demo).
- After the demo you should submit the CD to the department.
- It is compulsory to keep a backup of the working code in a pen drive.