**GUIDELINES**

**Following are the guidelines for the preparation of 4th Semester Report.**

**PAPER: Use A4 Paper.**

**MARGINS: Margins for pages including the regular text should be as below:**

**Left : 1.25 Inches**

**Right : 1.0 Inches**

**Top : 1.0 Inch**

**Bottom: 1.0 Inch**

**CONTENTS:** Following should be the order of contents for the report. This order should be strictly maintained.

1. **Cover Page**
2. **First Page**
3. **Candidate’s Declaration**
4. **Company Certificate**
5. **College Certificate**
6. **Abstract**
7. **Acknowledgement**
8. **Table of Contents (Format given at the end)**
9. **List of Figures (Format given at the end)**
10. **List of Tables (Format given at the end)**
11. **Chapters 1 to n**
12. **Bibliography**

Table of Contents

Chapter -1: Introduction ---------------------------------------------------------------------------------- Page No

* 1. Project Summary ( Work Distribution among Team Members)
  2. Purpose
  3. Scope
  4. Technology

Chapter -2: System Requirement Study

* 1. Hardware Requirement
  2. Software Requirement

Chapter -3: System Requirement Study

* 1. User Characteristics (Type of users who is dealing with the system)
  2. Hardware and Software Requirements (Development environment and Hosting environment, minimum requirements to run your system)

Chapter -4: System Analysis

* 1. Problem and Weaknesses of Current System
  2. Data Modelling
     1. E/R Diagram
     2. Data Dictionary
  3. List Main Modules Of New System Conclusion

Chapter – 5 : System Design

* 1. Database Design/Data Structure Design
     1. Mapping of ER Diagrams into Tables
     2. Normalization
  2. Input/Output and Interface Design ( Sample of Forms, Reports and Interface)

Chapter – 6 Conclusion and Discussion

References

**FOLLOWING MUST BE STRICTLY FOLLOWED**

TOP-LEFT CORNER : contains the project id of the student

TOP-RIGHT CORNER : contains the chapter heading

BOTTOM-LEFT CORNER : contains “CSPIT”

BOTTOM-CENTER : Page number

BOTTOM- RIGHT CORNER : U & P U. Patel Department of Computer Engineering

**NUMBERING**

All pages in the report **except the cover pages and dedication page** must be numbered. All the page numbers should be located at the BOTTOM CENTER of the page.

The page numbering starting from candidate’s declaration up to the beginning of the chapters should be numbered in small roman letters, i.e. i, ii, …

The page numbering starting from the beginning of Chapter 1 up to the end of the report, should be numbered in Arabic numerals, i.e. 1,2, 3,….

**PREPARATION OF CHAPTERS**

**Font :**

**Chapter Headings :** Times New Roman 16pts, bold print all capitals

**Section Headings :** Times New Roman 14 pts, bold print all capitals

**Subsection Headings :** Times New Roman 12 pts, bold print leading capitals (only first letter in each word should be capital

**Regular Text :** Times New Roman 12 pts, normal prints

**Special Text :** Times New Roman Italics 12 pts (for foot notes, symbols, quotes, Mathematical notations….)

**SPACING/ALIGNMENT**

Use 1.5 spacing between lines of regular text

Use double spacing between:

1. Paragraphs
2. Chapter title and section Heading
3. Section heading and paragraphs
4. Table Title and Table
5. Figure Title and Figure

Use single spacing between:

1. text corresponding to bullets, listing and quotes in the main body of text

All paragraphs in the report are to be fully justified from the first line to the last line and should start from left without any hyphenation/indent. Text corresponding to bullets, listings and quotes in the main body of text should be indented.

**SECTION/SUBSECTION NUMBERING**

Section numbering should be left justified using bold print with Arabic numerals and decimals.

Section numbering: <Chapter.Section number> <3 blanks> Section heading

Example: 1.1, 2.1

Subsection numbering: <Chapter.Subsectionnumber>

Example: 1.2.1

**EQUATIONS/FORMULAS**

Numbering for equation if necessary, should be done in the following format:

(Chapter number. Section number. Equation serial number)

Example:

Y= mx + b (3.1.1)

**FIGURES:**

Figures should follow immediately after/on immediate next page after they are referred to for the first time in the text. Figure headings should be given at the bottom of the figure. All the figures in landscape format must be placed in such a way that their top portions are to the left side of the page. However, numbering should be at the bottom of the report for landscape page (similar to the next page). All figures are to be central aligned on the page.

Format for Figure Heading:

Fig. <blank> Chapter number. Figure Serial number <3 blanks> Figure title (center aligned, leading caps)

Example:

Fig 6.13 Typical Component Event

**DIAGRAMS:**

Diagrams larger than A4 size are not encouraged. If larger sizes are absolutely necessary, they should be folded to A4 size. Each drawing is to be numbered and referred to as Figures only. Diagram title should be similar to figure titles.

**TABLES:**

Tables should follow immediately after/on immediate next page after they are referred to for the first time in the text. Table heading should be given at the top of the table. All the tables in landscape format must be placed in such a way that their top portions are to the left side of the page. However, numbering should be at the bottom of the report for landscape page. All tables are to be central aligned on the page.

Format for Table heading:

Table <blank> Chapter number. Table Serial number <3 blanks> Table Title (center aligned, leading caps)

Example:

Table 6.13 Comparison of methods

|  |  |  |
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**REFERENCES**

All the references cited inside the text should be documented under the heading “**REFERENCES”.** All the references must be informative (It should give at least one paragraph description of the book/material referred).

Example:

Single Author:

Aloysius J. A. (1998) *Data Analysis for Management*, Prentice Hall of India Pvt. Ltd., New Delhi.

**Note : Arrange references in alphabetical order and number them in that order.**

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**Abbreviations**

|  |  |
| --- | --- |
| **ALU** | **Arithmetical & Logical Unit** |
| **SDLC** | **Software Development Life Cycle** |
| ***α*** | **Symbolic Speed** |
| ***β*** | **Efficiency** |
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