



Internship Report Guidelines

Following are the guidelines for the preparation of 8th Semester Internship Report.

PAPER: Use A4 (210mm X 297mm) Paper.

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

Left	: 1.25 Inches
Right	: 1.0 Inch
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.

- I. Cover Page**
- II. College Certificate**
- III. Candidate's Declaration**
- IV. Company Certificate**
- V. Acknowledgement**
- VI. Abstract**
- VII. List of Figures**
- VIII. List of Tables**
- IX. Table of Contents**
- X. Chapters 1 to n**
- XI. Appendix (optional)**
- XII. References / Bibliography**

- 1 Cover Page– A specimen copy of the Cover page & Title page of the Internship report.
- 2 Certificate – The Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 14.
- 3 Declaration – The candidate's declaration shall be in double line spacing using Font Style Times New Roman and Font Size 14.
- 4 Acknowledgement - The Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 12



5 Abstract – Abstract should be one page synopsis of the internship report typed 1.5 line spacing, Font Style Times New Roman, italics and Font Size 14. It should contain the objectives of the internship.

6 List of Figures – The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head. Figure copied from some paper or website has to be captioned with “Courtesy of _____”

7 List of Tables – The list should use exactly 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.

8 Table of Contents – The table of contents should list all material following it as well as any material which precedes it. The title page and Certificate will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head.

9 Chapters –

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions, as required.

- 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.
- Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

10 Appendices – Appendices are provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme.

- Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.
- Appendices, Tables and References appearing in appendices should be numbered and referred to at appropriate places just as in the case of chapters.
- Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

11 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.

- **Table and figures** - By the word Table, is meant tabulated numerical data in the body of the project report as well as in the appendices. All other non-verbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.



FOLLOWING MUST BE STRICTLY FOLLOWED

TOP-LEFT CORNER	: Enrollment of the student
TOP-RIGHT CORNER	: Chapter Heading
BOTTOM-LEFT CORNER	: L J University
BOTTOM-CENTER	: Page number
BOTTOM-RIGHT CORNER	: LJIET

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

Color:

All the text including Tables should be Black prints. However, Graphs and Figures can have color prints.

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

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.

Example:

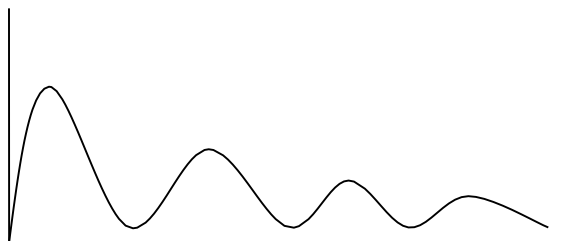


Fig 6.13 Typical Component Event

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:

Example:

Table 6.13 Comparison of methods

- **BINDING** :The report should be Spiral Bounded.
- **NUMBER OF COPIES**: The student must submit 2 copies