DEPARTMENT OF INFORMATION TECHNOLOGY
CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY
HYDERABAD-75

Guidelines for preparing the Mini project Report.

Size and copies: The report should be submitted in A4 size + 1 Soft copy – CD

Paper, Typing and Format: A4 paper should be used for the preparation of the report. Typing should be done on the 12 point size letters for the running text, 14 point size for the sub-headings and 16 point size for main headings/titles/chapter names/etc. The font type should be preferably TIMES NEW ROMAN.

The layout margin to be provided is 3.5 cm on the left, 3 cm on the top and bottom, 1.5 cm on the right.

Fresh paragraph should commence after 1 tab space. 1.5 spacing shall be provided throughout the report preparation. The page number shall be indicated at the bottom middle of the each page.

Binding: The report shall be properly spiral bounded.
First page: Title page

Second page: The second page should contain a certificate signed by the supervisor and Head of the Department

Third page: The third page may include the '**Acknowledgement**'.

Forth page: The forth page may contain an abstract of the project.
Page 5th, 6th, …..: In these pages candidate must provide a table of contents, list of tables and list of figures and abbreviations.

NOTE: All the above pages are to be numbered in Roman numerals of lower case.

Arrangement of chapters: The following is the suggested format for arranging the report matter into various chapters:

1) Introduction
2) Software requirements and specifications
3) Analysis and Design(optional for 2nd year students)
4) Implementation
5) Results
6) Conclusion and future scope
7) Reference / Bibliography

The arrangement of paragraph in a chapter: Each paragraph in a chapter should be properly numbered for example: 2.1, 2.2, etc., where the first digit represents the chapter number and the second digit the paragraph number.

Sub-paragraphs, if any, may be indicated as 1.1.1, 1.1.2, etc., i.e., the first digit representing the chapter, the second representing the paragraph and the third representing the sub-paragraph.

Figures and Tables: The photographs and tables occurring in a chapter may be serially numbered as Fig: 1.1, 1.2, etc., where the first digit represents the chapter, the second digit represents the figure number.

Bibliography or References: The following format may be used for writing the Bibliography / References.
At the end of report where the listing of references is done, the list should be made strictly in alphabetic order of the names of the author. The references/websites have to be listed in the following format:
[S.No] Author, Paper/Book, Publisher/Magazine/Conference, Volume/Edition, page numbers, Year

Examples:
[1]   Bruce, Cryptography, Tata McGraw Hill, 1978
[2]   R. R. Duncan, "Remediation of Lead in Water Supplies," IEEE Trans. Microwave Theory Tech., vol. 99, no. 18, pp. 257-278, Nov. 1986.
[3]   http://www.google.com