**Project Report Guidelines**

#### Following are the guidelines for the preparation of Project 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.

#### Cover Page

#### College Certificate

#### Acknowledgement

#### Abstract

#### List of Figures (Format given at the end)

#### List of Tables (Format given at the end)

#### List of Symbols or Abbreviations

#### Table of Contents (Format given at the end)

#### Chapters 1 to N (chapter list must end with conclusion)

#### References / Bibliography

* 1. Cover Page
  2. Certificate – The Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 14

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

* 1. 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 \_”
  2. 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.
  3. List of Symbols, Abbreviations and Nomenclature – One and a half spacing should be adopted or typing the matter under this head. Standard symbols, abbreviations etc. should be used.
  4. **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.**
  5. Chapters – The chapters may be broadly divided

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.
  1. 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.
  2. 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.

Website citation has to be very specific not like ‘google.com’ or ‘wikipedia.org’.

Figure copied from some paper or website has to be captioned with “Courtesy of

\_ ”

A typical illustrative list given below relates to the citation example quoted above. REFERENCES

1. Ariponnammal, S. and Natarajan, S. (1994) ‘Transport Phonomena of Sm Sel – X Asx’, Pramana – Journal of Physics Vol.42, No.1, pp.421-425.
2. Barnard, R.W. and Kellogg, C. (1980) ‘Applications of Convolution Operators to Problems in Univalent Function Theory’, Michigan Mach, J., Vol.27, pp.81–94.
3. Shin, K.G. and Mckay, N.D. (1984) ‘Open Loop Minimum Time Control of Mechanical Manipulations and its Applications’, Proc.Amer.Contr.Conf., San Diego, CA, pp. 1231-1236.

* **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 : Design Engineering 1B

TOP-RIGHT CORNER : Chapter Heading

BOTTOM-LEFT CORNER : Gujarat Technological University BOTTOM-CENTER : Page number

BOTTOM-RIGHT CORNER : College Name

#### 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

#### EQUATIONS/FORMULAS

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

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**BINDING:** The report should be spiral Bounded. The Title page should be in color print. The text for printing should be identical.