# FORMAT FOR PREPARATION OF 6th SEM PHASE 1 SELF STUDY REPORT

## FOR B.E

* **ARRANGEMENT OF CONTENTS:**

The sequence in which the Self Study report material should be arranged and bound should be as follows:

1. Cover Page & Title Page
2. Certificate
3. Table of Contents
4. List of Symbols, Abbreviations and Nomenclature
5. List of Tables
6. List of Figures
7. Chapters
8. References

The table and figures shall be introduced in the appropriate places.

* **PREPARATION FORMAT:**

* **Table of Contents –** The table of contents should list all material following the table 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. However, these will contain the page numbers of in lower case Roman letters. 1.5 spacing should be adopted for typing the matter under this head with font size 12 for headings and size 11 for sub-headings.
* **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.
* **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.
* **List of Symbols, Acronyms / Abbreviation and Nomenclature** – 1.5 line spacing using Font Style Times New Roman and Font Size 12, should be adopted for typing the matter under this head. Standard symbols used in the report need to be defined. Acronyms / Abbreviation and Nomenclature used in the report need to be expanded / explained.

All **Symbols, Acronyms / Abbreviation and Nomenclature** should be explained when used first time in the report.

Chapters under main Headings

* + - Introduction
    - Literature survey
    - Identification of Problem
    - Application of Engineering Principles
    - Study of existing system and designing the problem
    - Design Process/Methodology
    - Correlation with Self Study subjects
    - Selection of appropriate tools, skills and techniques in solving the problem
    - Future work for phase 2
    - References

There may be further divisions under each heading of the table of contents, depending on the requirement.

Tables and figures should be placed in the immediate vicinity of the reference where they are cited or discussed.

**3. FORMAT TO BE USED FOR TEXT MATTER**

**3.1. Character Fonts**

As a character font, use Times or Times New Roman. The font size must be 12 point in the text including formulas, equations, table headings and figure captions. At least 8 point should be used in figures, tables and superscripts or subscripts. Footnotes, long biographical quotes and exclusive quotations should be 10 points. Chapter Titles should be bold 14 size in sentence case, Headings should be bold and 13 size and sub headings should be bold and 12 size.

**3.2. Spacing**

Spacing of the text material shall be 1.5 or when necessary integer multiples thereof. For example, when a paragraph ends, the next one starts after pressing RETURN twice (2xCR) to get two 1.5 spacing.

**3.3. Left Adjusting**

The left adjusting point of titles and headings shall be 1.5” from the left edge of the paper. You can use the appropriate left adjusting command in computer typesetting.

**3.4. Margins**

Margins of pages shall conform to the following specifications:

* Left margin – 1.5 inch from edge of paper
* Right margin -1.0 inch from edge of paper
* Top margin – 1.0 inch from edge of paper
* Bottom margin –1.0 inch from edge of paper

The above margins shall be observed on charts, graphs, tables, and drawings.

* 1. **Use of Headers and Footers**

Each page in the report (except the title page) is expected to bear a number. The page number shall be incorporated on bottom right corner of the page using **footer**. The left of the **footer** will contain **Dept. of CSE, 2017-2018 and the page number**. The Header will contain name of the college at the left side and title of the self study at the right side.

**4. Preparation of the final copies**

* **No hard Copy of the Report to be submitted**
* **Softcopy of the report in PDF or Word document format to be submitted on the day of presentation only**
* **Students who does not submit ontime will be awarded zero marks for the report.**