REVA Academy for Corporate Excellence

Capstone Project Report Submission: Guidelines

A well-written capstone project report is a mandatory requirement to complete your Masters work. The participants are requested to follow and ensure complete compliance with the guidelines before submitting the project report for review with the academic team.

Writing Protocols

Language Check

1. Use MS Word or LaTeX tools for report writing.

2. Ensure consistency in the title, objectives, analysis, findings, and suggestions.

3. Include opening and closing remarks for each chapter.

4. Use active voice and present tense in sentences.

5. Perform a thorough language review using Grammarly and the Editor tools in the Review tab. Consider Grammarly Premium for added benefits.

6. Avoid using "where," "when," "how," "which," etc.

7. Refrain from colloquial language like "you," "we," "us," "it's," "others," etc.

8. Minimize indefinite words such as "very," "nightmare," "best," "favorite," etc.

9. Reduce pronoun usage for improved readability.

10. Create tables and flowcharts in MS Word; use images only if necessary for complex data or proprietary information.

11. Provide detailed explanations for tables, flowcharts, diagrams, etc., within the text.

12. Ensure your text is revised for grammar and clarity enhancements.

Template and Layout Check

1. Adhere to the provided template with built-in styles; avoid modifying template or style settings.

2. Use 'A4' or 'Letter' page size from the Layout Tab.

3. Maintain 1" margins on all sides.

4. Position page numbers at the bottom right corner.

5. Use 'Times New Roman' font throughout.

6. Use the following font sizes:

   a. Chapters: '14' with Bold formatting

   b. Main Sections: '12' with Bold formatting.

   c. Body text: 'Times New Roman 12'.

7. Maintain a line spacing of 1.5 lines.

8. Set paragraph spacing at 1.0 line (single line spacing).

9. Justify (align) all paragraphs.

10. Start each chapter on a new page.

11. Use proper numbering formats for Chapters, Sections, and subsections.

12. Avoid bullet points; use numbered lists (1., 2., 3., etc.).

13. Table line spacing should be single line spacing; avoid using table images.

14. Insert equations using the Equation option; do not use equation images.

15. Incorporate appropriate trademark ™, copyright ©, and registered ® symbols where needed.

16. Number tables, figures, and equations following the format <Chapter numer>.<Table/Figure/Equation number>. For example, Table 1.1, Fig. 1.1, [x = 1 ... 2].

17. Place figure captions/labels at the bottom of figures using 8-point Times New Roman font.
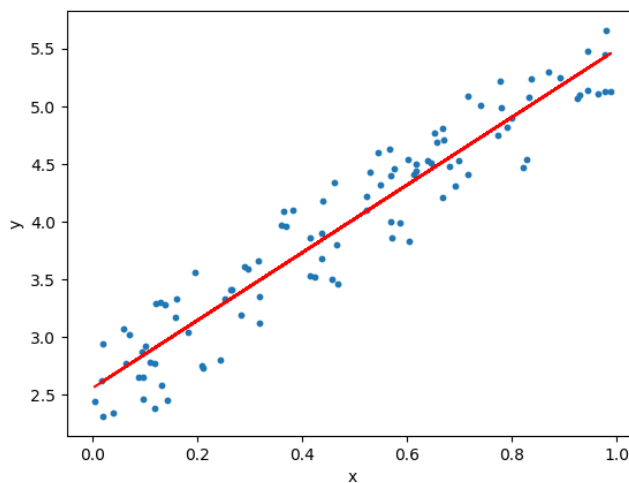
Example Figure:

Fig 1.1: Simple Linear Regression

18. Position table captions/labels at the top of the table. Use 8-point Times New Roman for table labels (in capital letters).

Example Table:

TABLE 1.1: TABLE NAME

Table Head	Table Column Head		
	Table column subhead	Subhead	Subhead
copy	More table copy[a]		

19. Follow the given example for in-text citations of tables.

Example: As illustrated in Table 1.1...

20. Use the "Insert Equation" tool in the MS Word toolbar to create equations.

21. In-text references for equations should follow the provided example.

Example: Eq. (1.1) indicates...

22. Avoid copying and pasting text to retain source formatting.

23. Minimize unnecessary capitalization of words.

REVA University
Bengaluru, India
Established as per the section 2(f) of the UGC Act, 1956,
Approved by AICTE, New Delhi

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24. Italicize variable names, function names, and keywords.

25. Adhere to specified page margins when inserting figures or tables.

26. Always place a single space after a comma, without a space before it.

27. Ensure one space between a word and (, [.

E.g. IEEE 802.11 [1] is...

28. Every plot/chart must have defined x and y axes.

29. The abstract should not include any references.

30. Avoid using half-page or one/two-line paragraphs.

31. Insert a single space between paragraphs.

32. Center-align all tables and figures.

33. Verify page numbering in the "List of Figures" and "List of Tables".

34. Include signatures of the student and guide.

35. Fill out the similarity index page after completing plagiarism checks.

36. Note the Examiners' names for addition on the "Certificate" page after the final viva.

37. Ensure the GitHub link is publicly accessible and provide it in the report.

38. Your text has been reviewed and revised for improved grammar and clarity.

Referencing, Citation, Paraphrasing and Plagiarism

1. Insertion of references using the **Mendeley** is mandatory. Both in-text citation and bibliography must match.

2. **Paraphrasing** is a must while re-writing from external sources. To paraphrase a source, you have to rewrite a passage without changing the meaning of the original text. You may use any of the open paraphrase tools available.

3. In case of definitions or seminal concepts, instead of paraphrasing you may quote them directly, where you can copy someone's exact words and put them in quotation marks.

4. For M.Tech and MSc projects, use IEEE style for referencing. For MBA, use APA style.

Printing the Report

1. The project report must be a minimum of 30 pages and shall not exceed 50 pages for first-year projects, a minimum of 40 pages to a maximum of 75 pages for the second year projects.

2. Attach the plagiarism Report with below 15% similarly index in the annexure of the report.

3. You may attach the title page and last pages with the similarity index report.

4. Publication in a Journal/Conference Presented/White Paper is a must. Attach the full paper extracted from the journal / full conference paper and certificate. This is mandatory for second-year projects.

5. The printing must be done with a RACE approved printer only. Details will be shared.

6. The cover page must be on White hardbound for both 1st year and 2nd year as per the template shared.

7. Print the report on A4 size Executive Bond sheet.

8. Participants must submit two hard copies duly signed by the mentor and the guide (scanned signature will be sufficient) and the Director along with a soft copy in pdf.

Mandatory Acknowledgement template

"I would like to acknowledge the support provided by the founder and Hon'ble Chancellor, **Dr. P Shayma Raju**, Vice-Chancellor, **Dr. N Ramesh**, and Registrar, **Dr. K S Narayanaswamy"**

Note: For any clarifications, please write to Programoffice@race.reva.edu.in