Guidelines for Layout and Format of B.Sc. Computational Mathematics Project Reports

1. Preliminary pages should be numbered: **i., ii., iii, iv, v, vi,** etc. A page number should not be shown on the title page even though it is counted as **i**.

2. Margins should be maintained on all pages as follows:
   Left margin = **3 cm** (wider for binding)
   Top margin = **2 cm**
   Right & bottom margins = **2 cm**

3. Page number should be placed at the **<u>bottom, center</u>** or **<u>bottom, right</u>** of page.

4. For labeling of Chapters and Sections follow the systematic order:
   1. Chapter 1
      1.1. Section 1
         1.1.1.   Sub-section 1
         1.1.2.   Sub-section 2, etc.
      1.2. Section 2
      1.3. Section 3, etc.
   2. Chapter 2
   3. Chapter 3, etc.

5. Use <u>1.5</u> *line spacing* for all text in the main body of the dissertation.

6. Use <u>Times New Roman</u>, **12 point** font size, or <u>Aerial</u> **11 point** for text.

7. Label Appendices or Annexes as: A, B, C, etc.; and give name (title) to each.

8. Label figure captions at bottom of the figure and according to the Chapter it appears in such as, Figure 1.1, Figure 1.2, Figure 2.1, Figure 2.2, Figure 3.1, etc.

9. Label table headings at the top of the table and according to the chapter it appears in, similar to the figures, e.g., Table 1.1, Table 1.2, Table 2.2, etc.

10. Cite references in the text of the dissertation according to the convention:
    "author's last name (date)" -- in case there is only one author
    "last name of first author" *and* "last name of second author" (date) -- in case of two authors
    "last name of first author" *et al.* (date) -- in case of multiple authors

    Note: Math/Phy students are to typeset the Dissertation in LATEX2e. They can cite the reference in the text in *amsplain* **format.**

11. List references alphabetically and using correct citations for books, journal articles and conference/seminar proceedings as shown in the examples (following pages).

12. If more than one reference of the same author exists then the references with the same author should be listed chronologically according to publishing date (year).

13. If more than one of the same author's publications exist in the same year (date), then use suffixes a, b, c, etc., after the publication year {e.g., 1998a; 1998b; etc.)