

# Sample BTP Report for A4 Page Size

First student1, Second student2

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**Supervisor**

*Name of the Supervisor*

Off-Campus Supervisor (only if applicable)

*Name of the company with address*

**Abstract**—This document gives formatting instructions for students preparing BTP Reports as a mandatory requirement for their BTP course. The students must follow the instructions given in this document for their respective reports. You can use this document as both an instruction set and as a template into which you can type your own text.

**Index Terms**—Include at least 5 keywords or phrases.

## I. INTRODUCTION

This document is a template. An electronic copy can be downloaded from the BTP website (<https://uspmes.daiict.ac.in/btpsite>). For questions on report writing guidelines, please contact your Respective supervisor. Off-Campus students may contact their respective On-Campus mentors.

## II. PAGE LAYOUT

An easy way to comply with the BTP report formatting requirements is to use this document as a template and simply type your text into it.

### A. Page Layout

Your paper must use an A4 size page of 210mm wide and 297 mm long (8.27"×11.69"). The margins must be set as follows:

- Top = 19mm (0.75")
- Bottom = 43mm (1.69")
- Left = Right = 14.32mm (0.56")

Your paper must be in two column format with a space of 4.22mm (0.17") between columns.

### B. Declaration

It is compulsory to write "This Report is Submitted in the partial fulfillment of the requirements towards the award of B.Tech. (ICT) degree, 2012." in the Header.

## III. PAGE STYLE

All paragraphs must be indented. All paragraphs must be fully justified, *i.e.*, both left-justified and right-justified.

### A. Text Font of Entire Document

The entire document should be in Times New Roman or Times font. Type 3 fonts must not be used. Other font types may be used if needed for special purposes.

Recommended font sizes are shown in Table 1.

### B. Title and Student Details

Title must be in 24 pt Regular font. Student name must be in 11 pt Regular font. Student affiliation must be in 10 pt Italic. Email address must be in 9 pt Courier Regular font. Students doing Off-Campus BTP must include their Off-Campus Supervisors' names in 9 pt Courier Regular font and their addresses, including company names, in 10 pt Italic Times New Roman or Times font.

TABLE I  
FONT SIZES FOR PAPERS

| font size | regular   | Bold          | Italic   |
|-----------|---|---------------|--|
| 8         | table caption (in Small Caps), figure caption, reference item |               | reference item (partial)                             |
| 9         | Student email address (in Courier), cell in a table           | abstract body | abstract heading (also in Bold)                      |
| 10        | level-1 heading (in Small Caps), paragraph                    |               | level-2 heading, level-3 heading, author affiliation |
| 10        | Supervisor name   |               |  |
| 11        | Student Name  |               |  |
| 24        | title   |               |  |

All title, student and supervisor(s) details must be in single-column format and must be centred.

Every word in a title must be capitalized except for short minor words such as "a", "an", "and", "as", "at", "by", "for", "from", "if", "in", "into", "on", "or", "of", "the", "to", "with".

To avoid confusion, the family name must be written as the last part of each student name (*e.g.*, Nemi Chand Mishra).

Affiliation line will only include Dhirubhai Ambani Institute of Information and Communication Technology, Gandhinagar.

Email address is compulsory for each student which will show the ID of the student.

The Off-Campus students must provide the name of the respective supervisor and his/her affiliation as shown.

### C. Section Headings

Not more than 3 levels of headings should be used. All headings must be in 10pt font. Every word in a heading must be capitalized except for short minor words as listed in Section III-B.

1) *Level-1 Heading*: A level-1 heading must be in Small Caps, centred and numbered using uppercase Roman numerals. For example, see heading “III. Page Style” of this document. The two level-1 headings which must not be numbered are “Acknowledgment” and “References”.

2) *Level-2 Heading*: A level-2 heading must be in Italic, left-justified and numbered using an uppercase alphabetic letter followed by a period. For example, see heading “C. Section Headings” above.

3) *Level-3 Heading*: A level-3 heading must be indented, in Italic and numbered with an Arabic numeral followed by a right parenthesis. The level-3 heading must end with a colon. The body of the level-3 section immediately follows the level-3 heading in the same paragraph. For example, this paragraph begins with a level-3 heading.

### D. Figures and Tables

Figures and tables must be centred in the column. Large figures and tables may span across both columns. Any table or figure that takes up more than 1 column width must be positioned either at the top or at the bottom of the page.

Graphics may be full colour. All colours will be retained on the CDROM. Please use only SOLID FILL colours which contrast well both on screen and on a black-and-white hardcopy, as shown in Fig. 1.

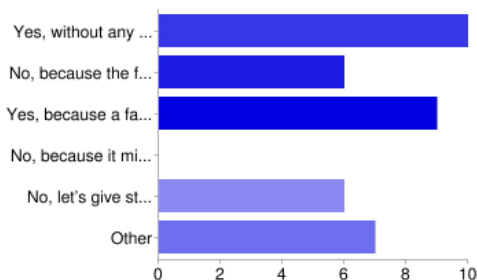


Fig. 1. A sample histogram using colours which contrast well both on screen and on a black-and-white hardcopy

Fig. 2 shows an example of a low-resolution image which would not be acceptable, whereas Fig. 3 shows an example of

an image with adequate resolution. Check that the resolution is adequate to reveal the important detail in the figure.

Please check all figures in your paper both on screen and on a black-and-white hardcopy. When you check your paper on a black-and-white hardcopy, please ensure that:

- the colours used in each figure contrast well,
- the image used in each figure is clear,
- all text labels in each figure are legible.

### E. Figure Captions

Figures must be numbered using Arabic numerals. Figure captions must be in 8 pt Regular font. Captions of a single line (*e.g.*, Fig. 2) must be centred whereas multi-line captions must be justified (*e.g.*, Fig. 1). Captions with figure numbers must be placed after their associated figures, as shown in Fig. 1.



Fig. 2. Example of an unacceptable low-resolution image



Fig. 3. Example of an image with acceptable resolution

### F. Table Captions

Tables must be numbered using uppercase Roman numerals. Table captions must be centred and in 8 pt Regular font with Small Caps. Every word in a table caption must be capitalized except for short minor words as listed in Section III-B. Captions with table numbers must be placed before their associated tables, as shown in Table 1.

### G. Page Numbers, Headers and Footers

Page numbers, headers and footers must not be used. There will be no indenting on a new paragraph.

### H. Links and Bookmarks

All hypertext links and section bookmarks will be removed from papers during the processing of papers for publication. If you need to refer to an Internet email address or URL in your paper, you must type out the address or URL fully in Regular font.

## I. References

The heading of the References section must not be numbered. All reference items must be in 8 pt font. Please use Regular and Italic styles to distinguish different fields as shown in the References section. Number the reference items consecutively in square brackets (*e.g.*, [1]).

When referring to a reference item, please simply use the reference number, as in [2]. Do not use “Ref. [3]” or “Reference [3]” except at the beginning of a sentence, *e.g.*, “Reference [3] shows”. Multiple references are each numbered with separate brackets (*e.g.*, [2], [3], [4]-[6]).

Special care must be taken while referring to some article in your report. Adequate references also save you from the fear of being caught for plagiarism, even though it is unintentional or inadvertent. Examples of reference items of different categories shown in the References section include:

- example of a book in [1]
- example of a book in a series in [2]
- example of a journal article in [3]
- example of a conference paper in [5]
- example of a patent in [6]
- example of a website in [7]
- example of a web page in [8]
- example of a databook as a manual in [9]
- example of a datasheet in [10]
- example of a master’s thesis in [11]
- example of a technical report in [12]
- example of a standard in [13]

## IV. PLAGIARISM

Plagiarism is an intentional or unintentional failure to indicate the source with quotation marks or footnotes or in reference section where appropriate if any of the following is reproduced in the work (project report, dissertation, thesis, synopsis, term paper, software, design etc.) submitted by a student:

- 1) A piece of musical.
- 2) A graphic element.
- 3) A proof of a technical work.
- 4) A code of programming.
- 5) An idea derived from the work, published or unpublished, of another person.

We believe that this could be because of the lack of information and/or awareness of the student while submitting such work. Therefore we adopt a policy of considering several basic factors when evaluating a case of suspected plagiarism. These may include, but not limited to, amount or quantity (full paper, a section of a paper, a page, a paragraph, a sentence, phrases), use of quotation marks for all copied text, appropriate placement of credit notices, improper paraphrasing. Many a times we tend to do smart paraphrasing and think that we would skip the charge of plagiarism. But this may lead to more embarrassment if noticed. Paraphrasing often breaks the flow of the sentence if the author has changed only a few words or phrases or has only

rearranged the original sentence order. Even a very cautious paraphrasing of the original text can lead to a charge of plagiarism if the original source is not properly acknowledged.

Typically there are five types of plagiarism [4] that are accepted worldwide and those are: i) Copy & Paste Plagiarism, ii) Word Switch Plagiarism, iii) Style Plagiarism, iv) Metaphor Plagiarism and v) Idea Plagiarism. Since plagiarism is a subjective matter, we may adopt the policy of “Plagiarism is plagiarism”. Therefore to ensure consistency and fairness in our judgment the above mentioned types of plagiarism may be used as handy tool. DA-IICT may adopt the following IEEE guidelines for quantifying the degree of plagiarism if such cases get reported. We expect that the process of scaling and/or adjudication might mature with time and practice.

- Level One : uncredited verbatim copying of a full paper, or a major portion (  $\geq 50\%$ ), or verbatim copying within more than one paper by the same author(s).
- Level Two : uncredited verbatim copying of large portion (between 20 and 50%) or verbatim copying within more than one paper by the same author(s).
- Level Three : uncredited verbatim copying of individual elements (Paragraph(s), Sentence(s), Illustration(s), etc.) resulting in a significant portion (up to 20%) within a paper.
- Level Four : uncredited improper paraphrasing of pages or paragraphs.
- Level Five : credited verbatim copying of a major portion of a paper without clear delineation (*e.g.*, quotes or indents).

## V. CONCLUSIONS

The version of this template is V1. Most of the formatting instructions in this document have been compiled from IEEE template for conference papers. We would also try to provide template for LaTeX. The advantage of preparing your report in LaTeX is that all reports could be compiled in one final document containing reports of the complete batch. We are attempting for that and expect that in near future, may be starting your batch itself, it would be put in place. You may find that production in LaTeX is a bit tedious, whereas the Microsoft Word template is self-contained. We are trying our best to ensure that the templates have the same appearance.

Our preference is submission in LaTeX format.

## ACKNOWLEDGMENT

Please note that the heading of the Acknowledgment section and the References section must not be numbered.

The BTP Coordinator of academic year 2011-12 wishes to acknowledge Pankaj V. Dhalvaniya (201111008) for customizing this template to make report submission uniform.

## REFERENCES

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