**Guidelines for final report submission**

Following points should be kept in mind while preparation of the final report of the project:

Final Project report should be submitted online on the appropriate UMS interface. The outer cover page should have information as mentioned in (Annexure-III)

The plagiarism report must be the part of the final report as the last section.

The report should be categorized in Chapters as per section 3 and the final chapter must be conclusion and future perspectives.

The printing (if required) of the report should be done on both sides of page.

**1 Sequence of introductory pages of the report**

1. Cover page {as per Annexure-IV}
2. Declaration by student {as per Annexure-V}
3. Declaration by supervisors {as per Annexure-VI}
4. Acknowledgement (if any)
5. List of Tables (If any)
6. List of Figures/ Charts (If any)
7. List of Schemes (If any)
8. List of Symbols (If any)
9. List of abbreviations (If any)

**2 Formatting of the report**

1. The report should be prepared on A4 letter size.
2. The font type should be Times New Roman. The font size should be 14 for headings and 12 for normal text.
3. All the headings should be in bold and all the other matter should be normal.
4. The text should be justified throughout the report except for headings, figures, tables, schemes etc.
5. The line spacing should be fixed at 1.5 for the entire report.
6. The page numbers should be mentioned at bottom middle position.
7. The top, bottom and right margins should be 1” each whereas the left margins should be set at 2.5”.
8. The chapters should be numbered as Chapter-1, Chapter-2, etc. whereas figures, charts, tables etc. should be numbered as 1.1, 2.1 etc. For example-figure 1.1 corresponds to first figure in chapter-1.
9. The report should be minimum of 40 pages and maximum of 60 pages.

**3. Chapter outline for Final Report preparation**

The report should be divided into minimum of 5 chapters. The number of chapters can be increased to maximum of 7 depending upon the requirement and nature of the work undertaken by the students. The suggestive guidelines for each chapter are as follows:

**Chapter-1:** Chapter-1 should be titled as “**Introduction”**. It should include the aim, importance, applicability, scope, relevance etc. of the proposed work.

**Chapter-2:** Chapter-2 should be entitled as **“Review of Literature”**. The chapter should discuss the extensive literature related to project. This should contain the authoritative as well as latest references in the field of proposed work. The gaps in existing work should be clearly defined in this chapter which has led to the need of the proposed work. The references should be authoritative and literature should be organised in such a way that references are cited in chronological order starting from oldest and proceeding to the latest reference till date.

**Chapter-3:** Chapter-3 should be entitled as “**Implementation of project”**. This should contain the detailed outline of the project like objectives, experimental work, methodology/ tools/ techniques/ instrumentation, coding, circuit designs, field settings etc. used during the course of the project.

**Chapter-4:** Chapter 4 should be titled as **“Results and Discussions”.** This chapter should contain details about the results obtained and discussions based upon the results. All the supporting information like Graphs, tables and figures, screenshots, outputs should be part of this chapter.

**Final Chapter:** Last Chapter should be titled as **“Conclusion and Future Scope”.** The conclusion part of the project work should be properly discussed based upon the results obtained rather than the hypothesis or assumptions. This chapter should also contain the future perspectives and applicability related to the project work.

**Publication Details**: This section should be entitled as “**List of publications/conference papers**”. This section should include the list of publications which have been the direct outcome of the project work undertaken by the student. The student must mention the list of such publications along with their status such as published, reviewer’s comments received, communicated, etc. In case of published articles, the copy of same can be attached. In case the publication is in conference, details should be provided about type of conference (National/International), conference name, dates, venue, paper presentation and publication details such as volume, issue, page nos. In case the research publication is published in a reputed journal details such as name of the journal, ISSN, volume, issue, page number etc. should also be mentioned.

**Guidelines for writing references**

The references should be written after publication details. References must be typed as Superscripted in text.

Multiple references must be comma (,) separated.

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**While writing the reference for a paper in journal**, following order should be followed

* 1. Initial and surname of the authors
  2. Title of the paper in inverted commas
  3. Name of the Journal in italics (Standard abbreviation can be used)
  4. Volume number in bold
  5. First page-last page
  6. Year of publication

**For example-** J. Luo, C. W. Chen, K. J. Parker, and T. S. Huang, “Artifact reduction in low bit rate DCT-based image compression,”*IEEE Trans. Image Processing*, **vol. 5**, pp. 1363–1368, Sept. 1999

**While writing the reference of a book chapter**, following order should be followed

* 1. Initial and surname of the authors
  2. Title of the book
  3. Edition of the book in round brackets
  4. Name of publisher
  5. Year of book in bold
  6. First page-last page

**For example-** M. Kitamura, R. Noyori in Ruthenium in Organic Synthesis (Ed.: S.-I.

Murahashi), Wiley-VCH, Weinheim, **2004**, pp. 3–52.

**While writing the reference for website**, following order should be followed

1. URL of the website
2. Dated: DD/MM/YYYY

**For Example-**

[**https://www.hopkinsguides.com/hopkins/view/Johns\_Hopkins\_Diabetes\_Guide/547042/**](https://www.hopkinsguides.com/hopkins/view/Johns_Hopkins_Diabetes_Guide/547042/all/DPP_IV_Inhibitors)[**all/DPP\_IV\_Inhibitors**](https://www.hopkinsguides.com/hopkins/view/Johns_Hopkins_Diabetes_Guide/547042/all/DPP_IV_Inhibitors)**; Dated- 16/07/2019**

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**Annexure-III**

**Hard bound cover**

**Title of the work**

**A project report**

Submitted in partial fulfilment of the requirements for the award of degree of

**Name of Programme**

**(Specialization)**

**Submitted to**

**LOVELY PROFESSIONAL UNIVERSITY**

**PHAGWARA, PUNJAB**

****

**From MM/DD/YY to MM/DD/YY**

**SUBMITTED BY**

**Name of student**

**Name of Supervisor**

**Registration Number**

**UID of Supervisor**

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**Annexure-IV**

**Internal cover page**

**Title of the work**

**A project report**

Submitted in partial fulfilment of the requirements for the award of degree of

**Name of Programme**

**(Specialization)**

**Submitted to**

**LOVELY PROFESSIONAL UNIVERSITY**

**PHAGWARA, PUNJAB**

****

**From MM/DD/YY to MM/DD/YY**

**SUBMITTED BY**

**Name of student**

**Registration Number**

**Name of Supervisor**

**UID of Supervisor**

**Signature of student** **Signature of Supervisor**

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**Annexure-V**

**Declaration by student**

**To whom so ever it may concern**

I, **Name of the student, Registration Number of the student,** hereby declare that the work done by me on “**Topic of the work**” under the supervision of **Name of the supervisor**, **Designation,** Lovely professional University, Phagwara, Punjab, is a record of original workfor the partial fulfilment of the requirements for the award of the degree, **degree name.**

Name of the Student (Registration Number)

Signature of the student

Dated:

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**Annexure-VI**

**Declaration by the supervisor**

**To whom so ever it may concern**

This is to certify that **Name of the student**, **Registration Number** from Lovely Professional University, Phagwara, Punjab, has worked on “**Topic of the Project**” under my supervision from. It is further stated that the work carried out by the student is a record of original work to the best of my knowledge for the partial fulfilment of the requirements for the award of the degree, degree name.

Name of Supervisor

UID of Supervisor

Signature of Supervisor