**1. INTRODUCTION**

The procedures and rules set forth in the following pages are for the guidance of undergraduate students preparing project concept note (PCN)/project proposals. These materials are not intended however, as a complete manual for the writing of concept note or project proposals. As to the specific requirements, those listed herein should be followed.

**2. GENERAL INSTRUCTIONS**

Follow the departmental notice(s) for submitting the PCN/project proposals

**3. FORMAT**

* 1. **Character Fonts**

As a character font use Times New Roman. The font size must be 12 in text including formulae, equations, table headings and figure captions. At least 8 point should be used in figures, tables and, subscripts. Footnotes, long biographical/references quotes and extensive quotations should be 10 points.

* 1. **Spacing**

Spacing or the text material shall be 1.5 or when necessary integer multiples thereof.

The followings are exceptions:

* Footnotes - single spacing
* Long biographical quotes – single spacing
* Extensive quotations - single spacing and indented one (1) centimeter relative to the text material.
  1. **Left Adjusting**

The left adjusting point of titles and headings shall be 3.5 mm 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 - 3.5 cm from edge of paper*

*Right margin - 2 cm from edge of paper*

*Top margin - 3.5 cm from edge of paper*

*Bottom margin - 2 cm from edge of paper*

The above margins shall be observed on charts, graphs, tables and drawings. Folded papers will not be accepted unless there is absolutely no other way for the material to be presented.

**3.5 Pagination**

Each page in the proposal (except the title page) is expected to bear a number. Only one side of the paper may be used. The preliminary section, including the title page, acknowledgements (if any), table of' contents, etc., should be numbered, using lower case Roman Numerals, e.g., i, ii, iii, etc. The title page counts as Page i, but the number does not appear. The sequence of the preliminary section is as follows:

Title Page Page i number does not appear

Acknowledgements Page ii, as necessary

Abstract Page iii, as necessary

Table of Contents Page iv, as necessary

List of Figures Page v, as necessary

List of Tables Page vi, as necessary

List of Symbols/Abbreviations Page vii, as necessary

For the remainder of the proposal, Arabic numbers are used. Each page must be numbered. Page numbers are to be placed two centimeters from the top and right hand margins on the page and must be 12 point. Include all pages for i1lustrations, tables, appendices, bibliography, etc. Use of suffixes, such as 25a, 25b, etc., should not be appeared. The numbering in the main body of the report should begin with Page 1 and run consecutively to the last page. No punctuation, such as dash or a period, should accompany the page number. Paragraphs must be uniformly indented one centimeter. Series of paragraph items which are to be listed without headings under any of the regular headings may, for clarity, be designated by special bullets such as ., or enumerated by (i), (ii), (iii), etc. A new paragraph must not begin at the bottom of a page if there is not sufficient space for at least (2×CR). A paragraph must be separated from the preceding and succeeding paragraphs by (2×CR).

**3.6 Heading**

**3.6.1 Main headings**

Main headings numbered such as 1, 2, etc. must obey the following rules:

* They must begin a new page according to Section 3.3. Omit period at the end of the heading. Main headings must be typed in bold face and must be in capital letters and in 14 points.
* Main headings should reflect content of the text that follows. Main headings are not to be called as chapters. .
* The number of the headings will be followed by a period and two spaces.
* They must precede the following text material or second heading by (2×CR).

**3.6.2 Second headings**

Second headings numbered such or 2.1., 2.2., etc. must obey the following rules:

* They must begin according to Section 3.3 be typed in 12 points, bold face and, capital and lower case lower case letter ; i.e., the first letter of each words except conjunctions, prepositions and articles must be a capital letter. Omit period at the end of heading.
* The number designation of second heading will be followed with a period and two spaces.
* Second headings must be (2×CR) below preceding text and (2×CR) of succeeding text, but need not a new page.

**3.6.3. First subheadings**

First subheading numbered such as 2.1.1., 2.1.2., etc, must obey the following rules:

* They must be typed on separate lines beginning at the left margin line of the text but need not begin a new page.
* They must be typed in bold face and with capital and lower else letters except, conjunctions, prepositions and articles.
* The number designation of the heading will be followed by a period and two spaces. Omit period at the end of the heading.
* First subheadings must be separated from the preceding and succeeding text by (2×CR).

**3.6.4 Second subheadings**

Second subheadings numbered such as 2.1.1.1., 2.1.1.2., etc. must obey the following rules; however, second subheadings should be avoided if possible.

* They must be typed on the same line as the text it introduces, beginning at the left margin line of the text.
* They must be typed in capital and lower case letters except conjunctions, prepositions and articles.
* They must be followed by a period at the end of the heading and must be underlined.
* The number designation shall be followed by a period and two spaces.
* Second subheadings must be separated from the preceding text by (2×CR).

**3.7 Footnotes**

Footnotes should obey the following rules; however, footnotes should be used only if absolutely necessary:

* Footnote references shall be indicated in the text by an Arabic number placed superior to the text and immediately following the word, phrase or sentence which the footnote concerns.
* Footnotes shall be sequential for each page and for the entire report.
* Footnotes shall be placed at the bottom of the page on which they are indicated. They shall be indented from the left margin of the text by one centimeter and placed under a broken line made of 20 characters (5 cm). Footnotes single-spaced and 10 points.

**3.8 Bibliographical/Reference Material**

As already noted in the introduction, reports should follow the form used in scholarly publications of the student's field of job. Rules of form vary from one field to another, and it is important that the student learn the editorial usages of his/her own field, It is generally important that he/she follow such usages consistently throughout his/her proposal.

* The number in square brackets such as "[8]”, should indicate the order or first appearance of the reference in the text. The listing of references in the bibliography shall be in the order in which they are used in the text and shall bear the same number as was used in the reference in the text.

**3.9 Specially Designated Expressions**

Specially designated expressions usually mean equations, formulae, etc. and they obey the following rules:

* They will be centered on the page according to Section 3.3 and separated from the preceding text and the succeeding text by (2×CR).
* The expressions shall be identified by an Arabic number in parentheses like

"(2.1)", "(2.2)", "(2.3)", etc., which should be placed opposite the expression and in line with the right margin of the text: They should be numbered within each chapter in the order of their appearance.

* Mathematical formulae and expressions must be typeset according to a consistent math-style throughout the whole report. The standard style for mathematical expressions in scientific publication makes use of italic typeface for vectors and matrices. In Latin characters and non-italic typeface for mathematical signs (+, -, parentheses, etc.). Bold characters are usually reserved for vectors and matrices. In any case, the style used for in-text formulae should be the same as that of displayed formulae.

**3.10 Tables and Figures**

In general, all of these are special matters, usually of a technical sort, and the proper form must he understood and followed after a received instructions from his/her supervisor. To ensure satisfactory reproduction, drawings, graphs etc., they should be prepared in contrasting colors, preferably in black. Tables and figures should be enumerated within each chapter, i.e., as 2 .1, 2.2, 2.3, 3.1, 3.2, etc. The designation or each table or figure within the text should have only the first letter in capital (i.e. such as "Table 4.5" or "Figure 3.8") throughout the proposal: Tables, figures and their captions should be centered. The captions should be as normal text, i.e. only the first letter should be capitalized. The captions should be at a distance of (1×CR) from the table or figure. Also note that all floating items such as graphs, charts, photographs and illustrations should be considered and designated as a figure or table, whichever is appropriate.

**4. ARRANGEMENT**

**4.1 Title Page**

As provided herewith.

**4.2 Acknowledgements**

Students may desire to include a page with a brief note of an acknowledgement of help received from particular people. All organizations proving any means of support must also be acknowledged.

**4.3 Summary**

The summary should give the information that will enable a student to tell whether he/she wishes to read the complete proposal. Therefore, the summary should cover the following points: Statement of the problem, proposed procedure or method in brief, projected output, scope of the proposal. The summary should contain no headings tabular material, formulas, or footnotes. Summary should not contain references, but author citing is allowed.

**4.4 Table of Contents, List of Figures, Tables and Symbols / Abbreviations**

Proposals/PCN are expected to have a "Table of Contests for the convenience of the reader. If figures and tables are scattered throughout the text a separate "List of Figures" and/or "List of Tables" must be included after the Table Contents. These lists should include after the Table of Contents. These lists should include page numbers. Similarly, a "List of Symbols" (or "List of Symbols/ Abbreviations" as appropriate) should be included. Examples of such materials are as shown below. "List of Symbols /Abbreviations" can contain abbreviations listed alphabetically as a separate group following the symbols.

**4.5 Text**

The text of the proposal will follow at this point. The first chapter (in most cases, Introduction) will start on the first page of the text, i.e. the first page enumerated in Arabic numerals. When writing your PCN/proposal, pay attention to some of the precautions listed below:

* The whole text should be left and right Justified.
* Please note the spelling of "Foreword".
* Periods, commas, semicolons and colons go outside the quotation marks.
* The word "data" is plural and requires a plural verb.
* Integers from one to nine, inclusive, should be spelled out except when they represent a chapter or a section; for number 10 and above, use numerals. Numbers should be spelled out when they begin a sentence.
* Spell out per cent: do not use %, and write per cent as two words without a period within the text.

**4.6 Appendices**

A last section may contain supporting data for the text in the form of one or more appendices. Examples of appendix material include data sheets, questionnaire samples, flowcharts, illustrations, maps, software listings, charts, etc. If a section, table, figure, equation etc., is to be included in an appendix, the numbering should follow the same rules used within the proposal. In this case, however, they should begin with the letter of the respective appendix such as "Table A.l", "Equation (B.4)" etc. Each appendix should have a descriptive title just like chapter headings.

**5. PREPARATION OF THE FINAL COPIES**

**5.1 Typesetting**

Computer typesetting programs reports written in MS- WORD for Windows, Open Office are acceptable.

**5.2 Paper Quality**

The original copy shall be typed on A4-size white paper. All reproduced copies should be of the same grade of paper.

**5.3 Printer**

Only laser printer and Ink Jet printer output are acceptable. Printer settings must comply with A4-size paper and must be so that the page is not resized in printing.

**5.4 Reproduction**

Mimeographed or ditto copies are not acceptable for the Institute or Library copies; however, photocopy reproduction is acceptable for all parts or copies of the proposal. Care must be taken to insure that the proper grade of paper is used at all times and that copying contrast is dark.

**5.5 Binding**

The PCN/proposal should be bound in plastic cover.

**APPENDIX A: SAMPLE PAGES**

The following pages present examples typeset in the format described earlier. The sample pages for reference list include examples of referencing journal articles, books, articles in a book, reports, conference papers, reports and articles in the Internet. Follow the examples in the following pages carefully as the form, font type and size, and spacing is concerned.



TRIBHUVAN UNIVERSITY

INSTITUTE OF ENGINEERING

CENTRAL CAMPUS PULCHOWK

**PROJECT CONCEPT NOTE**

**ON**

**[PROJECT TITLE]**

By:

**[Name(s) of students/Roll No.]**

Submitted To:

DEPARTMENT OF ELECTRONICS AND COMPUTER ENGINEERING

LALITPUR, NEPAL

(MONTH DAY, YEAR)

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**LIST OF SYMBOLS / ABBREVIATIONS**

θ Orientation Vector

p Position Vector

SIFT128 The 128-dimension SIFT descriptors

2D 2 Dimensional

3D 3 Dimensional

FPGA Field Programmable Gate Array

PGM Portable Gray Map

SVD Singular Value Decomposition

**REFERNCES**

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