

SEMINAR REPORT GUIDELINES

PAPER SIZE, MARGINS, FONTS AND LINE SPACINGS

Instructions:

Font: Times New Roman

Font Size:

Chapter Title: 16 Bold(In Capital letters, Centered)

Side Headings: 12 Bold(In Capital letters)

All other text 12 (Normal text)

Line Spacing: 1.5

Paper Size: A4 [One side printing]

Margins:

Left margin: 1.5 inch

Right margin: 1 inch

Top: 1 inch

Bottom: 1 inch

Number of Pages: Minimum – 10 ; Maximum – 15

Header: Page number (Right)

Footer: Department of Statistics & Data Science, Christ University
[with font size 10 for both header and footer; Include border line for header and footer]

IMPORTANT INSTRUCTIONS

1. Do not end a page with a title. Shift the title to the next page.
2. Do not end a page with a single line of a new paragraph, Start the new paragraph in the next page.
3. Strictly follow the given format for bibliography.

FIGURES AND TABLES

1. Position Figures and Tables as close as possible to the text where they are referred.
2. The number of the figure, and its caption should be typed immediately below it in Times New Roman Size 10.
3. The number of the table and its caption should be typed immediately above it in Times New Roman Size 10.

ABSTRACT

The abstract should condense the report to 200 words or less in single-space format. Do not include any sub-title or bullets in abstract. The abstract should contain:

- a. the most essential background information

- b. the purpose and scope of the project
- c. major outcomes and recommendations

CONCLUSION

Rewrite the aim and objective of the topic with a brief note on the major modules. Summarize the available features, results and limitations. Conclude with your future enhancements.

REFERENCES PAGE INSTRUCTIONS

1. In the body of your text refer to the source of your information by inserting consecutive numbers in brackets at the end of each segment of cited information—like this [1]. These reference numbers can also be inserted within a sentence [2], without changing the sentence's punctuation. You may also cite your reference in your text as follows: "As Smithsky [3] points out,...
2. Unless you are referring to a complete book or article, you will also need to identify the page number(s) of your source of information. Indicate exact page numbers of a source within your brackets after a comma [4, pp. 3-6], or by a simple rhetorical device in your text such as "However, on page 79 of [5] the author seems to contradict himself when he states. . ." If you must refer to more than one separate page or source in the same reference, use semicolons for separation: [6, p. 46; 7, pp. 29-31; 9, pp. 8-12].
3. Once you have numbered a source use the same number for all subsequent references to that source. References at the end of quotation marks "are punctuated with the period after the reference" [8, p. 23].
4. Always use square brackets around reference numbers [10, pp. 78-85] to distinguish from equation numbers, which are given in parentheses (6).
5. Single space individual references, with no indentation for a second or third line. Double space between separate references.
6. Use a common abbreviation for a journal title if there is one, e.g. IEEE Electron Device Lett. Otherwise give the full name of the journal.
7. End each entry with a period.
8. List each source only once on your reference page.

Books Format:

Author's last name, first name. *Book title*. Edition and other additional information. City of publication: Publisher, year.

- [1] Hyde, Margaret, and Elizabeth Forsythe. *Suicide: The Hidden Epidemic*. New York: Watts, 1986.

Magazine & Newspaper Articles Format:

Author's last name, first name. "Article title." *Periodical title* Volume # Date: inclusive pages.

- [1] Kanfer, Stefan. "Heard Any Good Books Lately?" *Time* 113 21 July 1986: 71-72.

Website or Webpage Format:

Author's last name, first name (if available). "Title of work within a project or database." *Title of site, project, or database*. Editor (if available). Electronic publication information (Date of publication or of the latest update, and name of any sponsoring institution or organization). Date of access and <full URL>.

Note: If you cannot find some of this information, cite what is available.

- [1] Devitt, Terry. "Lightning injures four at music festival." *The Why? Files*. 2 Aug. 2001. 23 Jan. 2002 <<http://whyfiles.org/137lightning/index.html>>.
- [2] Dove, Rita. "Lady Freedom among Us." *The Electronic Text Center*. Ed. David Seaman. 1998. Alderman Lib., U of Virginia. 19 June 1998 <<http://etext.lib.virginia.edu/subjects/afam.html>>.

Sample reference page:

- [1] Devitt, Terry. "Lightning injures four at music festival." *The Why? Files*. 2 Aug. 2001. 23 Jan. 2002 <<http://whyfiles.org/137lightning/index.html>>.