

Guidelines for project report

FORMAT FOR PREPARATION OF PROJECT REPORT

1. ARRANGEMENT OF CONTENTS:

The sequence in which the project report material should be arranged and bound should be as follows:

1. Cover Page & Title Page
2. Bonafide Certificate
3. Abstract
4. Table of Contents
5. List of Tables
6. List of Figures
7. List of Symbols, Abbreviations and Nomenclature
8. Chapters
9. Appendices
10. References

The table and figures shall be introduced in the appropriate places.

2. PAGE DIMENSION AND BINDING SPECIFICATIONS:

The dimension of the project report should be in A4 size. The project report should be bound using flexible cover of the thick white art paper or golden embosses. The text for printing should be identical.

3. PREPARATION FORMAT:

3.1 Cover Page & Title Page – A specimen copy of the Cover page & Title page of the project report are given in **Appendix 1**.

3.2 Bonafide Certificate – The Bonafide Certificate shall be in double line spacing

using Font Style Times New Roman and Font Size 14, as per the format in **Appendix 2.**

The certificate shall carry the supervisor's signature and shall be followed by the supervisor's name, academic designation (not any other responsibilities of administrative nature), department and full address of the institution where the supervisor has guided the student. The term '**SUPERVISOR**' must be typed in capital letters between the supervisor's name and academic designation.

- 3.3 Abstract** – Abstract should be one page synopsis of the project report typed double line spacing, Font Style Times New Roman and Font Size 14.
- 3.4 Table of Contents** – The table of contents should list all material following it as well as any material which precedes it. The title page and Bonafide Certificate will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the Table of Contents of the project report is given in **Appendix 3.**
- 3.5 List of Tables** – The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.
- 3.6 List of Figures** – The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.
- 3.7 List of Symbols, Abbreviations and Nomenclature** – One and a half spacing should be adopted or typing the matter under this head. Standard symbols, abbreviations etc. should be used.
- 3.8 Chapters** – The chapters may be broadly divided into 3 parts (i) Introductory chapter, (ii) Chapters developing the main theme of the project work (iii) and Conclusion.

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

- ❖ Each chapter should be given an appropriate title.
- ❖ Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
- ❖ Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the

material they annotate.

3.9 Appendices – Appendices are provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme.

- Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.
- Appendices, Tables and References appearing in appendices should be numbered and referred to at appropriate places just as in the case of chapters.
- Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

3.10 List of References –The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details.

A typical illustrative list given below relates to the citation example quoted above.

REFERENCES

1. Aripnammal, S. and Natarajan, S. (1994) ‘Transport Phenomena of Sm Sel – X Asx’, Pramana – Journal of Physics Vol.42, No.1, pp.421-425.

2. Barnard, R.W. and Kellogg, C. (1980) ‘Applications of Convolution Operators to Problems in Univalent Function Theory’, Michigan Math. J., Vol.27, pp.81–94.

3. Shin, K.G. and McKay, N.D. (1984) ‘Open Loop Minimum Time Control of Mechanical Manipulations and its Applications’, Proc.Amer.Contr.Conf., San Diego, CA, pp. 1231-1236.

3.10.1 Table and figures - By the word Table, is meant tabulated numerical data in the body of the project report as well as in the appendices. All other non-verbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.

4. TYPING INSTRUCTIONS:

The impression on the typed copies should be black in colour.

One and a half spacing should be used for typing the general text. The general text shall be typed in the Font style 'Times New Roman' and Font size 14.

* * * * *

APPENDIX 1

(A typical Specimen of Cover Page & Title Page)

TITLE OF PROJECT REPORT

<1.5 line spacing>

A PROJECT REPORT

Submitted by

<Italic>

NAME OF THE CANDIDATE(S)

Roll NO

NAME OF THE GUIDE

in partial fulfillment for the award of the degree

of

<1.5 line spacing><Italic>

NAME OF THE DEGREE

BRANCH OF STUDY

NAME OF THE COLLEGE/INSTITUTE

NAME OF UNIVERSITY

<1.5 line spacing>

MONTH & YEAR

SPECIMEN

SOME PERFORMANCE ASPECTS CONSIDERATIONS OF A CLASS OF
ARTIFICIAL NEURAL NETWORK

A PROJECT REPORT

Submitted by

SANDHYA. A

Roll NO. 5555

NAME OF THE GUIDE

in partial fulfillment for the award of the degree

of

MASTER OF BUSINESS ADMINISTRATION

In

HUMAN RESOURCE (SUBJECT)

DEPARTEMNT OF MANAGEMENT SCIENCES

NAME OF UNIVERSITY

MAY 2005-07

APPENDIX 2

(A typical specimen of Bonafide Certificate)

NAME OF UNIVERSITY

BONAFIDE CERTIFICATE

Certified that this project report “.....**TITLE OF THE PROJECT.....**”Is the bonafide work of “.....**NAME OF THE CANDIDATE(S).....**” who carried out the project work under my supervision.

<< Signature of the Supervisor>>

SIGNATURE

<<Name>>

HEAD OF THE DEPARTMENT

<< Department>>

<< Full address of the Dept & College>>>

APPENDIX 3

(A typical specimen of table of contents)

TABLE OF CONTENTS

CHAPTER NO.	TITLE	PAGE NO.
	ABSTRACT	iii
	LIST OF TABLE	xvi
	LIST OF FIGURES	xviii
	LIST OF SYMBOLS	xxvii
1.	INTRODUCTION	1
1.1	GENERAL	1
1.2	2
	1.2.1 General	5
	1.2.2	12
	1.2.2.1 General	19

	1.2.2.2	25
	1.2.2.3	29
	1.2.3	30
1.3	45
1.4	58
2.	LITERATURE REVIEW	69
2.1	GENERAL	75
	2.2	99
	2.2	100

Writing a Bibliography: APA Format

Below are standard formats and examples for basic bibliographic information recommended by the American Psychological Association (APA). For more information on the APA format, see <http://www.apastyle.org>.

Basics

Your list of works cited should begin at the end of the paper on a new page with the centered title, *References*. Alphabetize the entries in your list by the author's last name, using the letter-by-letter system (ignore spaces and other punctuation.) Only the initials of the first and middle names are given. If the author's name is unknown, alphabetize by the title, ignoring any *A*, *An*, or *The*.

For dates, spell out the names of months in the text of your paper, but abbreviate them in the list of works cited, except for May, June, and July. Use either the day-month-year style (22 July 1999) or the month-day-year style (July 22, 1999) and be consistent. With the month-day-year style, be sure to add a comma after the year unless another punctuation mark goes there.

Underlining or Italics?

When reports were written on typewriters, the names of publications were underlined because most typewriters had no way to print italics. If you write a bibliography by hand, you should still underline the names of publications. But, if you use a computer, then

publication names should be in italics as they are below. Always check with your instructor regarding their preference of using italics or underlining. Our examples use italics.

Hanging Indentation

All APA citations should use hanging indents, that is, the first line of an entry should be flush left, and the second and subsequent lines should be indented 1/2".

Capitalization, Abbreviation, and Punctuation

The APA guidelines specify using sentence-style capitalization for the titles of books or articles, so you should capitalize only the first word of a title and subtitle. The exceptions to this rule would be periodical titles and proper names in a title which should still be capitalized. The periodical title is run in title case, and is followed by the volume number which, with the title, is also italicized.

If there is more than one author, use an ampersand (&) before the name of the last author. If there are more than six authors, list only the first one and use *et al.* for the rest.

Place the date of publication in parentheses immediately after the name of the author. Place a period after the closing parenthesis. Do not italicize, underline, or put quotes around the titles of shorter works within longer works.

Format Examples

Books

Format:

Author's last name, first initial. (Publication date). *Book title*. Additional information. City of publication: Publishing company.

Examples:

Allen, T. (1974). *Vanishing wildlife of North America*. Washington, D.C.: National Geographic Society.

Boorstin, D. (1992). *The creators: A history of the heroes of the imagination*. New York: Random House.

Nicol, A. M., & Pexman, P. M. (1999). *Presenting your findings: A practical guide for creating tables*. Washington, DC: American Psychological Association.

Searles, B., & Last, M. (1979). *A reader's guide to science fiction*. New York: Facts on File, Inc.

Toomer, J. (1988). *Cane*. Ed. Darwin T. Turner. New York: Norton.

Encyclopedia & Dictionary

Format:

Author's last name, first initial. (Date). Title of Article. *Title of Encyclopedia* (Volume, pages).

City of publication: Publishing company.

Examples:

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

Pettingill, O. S., Jr. (1980). Falcon and Falconry. *World book encyclopedia*. (pp. 150-155). Chicago: World Book.

Tobias, R. (1991). Thurber, James. *Encyclopedia americana*. (p. 600). New York: Scholastic Library Publishing.

Magazine & Newspaper Articles

Format:

Author's last name, first initial. (Publication date). Article title. *Periodical title, volume number(issue number if available)*, inclusive pages.

Note: Do not enclose the title in quotation marks. Put a period after the title. If a periodical includes a volume number, italicize it and then give the page range (in regular type) without "pp." If the periodical does not use volume numbers, as in newspapers, use *p.* or *pp.* for page numbers.

Note: Unlike other periodicals, *p.* or *pp.* precedes page numbers for a newspaper reference in APA style.

Examples:

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, *55*, 893-896.

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, *135*, 28-31.

Kalette, D. (1986, July 21). California town counts town to big quake. *USA Today*, *9*, p. A1.

Kanfer, S. (1986, July 21). Heard any good books lately? *Time*, *113*, 71-72.

Trillin, C. (1993, February 15). Culture shopping. *New Yorker*, pp. 48-51.

Website or Webpage

Format:

Online periodical:

Author's name. (Date of publication). Title of article. *Title of Periodical*, volume number, Retrieved month day, year, from full URL

Online document:

Author's name. (Date of publication). *Title of work*. Retrieved month day, year, from full URL

Note: When citing Internet sources, refer to the specific website document. If a document is undated, use "n.d." (for no date) immediately after the document title. Break a lengthy URL

that goes to another line after a slash or before a period. Continually check your references to online documents. There is no period following a URL.

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

Examples:

Devitt, T. (2001, August 2). Lightning injures four at music festival. *The Why? Files*. Retrieved January 23, 2002, from <http://whyfiles.org/137lightning/index.html>

Dove, R. (1998). Lady freedom among us. *The Electronic Text Center*. Retrieved June 19, 1998, from Alderman Library, University of Virginia website: <http://etext.lib.virginia.edu/subjects/afam.html>

Note: If a document is contained within a large and complex website (such as that for a university or a government agency), identify the host organization and the relevant program or department before giving the URL for the document itself. Precede the URL with a colon.

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>

Health Canada. (2002, February). *The safety of genetically modified food crops*. Retrieved March 22, 2005, from http://www.hc-sc.gc.ca/english/protection/biologics_genetics/gen_mod_foods/genmodebk.html

Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved November 21, 2000, from <http://www.nytimes.com>