

Shri G.S. Institute of Technology and Science, Indore
Department of Mechanical Engineering

GUIDELINES FOR PREPARATION OF PROJECT REPORT

FOR
Major Project

FORMAT

Part A

1. Cover
2. Inner first page (inner cover page)
3. Recommendation **Roman page nos.(start)**
4. Certificate
 - a) Certificate from industry/ R & D Institute, if applicable
5. Declaration
6. Acknowledgement

Note - Cover and Inner first page will be same. If there are more than one supervisor then the names of both the supervisor shall appear on cover and inner page.

Part B

1. Abstract/Synopsis
2. Index/Contents
3. List of Figures
4. List of Tables
5. List of Symbols
6. List of Abbreviations **Roman page nos.(end)**

Part C Chapters (General Guidelines)

1. Introduction
2. Literature Review
3. Gap Identification/ Problem Formulation
4. About Case Study/ Data Collection/ Material Testing
5. Analysis and Design/ Analysis and Methodology
6. Implementation/ Experimentation
7. Results and Discussion
8. Conclusions and Scope of Future Work

Note- Part C may vary as per the problem and domain of work

Part D

1. Appendix, if required
2. References
3. List of papers published from the presented work (if any)

Note:

1. The students should use the software tools like style/Heading, Figure/Table Caption in MS Word. This will help in generating table of contents, list of figures, and list of tables automatically.
2. Print on side edge of cover should bear branch, title, and Session.

ABOUT PAPER TO BE USED AND PRINTING

Quality: The thesis shall be printed/Xeroxed on photocopier paper of **75 GSM (min)**.

Size: The size of the paper shall be standard **A4** (height 297 mm, width 210 mm).

Type •Setting, Text Processing and Printing: The text shall be printed employing LaserJet or Inkjet printer. Report should be free from typographical errors.

The font type of the general text of the thesis shall be in **Times New Roman with a line spacing of 1.5**.

SECTION	FONT SIZE	SPECIFICATIONS
Chapter No. & Title	14, Bold	Upper Case
Section No. & Title	12, Bold	Title Case
Sub-section No. & Title	12, Bold	Title Case
Title of Figures, Tables	12, Bold	-
Tables, Quotations, References	12	Single Line Spacing
Other written matter	12	1.5 Line Spacing

Page Format: The Printed Sheets shall have the following margin settings:

Top Margin	1.00 inch
Bottom Margin	0.80 inch
Left Margin	1.00 inch
Left Gutter Margin	0.50 inch
Right Margin	1.00 inch

1. Content should not extend beyond the bottom margin except for completing a footnote, last line of chapter/subdivision, or figure/table caption.
2. A sub-head at the bottom of the page should have at least two full lines of content below it. If the sub-head is too short to allow this, it should begin on the next page.
3. Color may be used for figures.
4. Students should also submit the project report in soft form (PDF) for storage and archival.
5. Pages containing cover page, recommendation, certificate shall be adjusted accordingly.

Page Numbering (Page Numbering)

1. Page numbering in the text of the thesis shall be Arabic numerals (1, 2, 3...) at the footer.
2. The beginning of each Chapter shall be marked using a separate page consisting only the Chapter Number and the Chapter Title (Refer the sample attached at the end of this document).

3. Page number for the first page of the each Chapter shall not appear in print, only the second page will bear the corresponding page number.
4. Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g. “iv”.

Header

Except for the First page of every Chapter, all other pages shall bear the respective Chapter Title in the Header flushed to the right (i.e. outer edge of the page). The first letter of each word should be capitalized. It should be completed in one line. If the title is too long then write first two words and last two words separated by three dots. The size should be 10 and follow the same font type.

Footer

Footer should contain name of department on left, Name of College as 'S.G.S.I.T.S., Indore' in right and page number at center.

Paragraph format

1. Vertical space between paragraphs shall be about 2.5 line spacing.
2. The first line of each paragraph should normally be indented by five characters. A candidate may, however, choose not to indent if (s) he has provided sufficient paragraph separation.
3. A paragraph should normally comprise more than one line.

Binding

The candidates shall submit single or double side printed hard bound report with the following color specification:

Course	Color of Binding Material	Color of Lettering on The Cover
B.Tech.	Light Blue	Black

Print on side edge of cover should bear branch, title, and Session.

Blank Sheets

In addition to the white sheets (binding requirement) two white sheets shall be put at the beginning and the end of the report.

MORE DETAILS

PART- A

Samples have been provided at the end of this document for the following:

- Cover Page
- Recommendation
- Declaration
- Certificate

PART B

Index/contents: Enlist the titles of all the chapters, sections and subsections using decimal notation, as in the text, with corresponding page number against them, flushed to the right.

Abstract: The report shall contain an abstract highlighting the important features of the thesis/dissertation/report in not more than 500 words. It shall be self-complete and contain no citations for which the thesis has to be referred.

List of Figures and List of Tables: Two separate lists of Figure captions and Table titles along with their numbers and corresponding page numbers against them shall follow the Abstract.

List of Symbols/abbreviation: A complete and comprehensive list of all abbreviations, notations and nomenclature including Greek alphabets with subscripts and superscripts shall be provided after the list of tables and figures. (As far as possible, generally accepted symbols and notation should be used).

PART C

Chapters: Each chapter shall begin on a fresh page with an additional top margin of about 1.5 inch from top of the page. Chapter number (in Arabic numerals) and title shall be printed with right alignment in 14pt font size in bold face using upper case (all capitals).

Sections and Subsections: A chapter can be divided into Sections, Sub-sections and Sub-sub-Sections so as to present different concepts separately. Sections and sub-sections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Sub-section in third Section of Chapter 2. Chapters, Sections and Sub-sections shall be included in the contents with page numbers flushed to the right. Further subsections need not be numbered or included in the contents.

Table / Figure Format

1. As far as possible, tables and figures should be presented in portrait style. They should be inserted as close to the textual reference as possible. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages.
2. Tables, figures and equations should be numbered chapter-wise using Arabic numerals. They are to be referred to in the body of the text.
3. Capitalizing the first letter of the word and number, as for instance, Table 5.3, Figure 3.11, Equation (4.16), etc.
4. Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption, e.g. [Ref. Jaiswal (2001)] or [Ref [4]]
5. All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams etc.) should be prepared, wherever possible on the same paper used to type the text and conform to the specifications outlined earlier.

PART D

Annexure/Appendix

Detailed information, lengthy derivations, raw experimental observations etc. are to be presented in the separate appendices, which shall be numbered in English Alphabet Capitals (e.g. Appendix A, Appendix F etc.). Since reference can be drawn to published/unpublished literature in the appendices, these should precede the Literature Cited/Reference section.

Literature Cited/References

The list of references should appear as a consolidated list with references listed either alphabetically or sequentially as they appear in the text of the report. Spacing and font size should be consistent inside a single reference, and there should be double spacing between two different references. A few examples of formats of references are given below. The style should be as per standard prevailing formats such as; ASME/IEEE/ISME or equivalent. The student should be consistent in following the style.

Template for Research Papers:

Author Surname, Author Initial. Title. Publication Title. Year Published: Volume number (Issue number):Page range.

Journal:

Dhakar B, Chatterjee S, Sabiruddin K. Phase stabilization of plasma-sprayed alumina coatings by spraying mechanically blended alumina–chromia powders. *Materials and Manufacturing Processes*. 2017 Mar 12;32(4):355-64.

Patel SS, Lanjewar A. Performance study of solar air heater duct with gap in V-rib with symmetrical gap and staggered ribs. *Heat and Mass Transfer*. 2019 Sep 1; 55(9):2517-32.

Conference

Dhakar B, Chatterjee S, Sabiruddin K. A study on phase stabilization and characterization of plasma sprayed Al₂O₃-Cr₂O₃ composite coatings. In: *Proceedings of the 3rd International Conference on Lasers and Plasma Application in Materials Science (LAPAMS)*; Jan 2015; Kolkata, India. p. 115-119.

Books

Jain ML, Dhande SG, Vyas NS. "CT-based biomodeling of human foot." In: BVR, editors. *Mathematical Biology: Recent Trends*. New Delhi, India: Anamaya Publishers; 2006. p. 163-167.

Codes

IS 919 (Part-2) 1993: ISO systems of limits and fits (first revision), BIS, New Delhi, India.

Web Page

Author Surname, Author Initial. (Year Published). 'Title'. <WebsiteURL> (Date of Visit the web page).

The Math works, Inc. (2007), Optimization Toolbox user's guide: MATLAB Programming, <<http://www.mathworks.com/access/helpdesk/help/toolbox/optim/>> (Accessed on June 10, 2007)

List of Papers Published from the Presented Work: Follow the same format as used in Reference