

GUIDELINES FOR THE PREPARATION OF PROJECT REPORT

It is the responsibility of the student and the supervisor to ensure that the report complies in all respects to these guidelines.

A. Language

All the project reports must be submitted in the English language.

B. Copy right page

The copyright page will be in a standard format as supplied by the department (Example I)

C. General Format and Style Items **must** be placed in the following order:

- . •Title Page – see Example II
- . •Approval Page – see Example III
- . •Abstract
- . •Acknowledgements (optional)
- . •Table of contents – see Example IV
- . •List of Tables (if any)
- . •List of Figures and Illustrations (if any)
- . •List of Symbols, Abbreviations, Nomenclature (if any)
- . •Body of Text: main text, tables, figures – see Example V
- . •References
- . •Appendices (if any)

Typeface Only **one single typeface** (font), with its *italic* and **bold** variants, may be used through the **entire** report, including the title page, approval page, acknowledgements, bibliography and appendices. (Exceptions to this can be made for footnotes, subscripts and superscripts, and for tables, figures or illustrations imported from other sources.)

Type Size

Only *twelve point* size is acceptable. This means that there must be approximately twelve characters per inch.

Justification

A report may be fully justified (i.e., have even left- and right-hand margins), or left-justified only (i.e., have ragged right-hand margins). However, the justification must be consistent throughout the body of the report.

Margins

A left margin of 1-1/2 inches (3.5 cm) on all pages is required. All other margins must be one inch (2.5 cm) wide. Page numbers in the body of the text must be one inch (2.5 cm) from the bottom and centered at the bottom of the page. This means that the text ends above the page number and will be slightly more than one inch from the bottom of the paper.

The prefatory pages (everything that comes before the actual body of the text) are numbered in Arabic numerals, and have their page numbers one inch (2.5 cm) from the bottom of the page. This includes the Approval Page. This means that the text ends two lines above the page numbering.

Spacing/Printing Using a laser printer, the spacing should be set **at one-and-one-half (1.5) spacing**.

Spacing Within Sections of the Report

Single spacing may be used in an extensive Table of Contents, List of Tables, or List of Figures, as long as there is double or one-and-one-half spacing between chapters. The spacing must be consistent.

Single spacing may be used in extensive quotations within the body of the text.

Double or one-and-one-half spacing is required in the Abstract, Acknowledgements, etc.

Page Numbers

All pages must be taken into account in the numbering: this includes all pages of figures, tables, legends, etc. Every single page in the report must be numbered, except the title page. Pagination begins with the Cover Page, which is always Page 1.

The lead (prefatory) pages, up to the beginning of the text, are to be numbered with Arabic numerals (e.g., 1,2,3,4, etc.) centered at the bottom of the page, one inch from the bottom.

Beginning with the first page of the text, all page numbers must be also in Arabic numerals at the bottom. The page numbers are to be located at the bottom and center of each page, one inch (2.5 cm) from the bottom.

Appendices must also be numbered following the rest of the report. If the bibliography ends on page 247, Appendix A begins on page 248. Numbering Appendices page A1, B1, C1, etc., is not acceptable.

Inserting or deleting a page after the report has been completed requires the repagination of all subsequent pages. Inserting "a" (e.g., 141a, 141b, 141c) is not acceptable.

Numbering of tables and figures must be consecutive, without repetition of numbers throughout the text. Numbering can be 1, 2, 3, etc., or by chapter, i.e., 1.1, 1.2, 1.3. The numbers must be consistent.

Page Headers

Page headers may be used as long as there is a line across the entire page to separate the header from the text.

D. Report Sections

1. Title Page

The title of the report as it appears on the Title Page **MUST BE IDENTICAL** to the title found on the Approval Page and on the *Report of Final Oral Examination* including the capitalization and punctuation.

All items on the Title Page must follow the model exactly (see Example II).

The Logo of the Institutions is placed right above the name of Tribhuvan University at the center of the page.

The name of the University, Institute and Campus must be in uppercase letters.

The title of the report must be in upper- and lowercase letters.

The name of the author(s) must be in upper- and lowercase letters, and identical in both places on the title page.

The full name of the degree for which the report is presented must be written out, e.g., DEGREE OF BACHELOR IN COMPUTER ENGINEERING/ DEGREE OF BACHELOR IN ELECTRONICS AND COMMUNICATION ENGINEERING.

The full, official name of the department must be written out, e.g., DEPARTMENT OF COMPUTER, ELECTRONICS AND ELECTRICAL ENGINEERING.

There is a comma between LALITPUR and NEPAL.

There is a comma between the name of the month and the year.

All items on the Title Page must be at least double-spaced. This includes the title and the name of the department.

All items on the Title Page must be **centered** within the margins.

The full title of the report cannot be longer than 240 characters (including letters, figures, symbols and spaces).

The spine title cannot be longer than 50 characters (including letters, figures, symbols and spaces).

2. Approval Page All items on the Approval Page must follow the model exactly (see Example II).

- . • The title of the report on the Approval Page must be **exactly** the same as the title of the report on the Title Page, and the *Report of Final Oral Examination*.
- . • The Approval Page must be **double-spaced**.
- . • The **date** at the bottom is the date on which the supervisor signs the Approval Page indicating that all corrections have been made and that the report has final approval.
- . • If there are more examiners than will fit on one column on one page, a second column should be used. Under no circumstances should the Approval Page extend beyond one page.
- . • Examiners' signatures should include all those listed on the *Notice of Oral Examination* except for Observers. If the examination is chaired by someone other than the supervisor, this person should be listed as "Committee Chairperson". External readers must also be indicated, and their signatures obtained.
- . • All signatures must be **originals**; no faxed copies, stamps, photocopies or other reproductions will be accepted.
- . • Students should have a minimum of 2 copies of their Approval Page signed by the examining committee. Check departmental requirements.
- . • The margins on the Approval Page must be consistent with those in the body of the text. Ensure that there is a 1½ inch (3.5 cm) margin on the left-hand side of the page to allow for binding. The page number (Arabic numeral 3) must be one inch (2.5 cm) from the bottom of the page, and the top and right hand margins must be one inch (2.5 cm).
- . • The Approval Page should be prepared with the same font as the rest of the report.

1. **3. Abstract** Abstracts in report presented must be **no longer than 150 words and should not exceed one page**. Hyphenated words or words separated by a slash are considered two words.

2. **4. Table of Contents**

- . • The Table of Contents must include a listing of all items in the report. See General Format and Style for the order in which items must be listed. Everything, except the title page, including the Table of Contents itself, must be listed in the Table of Contents. (See Example III.)
- . • Headings and sub-headings must be consistent between the Table of Contents and the body of the text. Although in the Table of Contents headings may be shortened to fit space requirements, the wording must be consistent enough that the reader will know that the correct heading, figure or table has been reached. All capitalization, punctuation, abbreviations, etc., must be consistent between the titles in the Table of Contents and Lists of Tables and Figures, and the actual titles as they appear in the body of the text.

5. Epigraph

An epigraph is an apt quotation that precedes the text of a chapter or of a book. Epigraphs should be indented twenty spaces from the left margin. Quotation marks are not used. The author and title of the source must be cited below the quotation. Further bibliographical information is optional for widely known authors and works and can be supplied in a note. Example: The last years of the eighteenth century are broken by a discontinuity similar to that which destroyed Renaissance thought at the beginning of the seventeenth. Michel Foucault, *The Order of Things: An Archaeology of the Human Sciences*

6. Footnotes

Footnotes may be placed at the foot of the page (footnotes proper), in a group at the end of a chapter (called "Notes"), or grouped at the end of the report before the bibliography (called "Endnotes"). If notes or endnotes are collected at one place in the report, their location must be shown in the table of contents by title and page. The student should check for any departmental requirements concerning the placing of footnotes. Footnotes may be in a font smaller than the text of the report.

8. References

Any approved reference format may be used, but must be used consistently throughout. Examples are given below.

Book

Glassman, I., 1987, *Combustion*, Second edition, Academic Press, New York, ISBN 0-12-285851-4.

Thesis

Bade Shrestha, S. O., 1992, "Systematic Approach to Calculations of Flammability Limits of Fuel-Diluent Mixtures in Air", *M.Sc. Thesis*, Department of Mechanical Engineering, The University of Calgary, Calgary, Alberta.

Journal

. • Macek, A., 1979, "Flammability Limits: A Re-examination", *Combustion Science and Technology*, vol. 21, pp. 43-52.

. • Wierzba, I., Bade Shrestha, S.O., and Karim, G. A., 1996, "An approach for Predicting the Flammability Limits of Fuel/Diluent Mixtures in Air", *Journal of the Institute of Energy*, Volume LXIX, No. 480, pp. 122-130.

Edited journal

Rees, M., 1976, "The Ivory Tower and the Market Place", in Sterling M, McMurrin (editor), *On The Meaning of the University*, University of Utah Press, Salt Lake City, Utah.

Internet

<http://www.wmeng.co.uk/index.html>

References inside the text

. • The so-called concept of the constant adiabatic flame temperature was applied by Bade Shrestha (1996) to predict the flammability limits at different initial temperatures.

. • It was shown previously that the rich flammability limits of ethylene in air determined experimentally in a stainless steel test tube at elevated temperature were affected very significantly by the time of exposure before the spark ignition (Ale and Wierzba, 1997).

. • It is known that some metals, for example, steels and iron are active catalysts for the oxidation of hydrogen and ethylene at elevated temperatures in air (Pangborn and Scott, 1997; Baker, 1974; Krishnankutty *et al.*, 1996).

E. Printing the Report

1. Paper

White bond paper of uniform size (A4 or 21 cm x 29.7 cm) and weight (75 g/m^2) must be used throughout the report, except for such charts and diagrams as necessary. Erasable bond is not acceptable. Recycled paper can be used if it is as white as white bond paper, without any flecks, and of the required size and weight.

2. Corrections

Corrections or changes made to the report after the oral examination must be made in a manner that conforms to the original style of the report as submitted to the examiners. Clumsy erasures and informal corrections are not acceptable.

3. Copies

The original version of a report must be printed single-sided on the recto side (the right-hand side of an open manuscript) only.

A minimum of two hard copies and soft copy in CD of the report must be made. Any commercial printing service may be used, as long as the finished copies conform to the guidelines in this document.

Bound Copies

Copies are bound in hard cover, in the color appropriate to your department, with a spine title not exceeding 50 characters (including all letters and spaces), your name, degree and the finishing year, printed in white. For example:
Color – **Black** and Ink – **white**

The spine should include following information:

Title of the project, name of the student(s), degree and finishing year. For example:

COMPUTER INTERFACED LED MATRIX MESSAGE BOARD B. C. SHRESTHA B.E. 2006

One bound copy must be given to the supervisor.

The 2nd bound copy is for the student to keep.

The 3rd bound copy is for the library.

4. Illustration

Illustrations should be positioned as the main text (the type reading across the 210 mm dimension). If figures or tables cannot be printed in the same direction as the text, they can be rotated to landscape orientation in such a way that the top of the figure is oriented to the inside (1-1/2 inch margin side) and the caption placed at the bottom (along the right-hand side of the page). The page number must appear in the usual place (i.e., at the bottom and center of the page, one inch in from the bottom).

Illustrated material will reproduce well if drawn in dark, opaque ink.

5. Coloured photographs

If a report includes colored photographs, the photographs should be colored photocopied. The glued photos will not be accepted.

1. **6. Charts, Graphs, Maps, Etc. Example V** illustrates the format of chart and table. The use of charts, graphs, maps and tables that is larger than the standard page should be avoided. Photographically reduced pages are acceptable if they are clearly legible.

2. **7. Oversized pages**

Oversized pages can be included in the report as fold-outs, but they must be folded to no more than eight inches (21.5 cm) wide to avoid being cropped in the bindery. Consult with the bindery about the proper method of folding these pages. The inclusion of this material can add significantly to the cost of binding.

Oversized pages may be placed in a pocket at the end of the report. They must then be referred to in the body of the report as being in a pocket, and listed as such in the Table of Contents.

EXAMPLE I

COPYRIGHT

The author has agreed that the library, Department of Computer, Electronics and Electrical Engineering, Advanced College of Engineering and Management may make this report freely available for inspection. Moreover, the author has agreed that permission for extensive copying of this project report for scholarly purpose may be granted by the professor(s) who supervised the project work recorded herein or, in their absence, by the Head of the Department wherein the project report was done. It is understood that the recognition will be given to the author of this report and to the Department of Computer, Electronics and Electrical Engineering, Advanced College of Engineering and Management in any use of the material of this project report. Copying or publication or the other use of this report for financial gain without approval of the Department of Computer, Electronics and Electrical Engineering, Advanced College of Engineering and Management and author's written permission is prohibited.

Request for permission to copy or to make any other use of the material in this report in whole or in part should be addressed to:

Head

Department of Computer, Electronics and Electrical Engineering

Advanced College of Engineering and Management

Kupandole, Lalitpur

Nepal

EXAMPLE II



ADVANCED COLLEGE OF ENGINEERING AND MANAGEMENT

(AFFILIATED TO T.U.)

Title of Report (double spaced)

By

Name(s) of Student

A PROJECT REPORT

**SUBMITTED TO THE DEPARTMENT OF COMPUTER, ELECTRONICS AND
ELECTRICAL ENGINEERING IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF BACHELOR OF COMPUTER/ ELECTRONICS AND
COMMUNICATION/ ELECTRICAL ENGINEERING**

DEPARTMENT OF COMPUTER, ELECTRONICS AND ELECTRICAL ENGINEERING

LALITPUR, NEPAL

MONTH, YEAR

EXAMPLE III

ADVANCED COLLEGE OF ENGINEERING AND MANAGEMENT

DEPARTMENT OF COMPUTER, ELECTRONICS AND ELECTRICAL ENGINEERING

CERTIFICATE OF APPROVAL

The undersigned certify that they have read, and recommended to the Tribhuvan University, Institute of Engineering for acceptance, a project report entitled "Title of the Project" submitted by Name of Student(s) in partial fulfillment of the requirements for the degree of Bachelor of Computer/ Electronics and Communication/ Electrical Engineering.

Supervisor, name of Supervisor Title
Name of the Department

External Examiner, name of External Title Name of the
Organization, he belongs to

Date

EXAMPLE IV

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EXAMPLE V

Table 4.1 Flammability limits of different fuels at different initial temperatures at a residence time of 10 minutes.

Initial temperature °C	Flammability limits, % by volume							
	Methane		Hydrogen		Ethylene		Propane	
	L _L	L _R	L _L	L _R	L _L	L _R	L _L	L _R
21	4.8	15.1	3.9	75.9	2.6	31.8	2.1	10.6
100	4.6	16.2	3.4	78.6	2.4	36.4	1.8	11.4
200	4.0	16.8	2.7	82.0	2.2	42.6	1.6	12.6
300	3.6	18.2	2.6	77.0	2.0	48.6	1.4	15.0
350	3.4	19.0	2.6	71.0	1.8	24.6	1.2	7.0

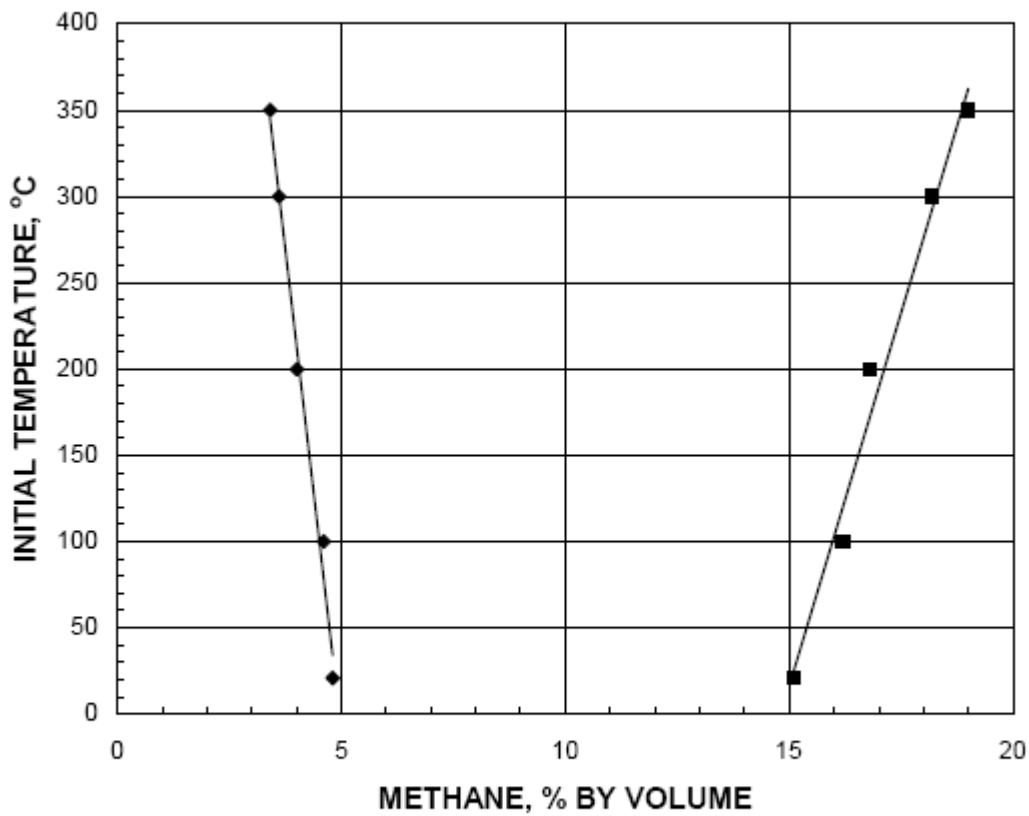


Figure 4.1 Flammability limits of methane-air mixtures as a function of the initial temperature at a residence time of 10 minutes.