

Guidelines for Report Writing & Presentation

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1. Report Format

According to the new guidelines by the BPGS Circular no. IITD/A\&E(PGS)/2000/T645 dt. 18.10.2000)

* Line Spacing: 1.5

* Font: 12pt.

* Typing: Back to back

2. Report Contents

The report should have the following:

- (a) Inner cover page
- (b) Certificate [signed by supervisor(s), begin numbering pages with this page as number(i)]:
(this is required for only final report and not for mid-term report)
- (c) Acknowledgement(s);
- (d) Abstract (150 words) & keywords (max 6)[one page];
- (e) Table of contents [include above items, titles of all chapters, references, appendices, drawings, program listings and floppies/ CD roms];
- (f) Nomenclature & Abbreviations [in alphabetical order followed by Greek symbols, superscripts, subscripts, underlined quantities, etc.];
- (g) Body of the report: The body should contain
 - Chapter 1: Introduction (Begin numbering pages with this page as number 1)
 - Chapter 2: Review of Literature and statement of problem (The literature review must mention all work done earlier in IITD besides other references)
 - Chapter 3: (Work done covering **Analytical Modelling, Employment of Software package[s] & other Computational algorithms, Equipment design, Simulation, Experimental verification, Equipment building** and any other aspect of the work you decide to mention should be given in this and subsequent chapters)
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 - Chapter [last one] : Conclusions/ concluding remarks and Scope for future work
- (h) References; and
- (i) Appendices

3. References

In the text, the references should be given in one of the following ways:

Author's last name (if only one author), or both authors last names (if only two authors) or by first authors last name followed by et.al. The name(s) should be followed by the year in the brackets.

In the list of references, the references should be listed in (a) alphabetical order of the author's name or (b) in chronological order and alphabetical order for each year.

Some Examples are given below:

- (a) Full reference:
Kumar, A, 1994, "Studies on Water Sprays", B.Tech project report, mech. Engg. Dept. IIT Delhi
In the Text it should be mentioned as: Kumar(1994)
- (b) Full reference:
Prasad, A.B., Kumar,C.D., Jones,E.F., Chiu, S.H., and Frost,P., 1992, "Some studies in Engineering," J. Hypothetical technology, v 72, N. 2, pp 82-90
In Text: Prasad et.al. (1992)
- (c) Full Reference: Raman,A., and Bashyam, T.C.A., 1991, Dynamics of M. tech Theses. Tata Mcgraw- Hill, New Delhi.
In Text: Raman and Bashyam (1991)
[Note that for books, publisher's name and place must be included]

4. Program Listings

All computer programs developed should be presented in the Report in the following manner:

- (a) Source code listing with complete coding
- (b) A 3.5" floppy/ CD roms with program source code, executable files, data files etc.
- (c) User's manual giving details of how to use the programs [including flow charts] and the system requirements to be bound with the Report.

5. Drawings

- (a) All engineering drawings must confirm to the requirements of Bureau of Indian Standards Publication SP-46/1988 Engineering Drawing practice for Schools and Colleges (available at Bureau of Indian Standards, Bahadur Shah Jafar Marg, Delhi).
- (b) If drawings are large they be included at the back of the report in a separate pocket.
- (c) In case drawings are made using CAD packages, then 3.5" floppy/ CD rom should be included which contains all the files and details of the packages used.
- (d) All drawings must have the title block (see SP-46/1968)

6. General

- (a) Each Equation must be numbered and numbering should be sequential.
- (b) Sketches, drawings, graphs and photographs should have a fig. Number and title.
- (c) Page numbers at bottom centre
- (d) All Figure pages should also be numbered
- (e) Figures to be preferably included where their reference occurs
- (f) Figures and plates and equations to be numbered chapter wise refer to figure as "figure" not as fig., equation as "equation" and not "eq" . Examples figure 2.3 shows..... in equation (2.3).....
- (g) Each table should be numbered.
- (h) Margins: All text, drawings, tables, etc., must be positioned on an A4 sheet with 25mm margin on the top, bottom and right side and, 37 mm margin on the left side.
- (i) Make sure proper units, SI as far as possible, appear wherever required.

- (j) The report, which is submitted, must be complete, error free and referable in future by academia. Use of spelling and grammar software is strongly recommended. Read the draft of the report carefully before submission. All references, Figures, Tables, Equations, etc. which are referenced in the text should be present in the Report and with the same numbering or referencing. Conversely, all References, Figures, Tables, Equations, etc. must be cross-referenced in the text. e.g. there should be no Figure in the report which is not referenced in the text. Spell check cannot identify correctly spelt words in the wrong context, e.g. if you have typed “he” in place of “the” then spell check will not indicate any mistake but the meaning of the sentence would change drastically.

Some Guidelines for the Presentation of dissertation:-

Prefer to make your presentation in Power Point as you would be able to demonstrate animations.

Alternatively if advised by the program coordinator for making presentation on an OHP following guidelines may help:

1. Text of transparencies should be \geq 18pt in black (other colours should be used only for highlighting, underlining, etc.).
2. Have all transparencies [preferably not more than 10] organized well in advance of your presentation.
3. Focus your presentation on the following:
 - Begin with a sheet showing sequence & contents of your presentation
 - Engineering Problem formulation and your approach to solving it
 - **High lights of the results and inferences** of Analytical Modelling, Validations, Employment of Software package[s], other Computations, Equipment design, Simulation, Experimental verification, Equipment building and any other aspect of the work you decide to mention
 - Last sheet showing conclusions/concluding remarks including utility, significance and major achievement of your work.
4. Use consistent units in your transparencies and talk.
5. Rehearse well before hand to finish latest by the time scheduled for you.

This document is also available at

<http://www.angelfire.com/indie/sahacourses/mtp-rep-glines.pdf>