

GUIDELINES FOR REPORT WRITING

DEPARTMENT OF MATERIALS ENGINEERING

1. **Document Type:** The report should be type written as a MS Word document.
2. **Report Size:**
 - 2.1 Page Size: The size of pages in report should be A4.
 - 2.2 Report Length: Between 40 and 80 pages including all appendices.
3. **Number of Copies:** One hard copy of report and one electronic copy are to be submitted. One copy should be type written or word processed and the second copy can be a photocopy. The electronic copy should be submitted on a CD. Moreover the samples used and the literature/documents used must be submitted in box file.
4. **Layout of Script:** Type script should be one & half spaced and on one side of paper only. Captions, footnotes, quotations and references may be single spaced. Times New Roman with 12 fonts size is to be used. Only footnotes can use a 10 size font with single spacing.
5. **Margins:**

Left hand side: 1.5",	Right hand side 1"
Top: 1",	Bottom: 1"
6. **Table of Content:** A table of contents should be given which should include major headings and sub-headings with page numbers. (See Exhibit-3 in Annexure-C).
7. **Page Numbering:**
 - 7.1 All pages in the main ext must be numbered at the bottom left corner using regular numerals e.g. (1,2,.....).
 - 7.2 Use lower-case Roman numerals (e.g., i, ii. etc.) for preliminary pages (e.g. Acknowledgement, Table of Contents etc.) and regular numbering for text pages in bottom, center.
8. **Headings / Sub-heading:** Headings and Sub-headings, article numbers, etc. should all be left aligned.
 - 8.1 The main heading of the chapters should be 14 point font, bold, all upper case, and centered (not underlined)

Example

CHAPTER 4 (14 pt. bold)
↕ (1.5 line spacing)
DESIGN CALCULATIONS (14 pt. bold)

8.2 First level subheading should be 12 point font, upper case, left justified and underlined with one complete line space above and below the heading. The numbering format to be made is # . #
Ex.

4.1 TWELVE POINT UPPER CASE, UDERLINED, LEFT JUSTIFIED

8.3 Second level subheading should be 12 point font, mixed case, left justified and underlined with one complete line space above an below the heading. The numbering format to be used is # . # . #
Ex.

4.1.1 Twelve Point Mixed Case, underline, left justified

8.4 Third level heading should be 12 point font, mixed case and left justified with one line space above and below the heading. The number format to be used is #.#.#. #

Ex.

4.1.1.1 Twelve Point, mixed case, left justified

8.5 Fourth level heading should be 12 point font, mixed case and left justified. Text to start in the same line as of heading separated by a colon and two character spaces. Numbering format to be used is #. . #. #. #

Ex.

4.1.1.1.1 Twelve Point mixed case, left justified: Text to start from here

9. Equations:

9.1 All equations must be clearly set. When referring to equations in the text, preface the number with the word 'eqn' or 'eqns' and place the number within brackets i.e. eqn (1).

9.2 Displayed equations should be numbered simply (1), (2), (3) etc. The numbers should appear at the right of the equation, flush with the text on the right side.

10. Tables:

Tables must have caption centered over the table. Captions should be numbered sequentially starting with number 1, i.e. Table 1.

11. **Figure:** Caption to the figures (photo, diagrams, and/or illustrations) should be centered below the figure.

12. Report Sequencing:

Page sequence should be followed as under:

Title Page, Certificate, Abstract, Acknowledgement, Table of Contents, List of figures, List of Tables, Main body of report (chapters), References, Appendices

12.1 A typical sample of the title page is shown as 'Exhibit-1'.

12.2 A typical sample Certificate is placed as 'Exhibit-2'.

12.3 An abstract of the report must be included immediately after the certificate. It should be a brief review (about half to one page) of the entire project including the statement of the problem, the method or procedure used in problem, the main results and conclusions drawn.

12.4 A sample of Table of Contents is shown as 'Exhibit-3'

12.5 References to be provided in following form,

For Example:

[1] Piloato, L.A & Michno, M.J, Advance Composite Materials, Springer-Verlag, 1994.

[2] Collins, D.N & Alcheikh, W, Ultrasonic Non-destructive Evaluation of the Matrix Structure and the Graphite Shape in Cast Iron, Journal of Materials Processing Technology, Vol.55, pp. 85-90, 1995.