# Guidelines for Pre-thesis / Final Thesis Report writing

Follow these rules strictly while writing report for pre/final thesis:

1. Font Size:
   - Chapter heading Size      16 (Bold) uppercase
   - Sub heading e.g 1.1      14 (Bold) uppercase
   - Subtitles e.g. 1.1.1      12 (Bold) uppercase
   - Subtitles e.g. 1.1.1.1      12 (Bold) titlecase
   - Text (script)      12
2. Font:      Times New Roman      Line spacing : 1½
3. There should be uniformity in writing headings and sub-headings in all chapters
4. Avoid underlines and colon i.e. :
5. To indicate a figure, write below the figure and the format should be **Fig.1.5**
6. To indicate a table, write above the table and the format should be **Table 1.5**
7. All the figure captions and table captions should be **12 size, bold and title case**
8. All the figures and tables should be mentioned/referred/explained in the adjoining paragraphs
9. Never write report in first person i.e. "I will do this". Instead write author….
10. In Literature survey, do not give full mention of the paper. Instead write like this:
    Chatterji et al in [1], have discussed/concluded/suggested/reported ………...
    Here [1] is the number of the paper mentioned in References and Bibliography
11. In References and Bibliography, the mention of paper should be
    [1] Chatterji S. (the names of all authors), "Title", Journal or proceedings of the conference, Place of the Conference, Vol.5, No.2, pp 365-370, month, year of publication.
12. The references should be placed in the chapters in the form as [1] , in the order of occurrence.
13. There should be uniformity in writing headings of chapters for eg.

# CHAPTER ONE

# TITLE

- If this is placed at the centre of page, then it should be at the centre in all the chapters.
- Also do not underline it.

14. The sequence of chapters should be like this

   Chapter 1 Introduction

Chapter 2 Literature Review

2.1 Introduction

2.2 Literature Review

2.3 Inferences Drawn out of Literature Review

2.4 Scope of the Work

Chapter 3 Proposed Work

3.1 Problem Definition

3.2 Proposed Work

Chapter 4 Methodology

Expected Outcome

References and Bibliography  (It should **not** be a chapter and should be included at the end)

15. There should be a concluding paragraph at the end of each chapter, this paragraph should be the conclusion of that chapter and an introduction to the next chapter. No heading as conclusion to be given

16. There should be a title page, then Table of Contents and then chapters should start. There should **not** be any acknowledgment, certificate, list of figures etc in pre-thesis report.

17. Check the spellings

18. The table of contents should exactly match the headings and the page numbers in the text matter

19. A sample of content writing in table of contents is given below. This should be strictly followed in every chapter.

Sample:

# Guidelines for Final-thesis Report Writing

1. Follow the same instructions in writing the report as followed for pre-thesis.

2. The sequence of chapters should be like this:

   Chapter 1     Introduction

   Chapter 2     Literature Review

         3.1 Introduction

         3.2 Literature Review

         3.3 Inferences Drawn out of Literature Review

         3.4 Scope of the Work

         3.5 Problem Definition

   Chapter 3     *Theory related to your work (for example FACTS Controllers)*

   Chapter 4     Execution of the work

         4.1 Implementation of the Hardware

         4.2 Development of Software

   Chapter 5     Results, Discussions and Analysis

   Conclusion and Future Scope

References and Bibliography

3. The sequence in the file should be like this:

Title page
Student's Declaration and Certificate
Acknowledgements
Table of Contents
List of Figures
List of Tables
Abstract
Chapters
Conclusion and Future Scope
References and Bibliography
Appendix (*If any)*