

GUIDELINES FOR THESIS WRITING

Applicable for Project Report (B. Tech., MCA), Summer Training Report (MBA), and Research Report (MBA)

1. ARRANGEMENT OF CONTENTS

The sequence in which the project report material is to be arranged:

- 1.1 Cover Page (without page number)
- 1.2 Declaration
- 1.3 Approval from the Supervisor
- 1.4 Certificate
- 1.5 Acknowledgements (Limited to one page)
- 1.6 Abstract (Limited to 300 words)
- 1.7 Table of Contents
- 1.8 List of Tables and List of Figures, with titles and page numbers of their locations in the report (if applicable)
- 1.9 List of Symbols, Abbreviations, and Nomenclature (if applicable)
- 1.10 Chapters
- 1.11 Appendices (if applicable, e.g., Software codes can be included here)
- 1.12 References

2. GENERAL GUIDELINES

- 2.1 The page numbers should be in lower-case roman numerals for item numbers 2 to 9 in the above list. The rest of the page numbers should be in Arabic numerals. Keep the page numbers centrally aligned at the bottom of each page.
- 2.2 The title line should be 50 mm below the top margin for item numbers 1 to 7 in the above list.
- 2.3 The samples for item numbers 1 to 9 in the above list are provided sequentially at the end of the guidelines.
- 2.4 Entries in the table of contents must align with the left margin or be indented to the right of the left margin using consistent tabs. Include one single-spaced blank line before a new chapter.
- 2.5 Appendices should be numbered using Arabic numerals (e.g., Appendix 1).
- 2.6 All the tables and figures must be numbered, captioned and referred to. The number and caption of a Table should appear at the top of the table, while the same for a Figure should appear at the bottom of the Figure.
- 2.7 Equations, typed in the equation editor, must be numbered and referred to.
- 2.8 A list of references cited in your report should appear at the end of your report.

3. PAGE LAYOUT & FORMATTING:

The following specifications are recommended:

- 3.1 Paper and Margins: A4, Left Margin: 35 mm, All Other: 25 mm
- 3.2 Text Font Size: 11, Times New Roman
- 3.3 Text Alignment: Left or Full (i.e., aligned both sides)
- 3.4 Chapter Title: Font Size: 14, Bold, Times New Roman, Uppercase; Alignment: Center, one double-spaced blank line below the Title. Each chapter should begin on a new line.
- 3.5 Sub-headings: Font Size: 11, Bold, Times New Roman, capitalize each word, align left, and single-space blank lines above and below each Sub-heading.
- 3.6 Line Spacing: 1.5; one single-spaced blank line between paragraphs; one double-spaced blank line between paragraphs and Figures or Tables.
- 3.7 Text Color: Black.

For thesis organization and chapter guidelines, contact the departmental project coordinator.

Use the following URL for further clarity or understanding the relevance of various components in your thesis: <https://web.mit.edu/course/21/21.guide/th-form.htm>

<Leave 50 mm margin below the top of the page>

TITLE OF PROJECT REPORT

(The title should be informative, contain relevant keywords, and reveal the topic of the thesis, avoiding any abbreviation, acronym, or code word.)

 <Uppercase, Bold> <Length – upto 20 Words>

A Project Report or Thesis submitted in partial fulfillment of the requirements for the award of degree of

NAME OF THE DEGREE INCLUDING THE BRANCH OF STUDY

<Uppercase, Bold, Font Size 15>

MONTH & YEAR

Supervised by

 <Bold, Italic>

Name & Designation

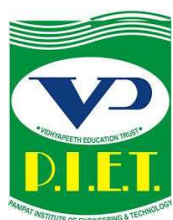
 <Bold>

Submitted by

 <Italic>

Name, Roll Number and Semester

 <Bold>



<Logo 3 cm x 3 cm>

NAME OF THE DEPARTMENT

**PANIPAT INSTITUTE OF ENGINEERING AND TECHNOLOGY
SAMALKHA, PANIPAT-132103**

(Approved by AICTE and Affiliated to the Kurukshetra University, Kurukshetra)

DECLARATION

I/We certify that

- i The work presented in this project/training/research report is an authentic record of my/our own work under the guidance of my/our supervisor. It has not been submitted to any other Institute for the award of any other degree or diploma.
- ii Whenever I/We have used information (text, data, figure, photograph, chart, analysis, inference, etc.) from other sources, I/We have given due credit by citing it in the text of the report and providing its details in the references.
- iii I/We have followed the guidelines provided by the department for preparing the report.

Name(s) of the Student(s), Roll Number(s):

Project/training/research report title:

Semester:

Date:

Remark:

Students' reports should use only (i) I or We, (ii) Project or Training** or Research***

(applicable for MCA and MBA programs, **applicable for MBA program)*

APPROVAL FROM SUPERVISOR

This is to certify that the project/training/research report entitled "*Title of the Report*" presented by "*Student Name(s), Roll Number(s)*" under my supervision is an authentic work. To the best of my knowledge, the content of this report has not been submitted for the award of any previous degree to anyone else.

It is recommended that the report be accepted as fulfilling this part of the requirements for the award of the degree.

Name:

Designation:

Department of

Date: ...

(Counter Signed by)

Head Department of

CERTIFICATE

This is to certify that the work embodied in this report, entitled "*Title of the report*" carried out by "*Student Name(s), Roll Number(s)*" is approved for the degree of "*Name of the degree*" at the department of "*Name of the department*", Panipat Institute of Engineering and Technology.

Internal Examiner

External Examiner

Date:

Place: Panipat

ACKNOWLEDGEMENTS

There are two main categories of acknowledgements: **professional** and **personal**. The students are advised to write the professional acknowledgments in the first place. If they wish to include the personal acknowledgments as well, they can do so at the end. It is normally recommended that the acknowledgments be sequenced in the following order:

- Head/Supervisor/Project Committee
- Collaborating Organization/Industry
- Other academic help (People/Labs/Libraries, etc.)
- Editor or proofreader
- Inspiring and morally supportive family members, friends etc.

It is ethical to maintain an appropriate order for expressions of thankfulness to those who made major contributions to your work and without whom it would have been impossible to carry out the work successfully.

Few writing styles -

For major contributions:

- I am extremely grateful to ...
- Words cannot express my gratitude to ...
- I would like to express my deepest gratitude to ...
- I am deeply indebted to ...
- I would like to express my deepest appreciation to ...
- This endeavor would not have been possible without ...
- I could not have undertaken this journey without ...

For moderate contributions:

- I am thankful to ... for ...
- I am grateful to ... for ...
- I would like to extend my sincere thanks to ...
- Special thanks to ...
- Many thanks to ...
- Thanks should also go to ...

For minor contributions:

- I would like to acknowledge ...
- Lastly, I would like to mention ...
- I would like to recognize ...
- I had the pleasure of collaborating with ...
- I would be remiss in not mentioning ...

Towards the end, you may express thankfulness to those who have assisted you but have not been acknowledged by name. Refer to the URL <https://esl.gatech.edu/sites/default/files/LI/i-how-to-write-acknowledgements-in-a-dissertation.pdf> for more details.

Name(s) of the Student(s):

Roll Number(s):

Date:

ABSTRACT

An abstract is a short summary, written mostly in present tense, that concisely presents the aims, introduction, methods, results, discussions, and conclusions of your work. Preferably, it should be limited to 300 words and prepared only after the completion of the report's writing. The abstract should briefly touch up the following:

- Purpose or objective of your work.
- The problem that has been attempted to be solved and its academic, commercial, or social relevance.
- State the constraints affecting your work.
- Touch upon the methodology used in the work without claiming its strengths or stating its limitations.
- Highlight the most important findings (use the present or simple past tense).
- Briefly discuss the main conclusions or accomplishments of your work and conclude with your recommendations, if any.

The following points may be considered for writing style:

- Use the present tense, except for statements of your important findings, which can be stated in the simple past tense.
- Use an active voice.
- Avoid references, symbols, diagrams, formulas, minor details, detailed discussion, and repetition.

Place the keywords relevant to your work at the end of the abstract.

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...

LIST OF ABBREVIATIONS AND SYMBOLS

Variables, subscripts, and superscripts: Preferably lowercase and always in italic.

- Example: Length l , Height h , Stress τ and not τ , similarly θ and not θ

Constants: both upper and lowercase are acceptable, and always in italic.

- Example $x(t) = A \cos(\omega t + \alpha)$
(A and α are constants in this expression.)

Design Factors: Always in italic; both upper and lowercase are acceptable, depending on the practice.

- Example: Service factor K_A ; Length Correction Factor K_L

Math Functions and Numerals: Upright

- Example: $\text{Re}[A_1 e^{j\omega t}]$, $\text{Im}[A_0 e^{j\omega t}]$ (inside the bracket, subscripts 0 or 1 are upright and the rest all are in italics); $\sin \theta$, $\sin^2 \theta$, $\sinh x$, $\log a$

Generic Functions: Italic

- Example: $f(x)$, $f(t)$

Vector Notations: Must be typed in boldface and upright.

- Example: **A**, **B**, etc.

Abbreviations: Lower-case, upper-case, and title-case are in practice.

- Lower-case: km (kilometre), p. (page), v. (volume), mW (milliwatts), a.m., am, p.m., pm
- Upper-case: PCB (not Pcb, for printed circuit board), IBM, US, RBI, AM, A.M., PM, P.M.
- Title-case: Prof. (Professor), Dr or Dr., Mr or Mr., No. (not No), Ph.D.

Units: Use the SI System (all units are to be typed upright without boldface).

- Example: m.s (meter second), ms (millisecond)

Remarks:

- Include one double-spaced blank line between the heading and the first entry.
- Align the abbreviations on the left margin and arrange them alphabetically.
