



அண்ணா தொழில்நுட்பப் பல்கலைக்கழகம் திருச்சிராப்பள்ளி

**ANNA UNIVERSITY OF TECHNOLOGY, TIRUCHIRAPPALLI,  
TIRUCHIRAPPALLI – 24**

**PROJECT REPORT FORMAT FOR B.E. / B.Tech. / B.Arch.**

- Note:** (i) Total number of pages should not exceed 80.  
(ii) Minimum number of copies required: 4 (One copy to the University with CD, Student, Supervisor(s), Department / Library)

**1. ARRANGEMENT OF CONTENTS:**

The sequence in which the project report material should be arranged and bound as follows:

1. Cover Page & Title Page
2. Declaration
3. Bonafide Certificate
4. Acknowledgement
5. Abstract
6. Table of Contents
7. List of Tables
8. List of Figures
9. List of Symbols, Abbreviations and Nomenclature
10. Chapters
11. Appendices
12. References
13. List of presentations/ publications/Communications (related to this dissertation & copy to be enclosed)

The table and figures shall be introduced in the appropriate places and should be sequentially numbered.

**2. PAGE DIMENSION AND BINDING SPECIFICATIONS:**

The dimension of the project report should be in A4 size. The report should be bound in white hard cover paper. The outer cover should be **printed in black letters** and the text for printing should be identical. For figures, photographs multi colours may be used. Twing-ring, and spring-back and spiral binders are not acceptable.

**3. TYPING INSTRUCTIONS:**

This section includes additional information for final typing of the project report. Some information given under 'Format' shall also be referred. The impressions on the typed copies should be black in colour. The font size shall be '**12 point Times New Roman**' with bold letters. A sub-heading at the bottom of a page must have at least two full lines below it or else it should be carried over to the next page. The last word of any page should not be split using a hyphen. 1.5 line spacing should be used for typing the general text.

#### 4. PAGE NUMBERING:

Each page in the report (except the title page) is expected to bear a number. Only one side of the paper may be used.

Title Page	Page i number does not appear
Bonafide Certificate	Page ii
Declaration	Page iii
Acknowledgement	Page iv
Abstract	Page v
Table of Contents	Page vi, as necessary
List of Table	Page vii, as necessary
List of Figures	Page viii, as necessary
List of Symbols, Abbreviations	Page ix, as necessary

For the rest of the report, arabic numbers should be used. Page numbers have to be placed at the bottom, right hand margins and font size must be 12 points.

Chapters	1, 2, etc., as necessary
Appendices	60, 61, etc., as necessary
References	Till 80
List of presentations/ publications/Communications	x (Roman Letter), as necessary

The numbering in the main body of the report should begin with Page 1 and run consecutively to the last page. No punctuation, such as dash or a period, should accompany the page number. Paragraphs must be uniformly indented 10mm. Series of paragraph items which are to be listed without headings under any of the regular headings may, for clarity, be designated by special bullets such as (•), or enumerated by (i), (ii), (iii), etc.,

Equations appearing in each Chapter or Appendix should be numbered serially, the numbering commencing a fresh for each Chapter or Appendix. Thus for example, an equation appearing in Chapter 3, if it happens to be the Sixth equation in that Chapter should be numbered (3.6) thus:

$$\frac{R(t) \quad (H1 \times H2)}{H(t) \quad (1 + (H1+H2))} = \text{-----} \quad (3.6)$$

While referring to this equation in the body of the project report it should be referred to as Equation (3.6)

#### 5. PREPARATION FORMAT:

5.1 **Cover Page & Title Page** – A specimen copy of the Cover page and Title page of the project report are given in **Appendix 1**.

5.2 **Declaration** – The Certificate shall be in 1.5 line spacing using Font Style Times New Roman and Font Size 12, as per the format in **Appendix 2**.

- 5.3 Bonafide Certificate** – The Certificate shall be in 1.5 line spacing using Font Style Times New Roman and Font Size 12, as per the format in **Appendix 3**.

The industrial supervisor should be one person only. The certificate shall carry the supervisor's(s) signature and shall be followed by the supervisor's(s) name, academic designation (not any other responsibilities of administrative nature)/ industrial designation, department and full address of the institution / industry where the supervisor(s) has guided the student. The term '**SUPERVISOR**' must be typed in capital letters between the supervisor's name and academic designation.

**5.4 Acknowledgement**

The student may desire to include a brief note of an acknowledgement of help received from particular people or all organizations proving financial support must also be acknowledged with project identifications like grant number, etc. and should not exceed one page with typed 1.5 line spacing.

- 5.5 Abstract** – Abstract should be one page synopsis of the project report typed 1.5 line spacing, Font Style Times New Roman and Font Size 12.

- 5.6 Table of Contents** – The table of contents should list all material following it as well as any material which precedes it. The title page, certificate and acknowledgement will not find a place among the items listed in the table of contents but the page numbers of which are in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the table of contents of the project report is given in **Appendix 4**.

- 5.7 List of Tables** – The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.

- 5.8 List of Figures** – The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.

- 5.9 List of Symbols, Abbreviations and Nomenclature** – One and a half spacing should be adopted or typing the matter under this head. Standard symbols, abbreviations, units (SI), IUPAC names etc. should be used.

- 5.10 Chapters** – The chapters may be broadly divided into introduction, literature review, aims and objectives, plan of work, materials and methods, results and discussion, summary and conclusion, further studies.

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

- ❖ Each chapter should be given an appropriate title.
- ❖ Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.

- ❖ Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.
- ❖ Source of information derived from the existing literature should be quoted at appropriate places.

**5.11 Appendices** – Appendices should be provided to give supplementary information, which included in the main text may serve as a distraction and cloud the central theme.

- Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.,
- Appendices, Tables and References appearing in appendices should be numbered and referred to at appropriate places just as in the case of chapters.
- Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

**5.12 List of References** –The listing of references arranged either in numerical or alphabetical order in one and a half spacing - justified. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details.

A typical illustrative list given below relates to the citation example quoted above.

## REFERENCES

### For books

Lodish H, Baltimore D, Berk A, Zipursky SL, Matsudaira P, Darnell J. Molecular cell biology. 3rd ed. New York: Scientific American; 1995.

### Editor/s

Follow the same methods used with authors but use the word “editor” or “editors” in full after the name/s. The word editor or editors must be in lower case. (Do NOT confuse with “ed.” used for edition.)

Millares M, editor. Applied drug information: strategies for information management. Vancouver (WA): Applied Therapeutics, Inc.; 1998.

### Package insert (leaflet supplied with medicine):

Lamasil [package insert]. East Hanover (NJ): Sandoz Pharmaceuticals Corp; 1993.

### Edition (other than first)

Blenkinsopp A, Paxton P. Symptoms in the pharmacy: a guide to the management of common illness. 3rd ed. Oxford: Blackwell Science; 1998.

### Chapter or part of a book to which a number of authors have contributed

Porter RJ, Meldrum BS. Antiepileptic drugs. In: Katzung BG, editor. Basic and clinical pharmacology. 6th ed. Norwalk (CN): Appleton and Lange; 1995. p. 361-80.

### Dictionary and similar references

Stedman's medical dictionary. 26th ed. Baltimore: Williams & Wilkins; 1995. Apraxia; p. 119-20.

### Book in a Series

Bennett GL, Horuk R. Iodination of chemokines for use in receptor binding analysis. In:

Horuk R, editor. Chemokine receptors. New York (NY): Academic Press; 1997. p. 134-48. (Methods in enzymology; vol 288).

Chemokine receptors = name of the book

Methods in enzymology = title of the series

### **Encyclopedia**

Hanrahan C. Valerian. In: Krapp K, Longe JL, editors. The Gale encyclopedia of alternative medicine. Michigan: Gale Group; 2001. vol 4 p. 1768-70.

### **Journal article**

Russell FD, Coppell AL, Davenport AP. In vitro enzymatic processing of radiolabelled big ET-1 in human kidney as a food ingredient. *Biochem Pharmacol* 1998 Mar 1;55(5):697-701.

### **Journals with parts and/or supplements**

**Volume with supplement:** *Environ Health Perspect* 1994;102 Suppl 1:275-82.

**Issue with supplement:** *Semin Oncol* 1996;23(1 Suppl 2):89-97.

**Volume with part:** *Ann Clin Biochem* 1995;32(Pt 3):303-6.

**Issue with part:** *N Z Med J* 1994;107(986 Pt 1):377-8.

**Issue with no volume:** *Clin Orthop* 1995;(320):110-4.

**No issue or volume:** *Curr Opin Gen Surg* 1993:325-33.

### **Conference proceedings, Conference Papers**

Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Reinhoff O, editors. *MEDINFO 92*.

Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North-Holland; 1992. p. 1561-5.

Kimura J, Shibasaki H, editors. Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

### **Internet journal**

Morse SS. Factors in the emergence of infectious disease. *Emerg Infect Dis* [serial online] 1995 Jan-Mar [cited 1999 Dec 25]; 1(1):[24 screens]. Available from: URL: <http://www/cdc/gov/ncidoc/EID/eid.htm>

Garfinkel PE, Lin E, Goering P. Should amenorrhoea be necessary for the diagnosis of anorexia nervosa? *Br J Psych* [serial online] 1996 [cited 1999 Aug 17]; 168(4):500-6. Available from: [URL:http://biomed.niss.ac.uk](http://biomed.niss.ac.uk)

### **Website**

National Organization for Rare Diseases [Online]. 1999 Aug 16 [cited 1999 Aug 21]; Available from: URL:<http://www.rarediseases.org/>

Royal College of General Practitioners. The primary health care team. [Online]. 1998 [cited 1999 Aug 22];[10 screens]. Available from: URL:<http://www.rcgp.org.uk/informat/publicat/rcf0021.htm>

Zand J. The natural pharmacy: herbal medicine for depression [Online]. [1999?] [cited 2001 Aug 23];[15 screens]. Available from: URL:<http://www.healthy.net/asp/templates/Article.asp?PageType=Article&Id=920>

## **Other Software**

Format: Title (1 space) medium in square brackets [eg. computer program, computer file] (full-stop, 1 space) Version (full-stop, 1 space) Place of production (colon, 1 space) Producer (semi-colon, 1 space) Year (full-stop)

Epi Info [computer program]. Version 6. Atlanta (GA): Centers for Disease Control and Prevention; 1994.

*For detailed information on Vancouver Style of References/ Bibliography check <http://www.library.uq.edu.au/training/citation/vancouv.pdf>*

**5.12.1. Table and figures** - The designation of each table or figure within the text should have only the first letter in capital (i.e, such as "Table 4.5" or "Figure 3.8") throughout the report. Tables, figures and their captions should be centered. All other non-verbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.

\* \* \* \* \*



## APPENDIX 1 – Specimen of title and cover page

College  
Emblem

# TITLE OF THE PROJECT

<Font Size 18><1.5 line spacing> <Font Style Times New Roman – Bold>

*A dissertation submitted in partial fulfillment for the award of the degree of*  
<Font Size 14><1.5 line spacing><Italic> <Font Style Times New Roman>

**BACHELOR OF -----**  
**in**

-----  
<Font Size 16> <Font Style Times New Roman – Bold>

*Submitted by*

<Font Size 14><1.5 line spacing><Italic> <Font Style Times New Roman>

**SANDHYA. A (Reg. No. 123456789)**

<Font Size 16> <Font Style Times New Roman – Bold>

**Under the Guidance of**

Dr/Mr/Ms.-----

<Font Size 14> <Font Style Times New Roman – Bold>

**DEPARTMENT OF -----**

**ANNA UNIVERSITY OF TECHNOLOGY TIRUCHIRAPPALLI**  
**TIRUCHIRAPPALLI – 620 024**

<Font Size 14><1.5 line spacing> <Font Style Times New Roman>

**Month, Year**

<Font Size 14><1.5 line spacing> <Font Style Times New Roman>

## APPENDIX 2 – Specimen of certificate

### DECLARATION

<Font Size 14> <1.5 line spacing> <Font Style Times New Roman>

I hereby declare that the work entitled “-----”is submitted in partial fulfillment of the requirement for the award of the degree in B.E /B.Tech. /B.Arch., Anna University of Technology Tiruchirappalli, is a record of the my own work carried out by me during the academic year 20.. – 20.. under the supervision and guidance of Dr / Mr / Ms. -----, Research supervisor, Department of -----, <Name of the College>. The extent and source of information are derived from the existing literature and have been indicated through the dissertation at the appropriate places. The matter embodied in this work is original and has not been submitted for the award of any other degree or diploma, either in this or any other University.

,

(Signature of the Candidate)

Name of the Candidate

Register Number

I certify that the declaration made above by the candidate is true

Signature of the Guide,  
With Name & Designation

Letter Head of the Research Supervisor

<Font Style Times New Roman BOLD – size -14>

**BONAFIDE CERTIFICATE**

<Font Style Times New Roman – size -12>

This is to certify that the dissertation entitled “.....” is a bonafide work carried out by Mr./Ms./Mrs..... Reg No..... under my direct supervision (and jointly with ..... SUPERVISOR from industry, if any.....) is submitted in partial fulfillment of the requirements for the award of degree of Bachelor of Engineering/ Technology/ Architecture in ----- to Anna University of Technology Tiruchirappalli, Tiruchirappalli – 620 024. No part of the dissertation has been submitted for any degree/diploma or any other academic award anywhere before.

<<Signature of the Supervisor>>

**SIGNATURE**

<<Name>>

**SUPERVISOR**

*Forwarded by*

<<Signature of the Head of the Department>>

**SIGNATURE**

<<Name>>

**HEAD OF THE DEPARTMENT**

Examined on:

**Internal Examiner**

**External Examiner**

**APPENDIX 4 - Specimen of table of contents**

<<Font Style Times New Roman BOLD – size -12>>

**TABLE OF CONTENTS**

<b>CHAPTER NO.</b>	<b>TITLE</b>	<b>PAGE NO.</b>
	<b>ABSTRACT</b>	vi
	<b>LIST OF TABLES</b>	vii
	<b>LIST OF FIGURES</b>	viii
	<b>LIST OF SYMBOLS</b>	ix
<b>1.</b>	<b>INTRODUCTION</b>	<b>1</b>
	1.1 GENERAL	1
	1.2 .....	2
	1.2.1 General	5
	1.2.2 .....	12
	1.2.2.1 General	19
	1.2.2.2 .....	25
	1.2.2.3 .....	29
	1.2.3 .....	30
	1.3 .....	45
	1.4 .....	58
<b>2.</b>	<b>LITERATURE REVIEW</b>	<b>69</b>
	2.1 GENERAL	75
	2.2 .....	99
	2.2 .....	100

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