

GUIDELINE FOR PREPARATION OF B.Tech SEMINAR REPORT

Size – A4 Soft binding Cover page – White Colour

1. Cover page & 2. Front page

TITLE(16 Bold all capitals – Times new roman)
SEMINAR REPORT (14 Regular all capitals)
submitted by (12 Regular lower case letters)
NAME: (14 Bold all capitals)
Roll No. (12 Bold)
(EMBLEM)
Department of Mechanical Engineering (14 Bold, leading capitals)
College of Engineering, Thiruvananthapuram-16.
Month & Year (14 Regular)

3. Certificate (see next page for format)
4. Acknowledgements
5. Abstract (Do not exceed 1 page – use single or 1 1/2 spacing with 10 or 12 Regular font)
6. Contents (Main headings & page no. are to be given)
7. Text – Font 12 Regular
 - i. Introduction stating the importance of the subject.
 - ii. Detailed notes indicating main headings and subheadings, figures, sketches and tables, if any, are to be included as and when they are referred in the text
 - iii. Conclusions
 - iv. References

Note – Main headings- 14 Bold – All capitals – No underlining

Sub headings - 12 Bold - Leading capitals – No underlining

Main headings are to be numbered as 1,2,3,4 etc.

Sub headings are to be numbered as 1.1,1.2,.....2.1,2.2.....etc

Sub-sub headings are to be numbered as 1.1.1, 1.1.2,

Figures, sketches and tables are to be serially numbered.

Figure no. and caption are to be given below the figure.

Table no and title are to be given above the table.

Text – 1 ½ spacing.

Leave one space between paragraphs. Begin paragraphs left justified. No space to be left between main or sub headings and paragraphs. Begin paragraphs in the next line after headings.

Referencing:

The list of all references should be alphabetically arranged. The author (s) should mention only the actually utilized references in the preparation of manuscript and they are supposed to follow **Harvard Style of Referencing**.

The author (s) are supposed to follow the references as per the following:

· All works cited in the text (including sources for tables and figures) should be listed alphabetically.

- Use **(ed.)** for one editor, and **(ed.s)** for multiple editors.
- When listing two or more works by one author, use --- (20xx), such as after Kohl (1997), use --- (2001), etc, in chronologically ascending order.
- Indicate (opening and closing) page numbers for articles in journals and for chapters in books.
- The title of books and journals should be in italics. Double quotation marks are used for titles of journal articles, book chapters, dissertations, reports, working papers, unpublished material, etc.
- For titles in a language other than English, provide an English translation in parentheses.
- The location of endnotes within the text should be indicated by superscript numbers.

PLEASE USE THE FOLLOWING FOR STYLE AND PUNCTUATION IN REFERENCES:

BOOKS

- Bowersox, Donald J., Closs, David J., (1996), "Logistical Management." Tata McGraw, Hill, New Delhi.
- Hunker, H.L. and A.J. Wright (1963), "Factors of Industrial Location in Ohio" Ohio State University, Nigeria.

CONTRIBUTIONS TO BOOKS

- Sharma T., Kwatra, G. (2008) Effectiveness of Social Advertising: A Study of Selected Campaigns, Corporate Social Responsibility, Edited by David Crowther & Nicholas Capaldi, Ashgate Research Companion to Corporate Social Responsibility, Chapter 15, pp 287-303.

JOURNAL AND OTHER ARTICLES

- Schemenner, R.W., Huber, J.C. and Cook, R.L. (1987), "Geographic Differences and the Location of New Manufacturing Facilities," Journal of Urban Economics, Vol. 21, No. 1, pp. 83-104.

CONFERENCE PAPERS

- Garg, Sambhav (2011): "Business Ethics" Paper presented at the Annual International Conference for the All India Management Association, New Delhi, India, 19–22 June.

UNPUBLISHED DISSERTATIONS AND THESES

- Kumar S. (2011): "Customer Value: A Comparative Study of Rural and Urban Customers," Thesis, Kurukshetra University, Kurukshetra.

ONLINE RESOURCES

- Always indicate the date that the source was accessed, as online resources are frequently updated or removed.

WEBSITE

- Garg, Bhavet (2011): Towards a New Natural Gas Policy, Political Weekly, Viewed on January 01, 2012 <http://epw.in/user/viewabstract.jsp>

2. Format of Certificate

DEPARTMENT OF MECHANICAL ENGINEERING
COLLEGE OF ENGINEERING, TRIVANDRUM-16. (14-Bold.)

(EMBLEM)

CERTIFICATE (14 Bold)

Certified that this report entitled ‘Title in Italics’ is the paper presented by ‘Name and candidate code’. (12 regular in Bold) on ‘date’ (Bold) in partial fulfilment of the requirement for the award of the Degree of Bachelor of Technology in Engineering of the University of Kerala.

1.Name & Designation of staff member in charge of seminar

2. „

3. „

Head of the Dept.

Important

A draft report has to be prepared and submitted first. The draft report has to be corrected and approved by staff member(s) in charge of seminar before making the final report. The final seminar reports should be submitted to the concerned not later than the next day of the last series test.