

GUIDELINE FOR PREPARATION OF THE SEMESTER-PROJECT REPORT

While preparing the final document the following guideline shall be strictly followed.

1. Font and Style

- Use plain or standard type, not script or italic fonts. The font should be twelve point, and the style should be easy to read. Do not mix fonts in the same manuscript.
- The text must be on only one side of the paper. Use one and half space text.
- Consistency shall be maintained in usage of font type and size, numbering, bullets, listing and text alignment (clean look along left and right side of the page).
- Use only standard or known abbreviations.
- Quotations lines are to be single spaced and indented one inch from the left and right margins. All quotations must include author, date and page where the quote appears.
- There should be no typographical errors
- Pen and ink corrections are not acceptable.

3. Margins

- Margins must be as follows: Left: 1.5 inch, Top: 1 inch, Right: 1 inch, Bottom: 1 inch.

4. Page Numbering

- Every page is assigned a number. The preliminary pages are numbered in lower case Roman Numerals (i, ii, iii, etc.) at the bottom of the page, right-hand side.
- Starting with the Introduction section, through the References and Appendices, the page numbers should be numbered consecutively. The page numbers are placed in the Lower right-hand corner.

6. Header and Footer

- The header shall indicate the title of the project and the course title and number
- The footer shall indicate the name of University, Institute, the School, year and page number.

7. Headings

- Each major heading (chapter) should start with new page. Every letter should be an upper case letter.
- Sub-heading should have only the first letter in upper case and proper numbering shall be adopted (See the example below).

Example-1

<p>CHAPTER TWO</p> <p>STEEL FIBER REINFORCED CONCRETE</p> <p>2.2 FUNDAMENTALS OF FIBER REINFORCED CONCRETE</p> <p>2.2.1 Properties of Hardened Fiber Concrete</p> <p>2.2.1.4 Behavior under static loading</p> <p>a) Compression</p> <p>b) Direct tensions</p>

8. Tables and Figures

- The titles of tables and figures should be brief but self-explanatory. The title of a table should be at the top left hand corner of the table. The title of a figure should be at the bottom left hand corner of the figure. For both tables and figures, a period follows the Arabic number and then two spaces before beginning the title. The first letter of the first word in the tables and figures is capitalized (see example 2 & 3).
- All tables and figures in the text must be identified in the LIST OF TABLES or the LIST OF FIGURES with their respective pages. These lists immediately follow the TABLE OF CONTENTS.

Example-2

Table 2.1 gives the strength and elastic properties of some selected glass fibers [1].

Table-2.1 Physical properties of some selected glass fibers [1].

Property	A-Glass	E-Glass	AR-Glass
Specific gravity	2.46	2.54	2.7
Tensile strength, MPa	3030	3450	2480

Modulus of Elasticity, MPa	64,800	71,700	80,000
Strain at break, %	4.7	4.8	3.6

Example-3

The practical application of this approach began with the introduction of ACI 544 toughness index, which is defined as the ratio of the amount of energy required to deflect a FRC beam by a prescribed amount to the energy required to bring the beam to the point of first crack (see Fig. 2.4).

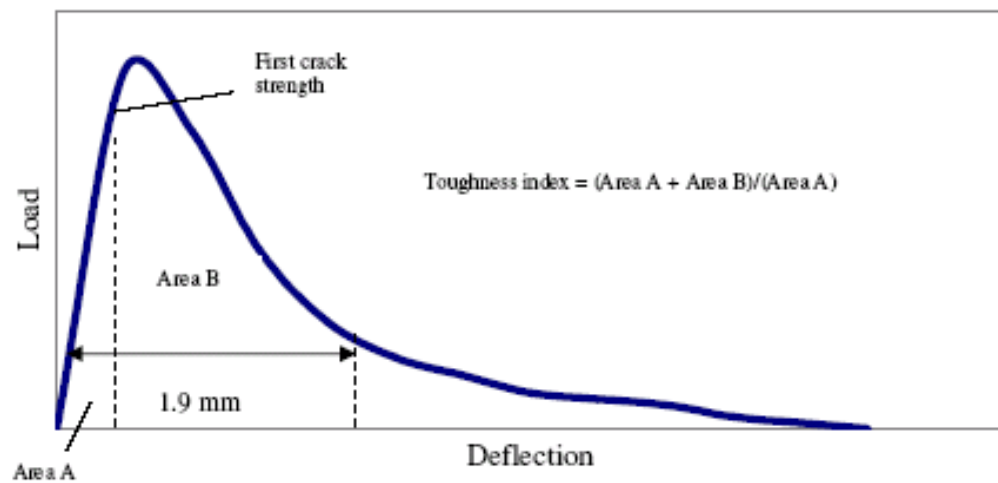


Fig. 2.4 ACI committee 544 toughness index [9].

Example-4

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9. Citing References

- The REFERENCE section appears at the end of the paper, immediately prior to the APPENDICES. Include only those references that were cited in the paper. They are listed in alphabetical order. The references are numbered, according to citing the references in the text.

Example-5

References

[2] Shetty M.S., Concrete Technology Theory and Practice, Revised Edition, S. Chand and Company LTD., New Delhi, 2005.

[3] ACI Committee 544, State-of-The-Art Report on Fiber Reinforced Concrete, ACI 544 1.R-96

[22] Environmental Information Exchange; Waste management, Recycling, Tyres <http://www.brooks.ac.uk/eie/tyres.htm>, January 2008.