

# Department of IT

## SEMINAR [RIT-851]

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### **GUIDELINES FOR SEMINAR REPORT WRITING 2020-2021 SESSION**

#### **General Instructions**

- The topic of the seminar must be technical, research oriented and latest.
- Seminar Report should ordinarily be around 20 pages.

#### **Main Components of a Report**

- **Cover page**  
As per the given format.
- **Abstract**  
Abstract should be a narration of Problem Definition, Methodology used in third person's language not exceeding 200 words.
- **Acknowledgement and declaration**  
The Acknowledgement shall be brief and should not exceed one page. The students' signature shall be made at the bottom end above their name typed in capital.
- **List of Symbols, Abbreviations and Nomenclature**
- **Table of contents/Index page**  
The table of contents should list all material following it. The abstract, acknowledgement, list of symbols, abbreviations and nomenclature will be included in table of contents but the page numbers in lower case Roman letters are to be accounted for them. Pages starting with Introduction (Immediate after the Table of contents) should be consecutively numbered using Arabic Numerals.
- **Main Text**  
This includes various sections for Seminar Report.
- **References**

#### **Main Text**

- This includes various sections for Seminar Report. For example,
  - **Introduction**

This section contains an introduction to the topic, statement of the problem, motivation and organization of other sections.

- **Review/Related Work**

Review of the literature pertaining to the problem.

- **Design** details

This section includes algorithms/models/protocols/methodologies used/proposed in the referred research papers. Every algorithm/model/protocol/methodology has separate sections which are used to describe the work of referred research papers.

- **Implementation/Simulation** details

This section describes the simulation tool, simulation/implementation scenarios, parameters used.

This section also includes results after implementation/simulation of work or another section may be added giving discussion of results, with graphs, etc.

- **Conclusion**

Every report must include this section to conclude the work and suggests for further work.

- Actual work done of referred research paper/contribution of the work should be clearly stated.

## **Typing Instructions for Seminar Report**

- **Specification for Fonts**

- **Font Face: Times new Roman**

- **Font Size:** As per following preview

- **Headings (Size 14 Bold)**

- **Sub-Heading (Size 12 Bold and Italic)**

- **Contents (Size 12 Normal)**

- **Line spacing: 1.5**

- **Text Alignment: Both left and right justified**

- Page Dimensions: Standard A4 size (297mm x 210mm)

- Margins:

- **Top margin: 0.75”**

- **Bottom margin: 0.75”**

- **Left margin: 1”**

- **Right margin: 0.75”**

- Footer: **Page number should be bottom centered.**

- Sections should be numbered as for example, **1. Introduction** etc.

- Subsections should be numbered as for example, **3.1 Simulation Tool** etc

- Paragraphs and sentences should be short.
- Start of a paragraph should not be intended, rather, give one line space between two paragraphs.
- 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.
- **Figures/Tables**
  - All figures and tables should be numbered and must have titles.
  - Figures and titles of figures should be centered.
  - Titles of figures must be below the figures and titles of tables must be above the table.
  - Figure numbers should be specific for each section, eg., Figure 1.2, and Table numbers should be as Table 2, etc.
- **References**
  - References should be in IEEE format, i.e.,
    - Author name(s), title of paper/book, or if journal, its name, volume, issues, page number, publisher, year of publication
  - Book titles must be in capitals
  - Reference numbers should be marked liberally inside the text of the report-
    - eg., .....as given in [3]
  - References should either be in chronological order or in the order in which they appear in the text.

## Miscellaneous

- Always prepare a draft report first and print it out.
- Read it yourself first and correct any typographical or grammatical errors.
- **One copy** of final seminar report must be submitted as a **spiraled report** to the coordinators prior to presentation.
- Students may send a mail to get cover page and guidelines for seminar report to :.....
- **A soft copy of referred research papers, seminar report (pdf or doc form) and power point presentation (PPT) must be submitted by students to the above e-mail id prior two days of scheduled date of presentation.**

**Head (IT)**  
**Prof. Ajay Kr.**  
**Srivastava**