

K L UNIVERSITY

DEPARTMENT OF CIVIL ENGINEERING

Guidelines for preparing Project / Mini project / Practice School Report

Submission of Report to the Department: The students will submit their project report in the prescribed formal-**Report Format:** The write up must adhere to the guidelines and should be in the following order

1. Title page
2. Dedication page, if any
3. Supervisor certificate/Approval
4. Acknowledgement
5. Abstract
6. Table of contents with page numbers
7. List of tables & figures with page numbers
8. List of Notations/Acronyms
9. Main text (Introduction, Literature review, Methodology. Results and Discussion, Summary / Conclusions)
10. List of references . . .
- 1 I. Appendices
12. List of Publications and Presentations

Paper: Good quality white executive bond paper A4 (297x210mm) size should be used for typing and duplication. Care should be taken to avoid smudging while duplicating the copies.

Page number: Page should be numbered consecutively and clearly. No page number should be indicated on title page, supervisor/guide's certificates and acknowledgment: however pages are to be counted from title page. From lit It.- page to abstract page (Greek numbers should be used. From main text to end of thesis indent numerals should be used. AM typing should be on right hand pages only.

Margin: Top 20 mm, Bottom 22 mm. Left 30 mm, Right 20 mm **Line**

spacing: 1.5

Normal Body Text: Font Size: 12, Times New Roman, Justified. 6 point above and below paragraph spacing

Paragraph Heading Font Size: 14, Times New Roman, Left Aligned. 12 point above & below spacing.

Chapter Heading Font Size:. 18, Times New Roman, Centre Aligned. 30 point above below spacing. Specimen Copy -