

General Instructions for Seminar Report Preparation:

Front page: The title of the seminar report, author, department, month and year of submission along with the emblem of the Institute will be included on the first cover.

- **Single column format and print only on one side.**
- **Full justification of all texts**
- Ensure that each new paragraph is clearly indicated with an additional spacing
- **Ensure that each new section heading is separated by a double line space.**
- The subsections are separated by single line.
- **Use MS Word/Latex.**
- **The chapter/section headings shall be as per the font's size shown below.**
- Please note that unlike project report, **the seminar report does not have chapters but sections only.**
- **New sections should not be intentionally started at new page.** If space available it starts at the same page separated by double line space.

- **Recommended Font size:**

Details	Font Type	Font size	Spacing
<i>Front page</i> <i>Title (see the enclosure)</i> <i>Statement below title</i> <i>Student name</i> <i>Roll no</i> <i>Guide/supervisor name</i> <i>Department name</i>	Times New Roman	20pt, bold, capitals 14pt 16pt, bold 14pt, bold 16pt, bold 18pt	Centered (Adjustable spacing)
<i>Section headings</i>	Times New Roman	14pt bold (first letter of each word capital)	Left adjusted
<i>Subsection headings</i>	Times New Roman	12pt. sentence case bold	Left adjusted
<i>Main text</i> <i>Line spacing</i>	Times New Roman	12 pt	Adjusted on both left and right 1.5 spacing
<i>Margins</i>	Left Margin	1.5 inch	To accommodate binding area
	Right Margin	1.25 inch	
	Top	1.0 inch	
	Bottom	1.25 inch	

- The preliminary parts are numbered in *roman numerals* (i, ii, etc). The section 1 onwards will be numbered in Indo- *Arabic* numerals 1, 2, 3 etc. **the first section is always titled as “Introduction”.**
- Follow internationally accepted symbols, rules and conventions: use the international system of units (SI). If other quantities are mentioned, give their equivalent in SI.

- All the figures and tables are numbered in a sequence. For eg. Fig.1, Fig.2, Table 1, Table 2, etc.
- All the equations are numbered within brackets () in a sequence such as (1), (2), (3), etc.
- Indicate references by number(s) in square brackets in line with the text.
- **All publications cited in the text should be presented in a list of references.** Number the references (numbers in square brackets) in the list in the order in which they appear in the text.
- **More than 2 authors**, the first should be listed followed by 'et al.'

Examples:

Reference to a journal publication:

J. F. Fuller and K. J. Roesler, "Influence of harmonics on power distribution system protection," IEEE Trans. on Power Delivery, Vol. 3, No 2, Apr. 1988, pp. 549-557.

Reference to a conference publication:

[5] J. F. Fuller and K. J. Roesler, "Influence of harmonics on power distribution system protection," IEEE-PES Conference on Power Quality, held at IIT Bombay, 20-23 Dec. 2003, pp. 549-557.

Reference to a book:

[21] E. Clarke, Circuit Analysis of AC Power Systems, Vol. I. 2nd ed, New York: Wiley Publications, 1950, p. 81.

Reference to web sites

[22] www.doe.hov.org/fundamental Series Item Power Quality and Harmonics.htm (as on 23-3-07)

- Bibliography contains material that were useful for the preparation of the report in a general way and is not directly referred to in the report. It is not essential, but will be of useful for a person who tries to read and the report.
- Tables should be numbered (Example: Table 2.2 Comparison of Costs) consecutively and given suitable captions above the table. Referred in the text as Table 2.2
- Graphs/plots shall be clear with axes information and number (Example: Fig. 2.2 Variation of Temperature in a typical day) consecutively and given suitable captions below the plot/graph. Referred in the text as Fig. 2.2
- All figures and tables must be in place in the text near, but not before, where they are first mentioned.
- **All reports shall be soft-bound only with plastic laminated cover.**