

Guidelines to prepare B.Tech Project Documentation

Font :	1. Chapter Names	-	16 TimesNewRoman (bold) all caps
	2. Headings	-	14 TimesNewRoman (bold) all caps
	3. Subheadings	-	14 TimesNewRoman (bold) Title case
	4. Sub – sub headings	-	12 TimesNewRoman (bold) Title case
	5. Body of Project	-	12 TimesNewRoman
	6. Text in Diagrams	-	12 TimesNewRoman (all lower case)
	7. Diagrams / Table headings / Fig. Headings	-	12' TimesNewRoman Title case
	8. If any text		12' TimesNewRoman (Title case)

Spacing :1. 2 line spacing between heading and body text.
2. 1.5 line spacing in body text.
3. New paragraphs start with single tab.

Margins: Left 1.5' Right 1.0'
Top 1.0' Bottom 1.0'

Page numbers: position Bottom, Middle

1. Front Pages		Small Roman Numbers
		(Excluding title page, Certificate page, Acknowledgement page)
2. Body pages	1, 2, 3	
3. Annexure	1, 2, 3.....	
		(Separate for each Annexure)

Pages : **Size :** **A4 paper** **Color: White**

Documentation: Spiral Binding for MINI Project

Front Pages	Page 1	Title Page
	Page 2	Certificate
	Page 3	Company Certificate(If any)
	Page 4	Acknowledgement
	Page 5	Contents
	Page 6	Abstract
	Page 7	List of Figures/ tables/ screenshots
	Page 8	Symbols & Abbreviations

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	Page No
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1.4 Limitations of Project	
1.5 Organization of Documentation	
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- | | | |
|--|---|---------------------------|
| 6. CONCLUSION : First Paragraph | - | Project Conclusion |
| Second Paragraph | - | Future enhancement |

REFERENCES :

- 1. Author Name, Title of Paper/ Book, Publisher's Name, Year of publication**
- 2. Full URL Address**