Bapatla Engineering College

**Department of IT**

# Formatting Details for the Project Report

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| **S.No** | Element | Format |
| 1 | Font and size | Times New Roman. Size specific to individual elements |
| 2 | Front Pages-1 | Cover Page, Certificate, Declaration, Acknowledgements As provided by the department. No change in Format. Replace the place holders with appropriate data – Guide name, qualifications, Project student names and other names in the Acknowledgements. |
| 3 | Front Pages-2  ToC, LoF, LoT | Auto-generated. Title: 16pt, centered, 12pt before, 6pt after, 1.5 lines spacing. Content: 12pt, justified, 0pt before, 5pt after, 1.5 lines spacing. |
| 4 | Front Pages-3  Abstract | Title: 16pt, centered, 12pt before, 6pt after, 1.5 lines spacing Content: Times new roman, 12pt, double spacing, 10pt after. **This is the Body Text style which will be the default for the text in the chapter contents also.** |
| 5 | Chapter Titles | Multilevel-list style, 18pt, Bold, centered, 0pt before, 18pt after, |
| 6 | Section Heading | Multilevel-list style, 14pt, Bold, left-justified, 0pt before, 10pt after, |
| 7 | Sub-Section Heading | Multilevel-list style, 12pt, Bold, left-justified, 0pt before, 10pt after, |
| 8 | Body Text | Times new roman, 12pt, double spacing, 10pt after. |
| 9 | Figures | Caption with (Figure) Chapter number (dot) sequence number: 11pt, Bold, centered, below the figure. No spacing paragraph after. |
| 10 | Tables | Caption with (Table) Chapter number (dot) sequence number: 11pt, Bold, centered, above the figure. No spacing paragraph after.  Table Header: 11pt, Bold, centered, single line space  Table Contents: 11pt, Normal, centered/left/right justified based on the data, single line space. |
| 11 | Equations | Centered, Cambria Math, centered, 12pt.  Right justified Chapter number (hypen) sequence number. 12pt |
| 12 | Bibiliography | IEEE format, Auto generated, 12pt, 1.5 line spacing, 5pt after |