Report Introduction

Presented by:

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Tribhuvan University

1 Proposal
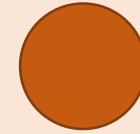
At the beginning

2 Progress

In the middle of ongoing work

3 Final

At the time of submission

Report Organization

Preliminary Part

Main Part

End Part

Cover page

Chapter-1: Introduction

Chapter-2: Literature Review

Title page

List of Abbreviations

Chapter-3: Methodology

Approval Page

List of Figures

Chapter-4: Results and Discussions

Appendix

Abstract

List of Tables

Chapter-5: Conclusions and Recommendations

References

Acknowledgement

Table of Contents

Budget

Work Schedule

PROPOSAL REPORT

Preliminary Part

1. Cover Page
2. Title Page
3. Copyright
4. Certificate of Approval
5. Abstract
6. Acknowledgement
7. Table of Contents
8. List of Tables
9. List of Figures
10. List of Abbreviations

Main Part

- CHAPTER ONE: INTRODUCTION
- CHAPTER TWO: LITERATURE REVIEW
- CHAPTER THREE: METHODOLOGY
- CHAPTER FOUR: EXPECTED OUTCOME

End Part

- Budget
- Work Schedule
- References
- Appendix

Thesis Proposal Report Size (30-40 pages)

Headings	Minimum	Maximum
Before Chapters	6	8
Chapter Introduction	3	4
Chapter Literature Review	10	12
Chapter Methodology	5	8
Chapter Expected Outcome	2	5
Budget (if have)	1	1
Work Schedule (Gantt Chart)	1	1
References	3	3
Total	**31**	**42**

Note: Can have minor deviations

PROGRESS REPORT

Preliminary Part

1. Cover Page
2. Title Page
3. Copyright
4. Certificate of Approval
5. Abstract
6. Acknowledgement
7. Table of Contents
8. List of Tables
9. List of Figures
10. List of Abbreviations

Main Part

- CHAPTER ONE: INTRODUCTION
- CHAPTER TWO: LITERATURE REVIEW
- CHAPTER THREE: METHODOLOGY
- CHAPTER FOUR: RESULTS AND DISCUSSION
- CHAPTER FIVE: REMAINING WORK

End Part

- Budget
- Work Schedule
- References
- Appendix

Thesis Progress Report Size (40-50 pages)

Headings	Minimum	Maximum
Before Chapters	6	8
Chapter Introduction	3	5
Chapter Literature Review	8	10
Chapter Methodology	8	10
Chapter Results and Discussion	6	8
Chapter Work Remaining	3	5
Work Schedule	1	1
References	3	3
Appendix	2	3
Total	**40**	**53**

Note: Can have minor deviations

GENERAL FINAL REPORT

Preliminary Part

1. Cover Page
2. Title Page
3. Copyright
4. Certificate of Approval
5. Abstract
6. Acknowledgement
7. Table of Contents
8. List of Tables
9. List of Figures
10. List of Abbreviations

Main Part

- CHAPTER ONE: INTRODUCTION
- CHAPTER TWO: LITERATURE REVIEW
- CHAPTER THREE: METHODOLOGY
- CHAPTER FOUR: RESULTS AND DISCUSSION
- CHAPTER FIVE: CONCLUSION AND RECOMMENDATION

End Part

- Budget
- Work Schedule
- References
- Appendix

Final Thesis Report Size (65-80 pages)

Headings	Minimum	Maximum
Before Chapters	10	10
Chapter Introduction	5	5
Chapter Literature Review	10	15
Chapter Methodology	15	20
Chapter Results and Discussion	15	20
Chapter Conclusion and Recommendation	2	2
References	3	3
Appendix	5	5
Total	**65**	**80**

Note: Can have minor deviations

WORK SPECIFIC REPORT EXAMPLE

Preliminary Part

1 Cover Page
2 Title Page
3 Copyright
4 Certificate of Approval
5 Abstract
6 Acknowledgement
7 Table of Contents
8 List of Tables
9 List of Figures
10 List of Abbreviations

Main Part

- CHAPTER ONE: INTRODUCTION
- CHAPTER TWO: LITERATURE REVIEW
- CHAPTER THREE: SITE STUDY AND DATA COLLECTION
- CHAPTER FOUR: DESIGN AND SIMULATION
- CHAPTER FIVE: COMMISSIONING AND INSTALLATION
- CHAPTER SIX: CONCLUSION AND RECOMMENDATION

End Part

- Budget
- Work Schedule
- References
- Appendix

TOOLS used

MS Word
- To write body

MS Power point
- To draw flowchart
- To draw block diagram

MS Excel
- Data Analysis
- Gantt Chart
- Graph/ Pie-chart

MS VISIO
- To draw flowchart
- To obtain Gantt chart
- To draw circuit diagram

Mendeley
- For References and citations

Word Options

General

Display

Proofing

Save

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

? ✕

Customize the Ribbon and keyboard shortcuts.

Choose commands from: ⓘ

| Popular Commands ▼ |

Customize the Ribbon: ⓘ

| Main Tabs ▼ |

☑ Accept Revision
⊞ Add Table ▶
≡ Align Left
≔ Bullets ▶
≡ Center
⇄ Change List Level ▶
📋 Copy
✂ Cut
Define New Number Format...
✗ Delete
📝 Draw Table
▥ Draw Vertical Text Box
📎 Email
🔍 Find
◀ Fit to Window Width
Font   I▾
A Font Color ▶
A Font Settings
Font Size   I▾
AB¹ Footnote
🖌 Format Painter
A⌃ Grow Font
🔗 Hyperlink...
Insert Comment
▶ Insert Page Section Breaks ▶
📷 Insert Picture
▤ Insert Text Box

Main Tabs
⊟ ☑ Home
    ⊞ Clipboard
    ⊞ Font
    ⊞ Paragraph
    ⊞ Styles
    ⊞ Editing
⊞ ☑ Insert
⊞ ☑ Design
⊞ ☑ Layout
⊞ ☑ References
⊞ ☑ Mailings
⊞ ☑ Review
⊞ ☑ View
⊞ ☑ Developer
⊞ ☑ Add-ins
⊞ ☑ Blog Post
⊞ ☑ Insert (Blog Post)
⊞ ☑ Outlining
⊞ ☑ Background Removal

Add >>

<< Remove

▲

▼

New Tab   New Group   Rename...

Customizations: Reset ▾   ⓘ

Import/Export ▾   ⓘ

Keyboard shortcuts: Customize...

OK   Cancel

Word Options

? **X**

General
Display

Proofing

Save
Language
Advanced

Customize Ribbon
Quick Access Toolbar

Add-ins
Trust Center

ABC Change how Word corrects and formats your text.

AutoCorrect options

Change how Word corrects and formats text as you type: **AutoCorrect Options...**

When correcting spelling in Microsoft Office programs

☑ Ignore words in UPPERCASE
☑ Ignore words that contain numbers
☑ Ignore Internet and file addresses
☑ Flag repeated words
☐ Enforce accented uppercase in French
☐ Suggest from main dictionary only

Custom Dictionaries...

French modes: Traditional and new spellings ▼

Spanish modes: Tuteo verb forms only ▼

When correcting spelling and grammar in Word

☑ Check spelling as you type
☑ Mark grammar errors as you type
☑ Frequently confused words
☑ Check grammar with spelling
☐ Show readability statistics

Writing Style: Grammar Only ▼ **Settings...**

Recheck Document

Exceptions for: MAIN PART ▼

OK **Cancel**

MAIN PART

- Page A4 size → LAYOUT → SIZE
- Page Margin → LAYOUT → MARGINS → Customize
    - Left=1.5'
    - Right=1'
    - Top=1'
    - Bottom=1'
- Start writing content
- Heading styles, sub heading styles
- Numbering subheadings
- Bullet points
- Page break
- Insert → Page number → Bottom of page

To customize the font style

Headings & Sub-headings
(TNR, 12 size, black color, bold)
→Go to Home
→ Open Styles
→ Select Style
→ Manage Style

Preliminary Part

Generating Table of Contents, List of Tables, List of Figures

- Go to REFERENCES → Table of Contents {Up to 3 levels only}
- Go to REFERENCES → Custom Table of Contents
  - Modify to TNR, 12 font size
- Go to REFERENCES → Insert List of Figures
  - Modify to TNR, 12 font size
- Go to REFERENCES → Insert List of Tables
  - Modify to TNR, 12 font size

Inserting figures

- Must be center aligned
- Figure caption below figure
- Go to REFERENCES
- → Insert Table of Figures
- → Figure Caption
- → Figure layout options
- → **Crop option**
- → **Format Picture option**
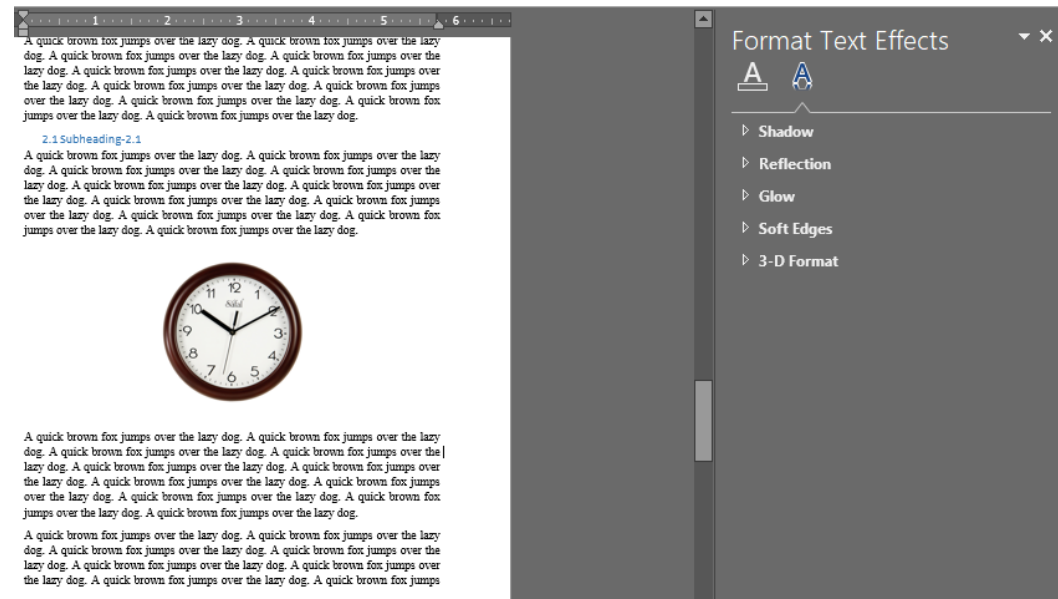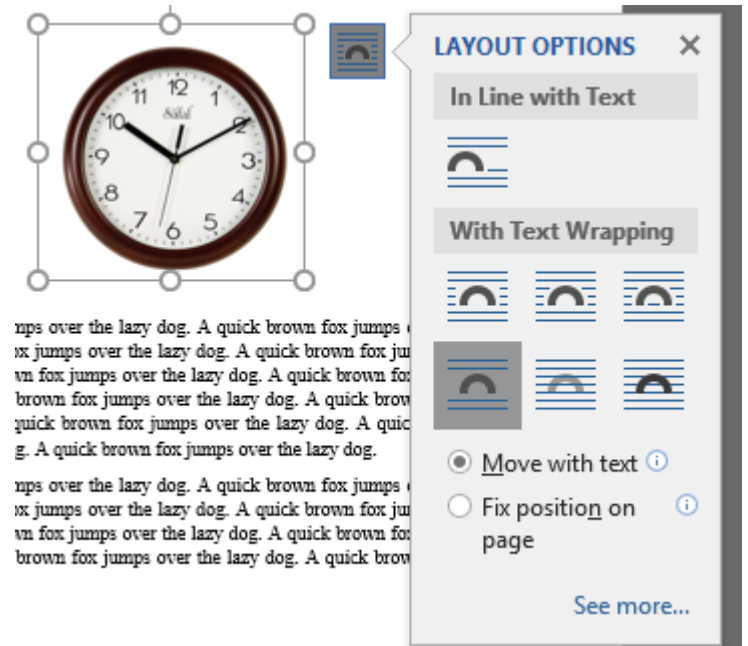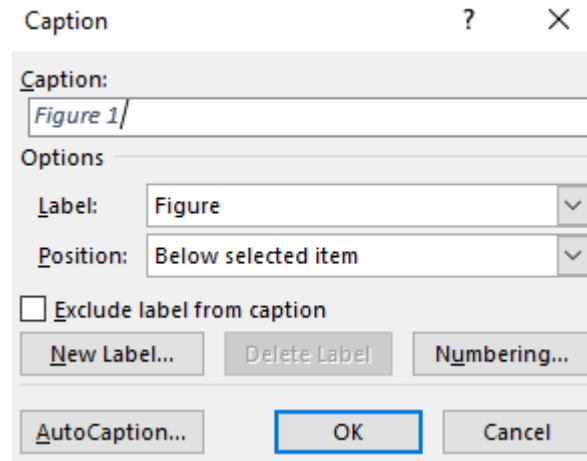
Inserting Tables

- Inserting List of Tables
- Must be center aligned
- Table caption above the table
- Go to REFERENCES
→ Insert Table of Figures
→ Table Caption

Flowchart/ Circuit Diagram/ Block diagram/ Table drawing

- Use **MS Power point**, MS Visio, E-draw……..
  - → Go to Home
  - → Drawing
  - → Select the desired shapes
  - → Draw
- Table/ Graph/ Data Analysis
  - Excel
- Gantt Chart (comes later)
  - Using Excel
  - Using Visio

Equations, Symbols

Symbols
\alpha
\sigma \Sigma \sim
\beta \tau
(c)
\pm \times
\delta \Delta \theta
\pi \Pi
\phi \Phi \partial \psi \Psi
\epsilon \omega \rho \Rho
\eta \mu \nu
\int \sum
\infty \propto
\le \ge \gg \le \ne
\Omega → for Ohm
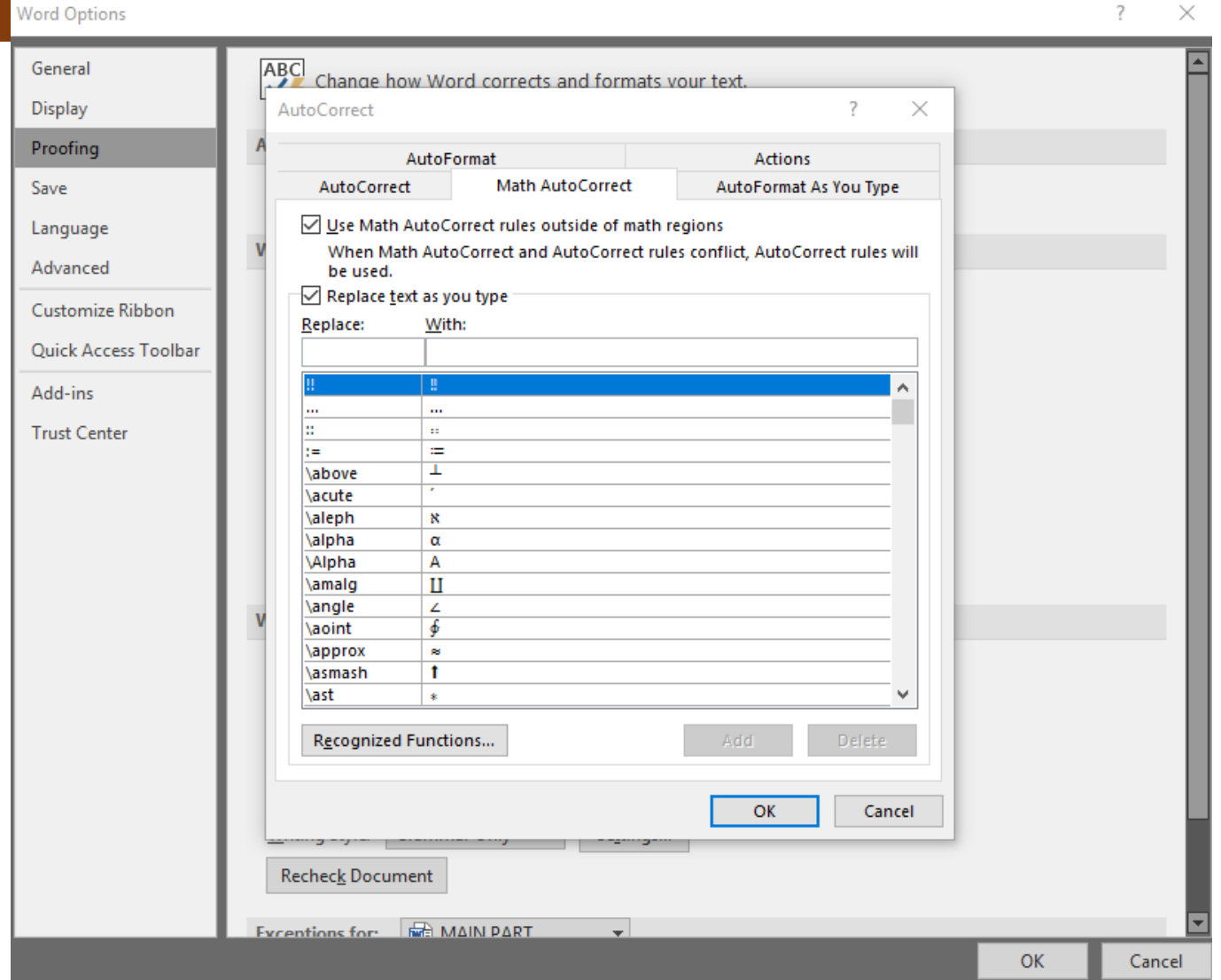
Remaining of Preliminary Part

- Cover page
- Title page
- Copyright
- Certificate of Approval
- Abstract
- Acknowledgement

See the format provided

Note: Page Numbering before Chapter-one must be roman numbers

Go to Layout → Section Break → Insert page number → Page number format

Spacings

- 1.5 line spacing

- 12 points immediately below chapter

- 6 points below sub-headings

- 6 points between paragraphs

End part

- Budget → Use Excel
  - In the form of table

- Work Schedule → Changing the orientation of page [Layout→ Section break]
  - Prepare gantt chart, can use excel / Visio / Edraw / Online tools

- **References → Comes later**
  - **List of References, Citations**

- Appendix
  - Appendix-I, appendix-II, ……..
 - Contains data, questionnaire, simulation block diagram, code….

References → IEEE format

- Using Mendeley
  - Add-in with MS word
  - Easy, saves time
  - better management of documents
  - Provides search browse for recent papers
  - Mails you the recent papers in related field
- Add-In→ Mendeley
- Mendeley web importer→ add chrome extension
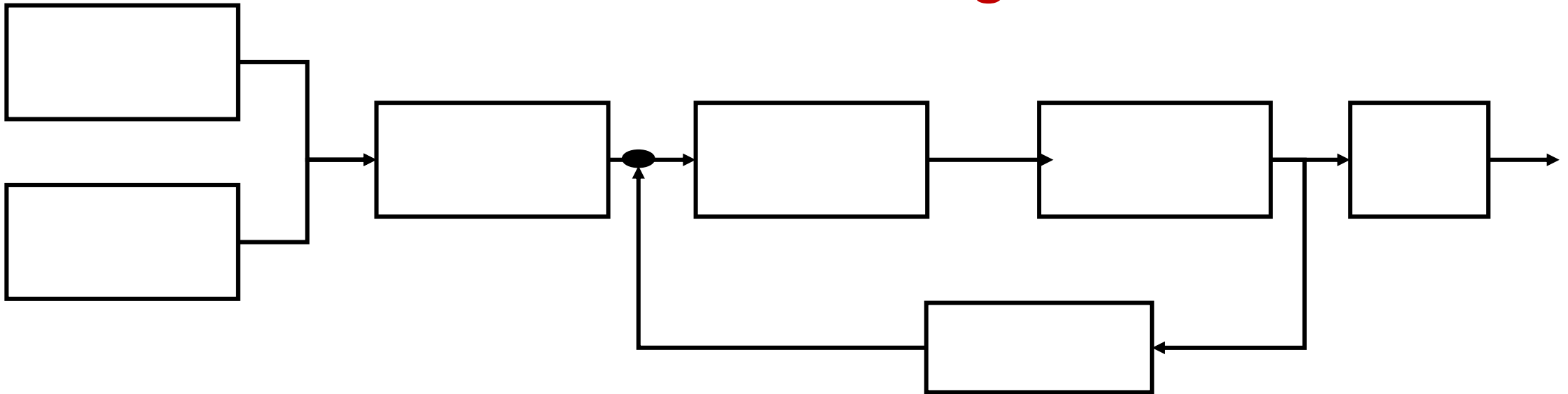- Go to References → Insert Citations → Generates list of References automatically

Flow chart

MS VISIO for
flowchart/
circuit diagram/
Block diagram
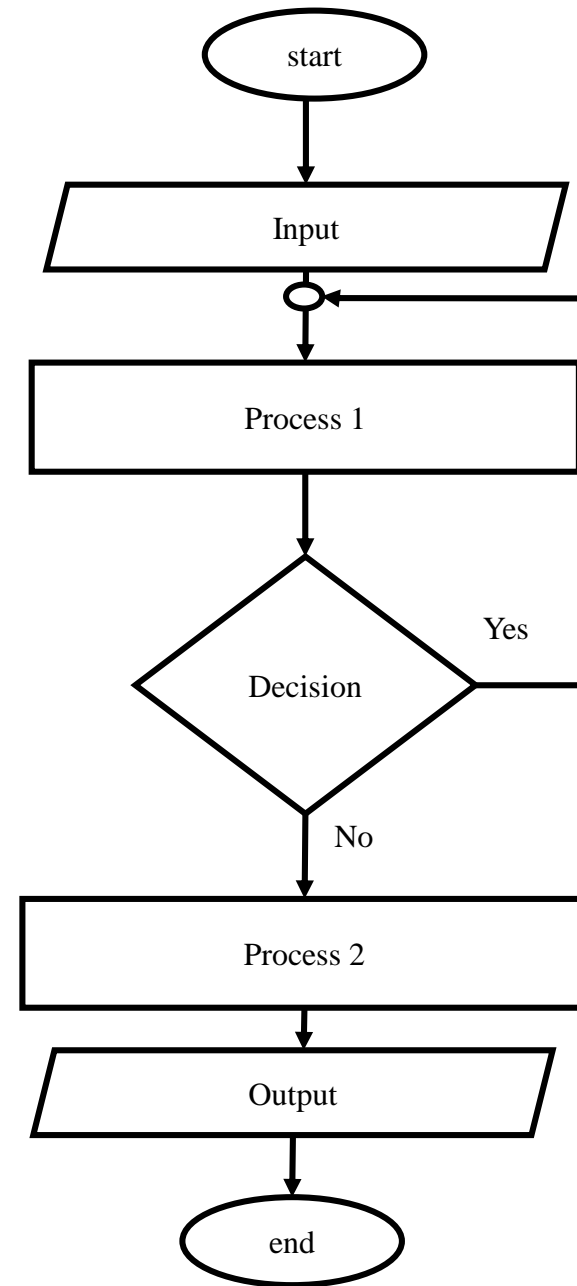
Block diagram

MS VISIO for
flowchart/
circuit diagram/
Block diagram

Thank You

☺