Style Guide for Writing Reports
Version 1.0

1. General Guidelines:

- Use both sides of the paper for printing. Paper size will be specified as A4.
- Use Single line spacing only
- The following fonts with the respective font sizes may be used Times New Roman (12), Arial (11), Bookman Old Style (11).
- Margins: Top & Bottom – 1 inch, Right & Left – 1.25 inch
- Sections / sub sections will be numbered (see illustration below on Contents Page)
- All tables / charts / illustrations will have a title and a number using the same convention as that for sections

2. Project Report Structure

- Cover Page as per format. Use any of the standards font as specified earlier. The format as given here is in Arial font
- Certificates (First Guide's Certificate, then Organization where worked)
- Abstract
- Contents
- List of figures (if any)
- List of tables (if any)
- Preface (if any)
- Acknowledgement
- Chapters
- Appendices
- Bibliography

Pages will be numbered in roman numerals till the *Acknowledgement Page*. The *Cover Page* would be considered page no. (i) *but* will not be numbered. The certificate(s) also will not be numbered. The Contents Section will start from the *Abstract Page* as shown below

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A Sample of the Contents Section

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3. Guidelines for writing the Bibliography

Start with the number of the bibliography within []. Then write the author's surname and initials followed by the year of publication in parentheses. Next write the title of the book in italics with the edition (if any). The place of publication follows followed by a colon (:). The publisher of the book is listed last followed by a period (.) .

[4] Raghuram, G. & Rangachari, N. (2000). *Logistics and Supply Chain Management.* New Delhi: McMillan.

If only a chapter is to be listed for reference, give the page number also at the end of the book title within parentheses preceded by pp.

[5] Raghuram, G. & Rangachari, N. (2000). *Logistics and Supply Chain Management* (pp. 376 – 413). New Delhi: McMillan.

Documents from the Internet will be referenced as:

[10] Gentleman, J. (2004, August 1). Making Wheels of Justice turn in a Chaotic Iraq. *The New York Times.* Retrieved August 1, 2004 from http://www.nytimes.com/2004/08/01/international/middleeast/01LAWY.html?hp

Documents that are used from company websites will be referenced as:

[15] Tata Sons Ltd. (2004, April 26). *Financial Results for the Quarter and Year ended 31 March, 2004.* Retrieved June 20, 2004, from http://www.tata.com/cmc/releases/20040428fin.htm

Information used directly from a webpage will be referenced as

[21] http://www.ilt.columbia.edu/publications/papers/kaplanblack.html
Retrieved June 20, 2004, from Columbia University, Institute for Learning Technologies Website

The references may be arranged in the order of their use in the report.

MBA (FT) Project Report

Project Report Style Guide at Centre for Management Studies, Dibrugarh University : A Brief on Submitting Project Reports

[A Project Report submitted in partial fulfillment of the requirements of the Degree of Master of Business Administration (Full Time) of Dibrugarh University]

[First Name] [Middle Name] [Last Name]

Centre for Management Studies
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