

*Department of Electronics & Communication Engineering*

**INTEGRAL UNIVERSITY, LUCKNOW**

**Guidelines for Preparation and Presentation of Seminar**

**1. OBJECTIVES :** The objective of the seminar is to impart training to the students in collecting materials on a specific topic from books, journals and other sources, compressing and organizing them in a logical sequence, and presenting the matter effectively both orally and as a technical report. The use of slides/transparencies and overhead/slide/multimedia projector is also introduced to the user during the seminar. The following points may be borne in mind during the seminar preparation and presentation.

**2. CHOOSING THE TOPIC :** The seminar shall be an in-depth study of a topic, which does not form a part of the regular curriculum. Choose a *current* topic of *Electronics / Communication / Signal processing*. Submit one page *Abstract* of the selected topic along with copies of at least two journal/magazine references and get the topic approved by one of the members of staff in charge of the seminar. The Abstract shall be concise and direct. It shall clearly indicate the content that is being presented in the report. The full text can be prepared with all drawings, tables, references, etc. The contents shall not be a mere repetition of the reference material. There shall be a minimum of two journal/magazine references of recent time related to the topic. Presentation of topic based on mere website data is not allowed.

**3. PREPARATION OF REPORT:** The seminar report shall be in A4 size format with the following contents:

1. Cover page in the standard form
2. Opening page (same as cover page)
3. Certificate in the standard form
4. Acknowledgments
5. Table of contents
6. List of figures and tables
7. Abstract

8. Body or text of report
9. References
10. Appendices if any

The **cover** and **opening pages** shall be of font Times New Roman, regular, size 14 points except Title, which is of font Times New Roman, bold, size 16 points and all capitals.

The **cover page** format will be supplied to you by the faculty in charge of seminar.

**Certificate** shall be typed in one page in Times New Roman 12 point italics. Its format will also be supplied by the faculty in charge.

**Acknowledgements** and **abstract** shall be typed in regular 12 point Times New Roman with 1.5 line spacing. The title shall be in bold.

**Abstract** shall highlight the contents of the seminar topic in about 300 words.

The seminar report shall be of 25 to 40 typed pages, excluding figures, monograms, tables, charts, appendices, etc. The text of the report shall contain Introduction, Body of the report and Conclusions, arranged as different chapters.

- The font style shall be Times New Roman consistently. This shall also be followed for the text that appears in figures and tables.
- The line spacing shall be 1.5 consistently.
- Paragraph alignment shall be left and right justified.
- 6 pt spacing shall be given after headings and paragraphs.
- 1 cm indentation shall be given at the beginning of each paragraph except the first paragraph of any section/chapter.
- Headings shall be numbered and aligned left. Font sizes and style shall be as given below.

<b>1 CHAPTER HEADINGS (0 LEVEL)</b>	14pt, UPPER CASE, <b>bold</b>
<b>1.1 Main Headings (First Level)</b>	12pt, Title Case, <b>bold</b>
<b>1.1.1 Second level headings</b>	12 pt, Sentence Case, <b>bold</b>
<b>1.1.1.1 Third level headings</b>	12 pt, Sentence case, <i>italics</i>

Preparation of sketches shall be done neatly with proper headings and details.

**Equations**

All equations must be clearly set and numbered. Use *equation editor* as far as possible and set the font size to 12 points (which is the default font size). When referring to the equations in the text, preface the number with the word ‘Eq.’ or ‘Eqs’ and place the number within brackets. Thus, for example, Eq. (1.1). Equations shall be numbered as (1.1), (1.2), (1.3), etc. The first number represents the chapter number. The numbers shall appear at the extreme right end of the line. Do not set them in bold or italics type. Ensure that subscripts and superscripts are clearly legible.

**Tables**

Tables must be set as part of the text. Smaller (but legible) font sizes may be used to enable the table to fit the space. All tables must have a caption. The caption shall be kept *above* the table and centered. If the caption runs into more than one line, keep it justified at both ends. Captions shall be numbered sequentially starting with number 1. Thus for example, “Table 1.1: Input data”. Leave 12 pt space above and below tables. Large tables may be set in landscape, i.e. sideways on the page, reading up.

**Illustrations, Figures, Diagrams, Maps, etc.**

These shall be neat and clear. They shall be positioned centrally on the width of the page and close to their text reference. They shall not appear on the opening page (first page) and must fit within the page text size. Try to avoid boxing text between two illustrations on a page as this can sometimes make reading more difficult. Ensure that all spelling and annotations (numbers, letters, symbols and captions) conform to their usage in the text. Captions to figures, (diagrams and/or illustrations) shall be set in text size and centered below the figure. If the caption is more than one line in length follow the alignment style as given in the table captions above. All figures must be numbered sequentially starting with the number 1. Thus for example, “Figure 1.1: Velocity fields”. Leave 12 points above and below each figure/illustration.

**Photographs**

If you decide to include photographs use prints which are clear and glossy and have good contrast. Paste them at appropriate position.

## References

A list of references must be included with every report and placed at the end. It shall include only the work referred to in the text. The list of references shall be compiled by arranging the authors name alphabetically. Although books and journal articles are cited slightly differently, they shall be placed in the same list of references. The following sequence for citation of references, which is the one most normally used, is recommended:

### Books:

Author(s): Surname, then give initial(s).  
Title (in double quotes)  
Edition (if not the first)  
Publisher (*italics*)  
Place of Publication  
Year of Publication

*An example, with correct punctuation:*

Govind P. Agrawal, “Fiber Optic Communication Systems”, Third Edition, *John Wiley & Sons, Inc, Indian Print, 2002.*

### Journal Articles:

Author(s): Surname, then give initial(s).  
Title of Article (in double quotes)  
Title of Journal (*italics*)  
Volume number of Journal, then Number or Part (if any) in brackets  
Starting and ending Page Numbers of Full Article  
Year of Publication

*An example, with correct punctuation:*

Steven G. Johnson, Mihai Ibanescu, M. Skorobogatiy, OriWeisberg, Torkel D. Engeness, Marin Soljagic, Steven A. Jacobs, J. D. Joannopoulos, and Yoel Fink, “Low-loss asymptotically single-mode propagation in large-core Omni Guide fibers” ,*Optical Society of America*, Vol. 38, no. 2, pp. 587-607, 2001.

If the author has published several works during the same year, it is conventional to add 'a', 'b', 'c', etc. after the year.

### Websites:

References to website shall include corporate or personal authors, title of document, date of document (if available), web address (complete URL), and date accessed by the author. See the example as represented here.

Stevens, R. C., “Testimony before United States Senate Special Committee on the Year 2000 Technology Problem”, Sep 10, 1998.

(<http://www.senate.gov/~y2k/statements/091098stevens.html>. Accessed Oct. 5, 1998)

### **Footnotes**

Footnotes may be used if found necessary.

### **Consistency of styles**

Use *British English* only. Use the spelling and grammar checking tools and set language (in MS Word, in the “tools” menu) to English (UK). Be consistent in the use of punctuation, figures, capital letters and abbreviations, and more importantly in nomenclature and symbols.

Seminars will not be held unless the final typed copy (Soft Copy) is ready. One copy of the seminar report duly certified by the member of staff shall be made available to the department. In case the report is not up to the expected standard, the student will be asked to prepare the report afresh and resubmit. This will, in addition, result in loss of marks.

## **4. PRESENTATION**

Use the overhead/multimedia projector for the presentation as it is an effective aid for good communication. It helps one to organize the sequence of the material presented.

1. Familiarize with the working of the projector before the presentation. Check that the fonts for equations/symbols are appearing properly.
2. The presentation shall be limited to 20 minutes plus 10 minutes questions and answers for B.Tech and 30 minutes plus 10-15 minutes questions and answers for M.Tech. There will be credit for the novelty of the topic, contents of the seminar, the effectiveness of presentation, and the way questions and queries are answered.
3. Presentations shall be prepared using presentation software like MS PowerPoint or Open Office only.
4. Write only points on the slides (use telegraphic language instead of long sentences). The slides shall NOT be a copy of the text of one’s seminar report. Ideally 6 to 8 lines only shall be there on each slide.

5. Equations shall be given in the final form only. Derivations shall be avoided on slides. However, the derivations can be prepared as separate slides with links from the main presentation so that the same can be used if need arises.
6. Use colors to make the slides attractive and to highlight the important points. However, remember that the use of too many different colors can make the slides ugly.
7. Choose the letter sizes corresponding to the importance of the points. Use bold/italics type or different colors to stress words or sentences of importance.
8. Ensure that all the material presented on slides is legible when projected.
9. Reading of the written/typed material or from the slides is not acceptable.
10. Always remember that you are communicating with people and not to the projector or the screen or the board. It means that eye contact shall not be lost at any time.

**In the event of the presentation of the seminar found unsatisfactory, the student shall be asked to repeat the same.**