Report Submission Guidelines

All submissions must be written in English and made in Microsoft Word Format (.doc/docx) written in Times New Roman with font size Main Heading – 14 , and sub-heading -12 and line spacing 1.5.All margins should be 1 inch.

Format

Project Title: As per the prescribed format /template shared.

Executive summary: The summary should give a clear indication of the objectives, scope, methods, results and conclusion of your work. The executive summary must include 500 words typed on a separate page.

Keywords: (Maximum 4-5 words)

Introduction: The introduction usually contains background and/or motivation for the research.

Objectives: The objectives of the project has to be summarize what is to be achieved by the research study.

Theory (if any): A brief description of the theoretical foundations, research framework, etc., relevant to the work presented.

Literature Review: Comparison to related research.

Research Methods: This section should describe what was done to answer the research question, describe how it was done, justify the research design, and explain how the results were analyzed.

Results: Presentation of the result obtained. If possible, use descriptive figures or tables rather than explain in text. Do not discuss or interpret the results at this stage.

Discussion: Discuss the results. What conclusions can you draw? Put results in perspective by comparing to other studies or generally accepted knowledge in the field. Critically evaluate your method and results with respect to the simplifications made.

References: Please include references prepared according to the American Psychological Association (APA) 6.0 Guidelines (refer to www.apastyle.org). List the references in alphabetical order at the end of the paper. All references must be single-spaced. The references should be distinguished by hanging indents.

The full study will be assessed with respect to the applied method and the correct use, the relevance of the introduced simplifications, the significance of the introduction, results and discussion, the ability to pass on the message clearly, and the overall impression.

Similarity Index: must be 10% or below (excluding references). Plagiarism will be strictly followed.