

विज्ञान तथा प्रविधि अध्ययन संस्थान लघु अनुसन्धान सञ्चालन सम्बन्धी निर्देशिका-२०७९
(IoST, Mini Research Operational Directives-2079)

Mini-Research Report Format

अनुसूची ५

General Guidelines for Research Report Format

It is a mandatory to maintain the uniformity in the format of the mini research report carried out by researchers under Institute of Science and Technology (IoST), Tribhuvan University, Nepal.

The format of the Mini research report included the following headings/items:

- i. Cover Page
- ii. Certificate of Approval
- iii. Recommendation
- iv. Declaration
- v. Acknowledgements
- vi. शोधसार
- vii. Abstract
- viii. List of Acronyms and Abbreviations
- ix. List of Symbols
- x. List of Tables
- xi. List of Figures
- xii. Table of Contents
1. Chapter 1: Introduction
2. Chapter 2: Literature Review
3. Chapter 3: Materials and Methods
4. Chapter 4: Results and Discussion
5. Chapter 5: Conclusions and Recommendations
6. Reference
7. Appendix

The details of these headings/items are given

(Format for cover page)

[TITLE OF THE MINI RESEARCH REPORT]

(Comment: Center, All caps, **Bold**, Font size 16)



A RESEARCH REPORT SUBMITTED TO THE

(Comment: Center, ALL CAPS, not bold, Font size 14)

OFFICE OF DEAN

INSTITUTE OF SCIENCE AND TECHNOLOGY

TRIBHUVAN UNIVERSITY

NEPAL

(Comment: Center, ALL CAPS, **Bold**, Font size 14)

BY

(Comment: Center, ALL CAPS, not bold, Font size 14)

[FULL NAME OF THE RESEARCHER]

GRANT NUMBER:

(Comment: Center, ALL CAPS, **Bold**, Font size 14)

[MONTH, YEAR]

(Comment: Center, ALL CAPS, **Bold**, Font size 14)

CERTIFICATE OF APPROVAL

(Comment: Center, ALL CAPS, **Bold**, Font size 16)

This mini research report entitled “...**(Title, bold faced letter)**...” by ...(Name of researcher)...(Grant No.....) Department of(Name of department)....., -(Name of Campus).....Campus, Institute of Science and Technology (IoST), Tribhuvan University (T.U.) is hereby submitted to the Campus and forwarded to Dean Office, Institute of Science and Technology, T. U.

(Comment: Times New Roman, Font size 12)

Office Seal

[DAY, MONTH, YEAR]

RECOMMENDATION

Comment : Center, All caps, Bold, Font size: 16

This is to recommend that (**official name of research scholar in boldface letter**)
.....has completed mini-research entitled“..... (**in boldface letter**)
.....” under my Mentorship.

(Comment [s11]: Times New Roman, Font size: 12)

.....(Signature).....

Name of Mentor

Designation.....

office Address

(Comment [s12]: Times New Roman, Bold, Font size: 12)

DECLARATION

(Comment: Center, ALL CAPS, **Bold**, Font size 16)

This mini research report entitled "... (**Title, bold faced letter**)" is being submitted to the office of Dean, Institute of Science and Technology (IoST), Tribhuvan University (T.U.), Nepal is carried out by me and all the proposed goal in the proposal has been achieved and are reported in this report.

The presentation of the finding in this report is original and has not been submitted earlier in part or full in this or any other form to any university or institute.

(Comment: Times New Roman, Font size 12)

Signature
Name of Researcher
Grant No.

[DAY, MONTH, YEAR]

ACKNOWLEDGEMENTS

(Comment: Center, ALL CAPS, Bold, Font size 16)

Text: (Times New Roman, Font size 12)

No. of pages: (Not more than 2 pages, write in justified form)

(Comment: Times New Roman, Font size 12, spacing within a paragraph 1.5, spacing between two paragraph 2.0)

(Name of Researcher)
[Month, Year]

शोधसार (अनिवार्य)

(टिप्पणी: मध्य, गाढा, नेपाली युनिकोड कालीमाटी, १६)

मूल पाठ: (नेपाली युनिकोड कालीमाटी, १२)

पाना सङ्ख्या: (एक पानाभिन्न समेटिने गरी लेख्नुपर्ने)

(टिप्पणी: हरफ मिलेको, नेपाली युनिकोड कालीमाटी, १२)

शब्दकुञ्जिका (टिप्पणी: नेपाली युनिकोड कालीमाटी, फन्ट साइन १०, छड्के अक्षर):,,,, (टिप्पणी: पाँचवटा शब्दकुञ्जिकाहरू नेपाली युनिकोड कालीमाटी मा फन्ट साइन १० मा लेख्नुहोस् । छड्के होइन ।)

नोट:

1. नेपाली भाषाको व्याकरण प्रयोग गर्ने
2. नेपाली बृहत शब्दकोश (प्रकाशन: नेपाल प्रज्ञा प्रतिष्ठान, नेपाल) मा रहेका प्राविधिक शब्दहरू मात्र प्रयोग गर्ने । अन्य अङ्ग्रेजी भाषामै लेख्न सकिने ।
3. कुनै पनि Language Translator Tool (Google, Chat GPT etc) प्रयोग गरी अनुवाद गर्न नहुने
4. Report मा रहेको अङ्ग्रेजी Abstract को शब्द अनुवाद नगरी भाव मात्र अनुवाद गर्ने ।

ABSTRACT

(Comment: Center, ALL CAPS, **Bold**, Font size 16)

Text: (Times New Roman, Font size 12)

No. of pages: (preferable within a page, write in justified form)

(Comment: Times New Roman, Font size 12)

Keywords (**Comment:** Times New Roman, Font size 10, Italics):,,,, (**Comment:** Write five keywords, Times New Roman, Font size 10, not in Italics).

LIST OF ACRONYMS AND ABBREVIATIONS

(Comment: Center, ALL CAPS, **Bold**, Font size 16)

Text: (Times New Roman, Font size 12)

Examples:

FTIR : Fourier Transforms Infrared Spectroscopy

GC-MS : Gas Chromatography-Mass Spectroscopy

LPG : Liquefied Petroleum Gases

NGO : National Governmental Organization

(Comment: Times New Roman, Font size 12, line spacing 1.5, arrange in alphabetical order)

LIST OF SYMBOLS

(Comment: Center, ALL CAPS, **Bold**, Font size 16)

Text: (Times New Roman, Font size 12)

Examples:

μ : Dipole Moment

γ : Activity Coefficient

ε : Relative Dielectric Constant

(Comment: Times New Roman, Font size 12, line spacing 1.5)

LIST OF TABLES

(**Comment:** Center, ALL CAPS, **Bold**, Font size 16)

Text: (Times New Roman, Font size 12)

Table No (bold faced letter): Title of the table (not bold, font size 12) **Page No.**

Examples:

Table 1: Calorific value of different petroleum fuels	..
Table 2: Free radical scavenging effects of ascorbic acid	..

(**Comment:** Times New Roman, Font size 12, line spacing 1.5)

LIST OF FIGURES

(Comment: Center, ALL CAPS, **Bold**, Font size 16)

Text: (Times New Roman, Font size 12)

Figure No (bold faced letter): Title of the figure (not bold, font size 12) **Page No.**

Examples:

Figure 1: Thin layer chromatogram of ethyl acetate extract of *A. Coronans* ...

Figure 2: FTIR spectrum of ethyl acetate extract of *A. Coronans* ...

(Comment: Times New Roman, Font size 12, line spacing 1.5)

TABLE OF CONTENTS

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(**Comment:** Times New Roman, Font size 12, line spacing 1.5)

CHAPTER 1

(ALL CAPS, **Bold** faced letter, Font size 16)

1. INTRODUCTION (ALL CAPS, **Bold**, Font size 14)

1.1 General Introduction (**Bold**, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

1.2 Rational (**Bold**, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

1.3 Objectives (**Bold**, Font size 12)

1.3.1 General objective: (**Bold**, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

1.3.2 Specific objectives: (**Bold**, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

CHAPTER 2

(ALL CAPS, **Bold** faced letter, Font size 16)

2. LITERATURE REVIEW (ALL CAPS, **Bold**, Font size 14)

2.1 (Sub-heading, if any) (**Bold**, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

2.2 (Sub-heading, if any) (**Bold**, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

CHAPTER 3

(ALL CAPS, **Bold** faced letter, Font size 16)

3. MATERIALS AND METHODS (All caps, **Bold letter**, Font size 14)

3.1 Materials

3.1.1 (Sub-heading, if any) (**Bold**, font size 12)

(Text: Times New Roman, Font size 12, not bold)

3.1.2 (Sub-heading, if any) (**Bold**, font size 12)

(Text: Times New Roman, Font size 12, not bold)

3.2 Methods

3.2.1 (Sub-heading, if any) (**Bold**, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

3.2.2 (Sub-heading, if any) (**Bold**, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

CHAPTER 4

(ALL CAPS, **Bold** faced letter, Font size 16)

4. RESULTS AND DISCUSSION (All caps, **Bold letter**, Font size 14)

4.1 (Sub-heading, if any) (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

4.2 (Sub-heading, if any) (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

CHAPTER 5

(ALL CAPS, **Bold** faced letter, Font size 16)

5. CONCLUSION AND RECOMMENDATIONS (ALL CAPS, **Bold**, Font size 14)

5.1 Conclusions (Bold, Font size 12)

5.1.1 (Sub-heading, if any) (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

5.1.2 (Sub-heading, if any) (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

5.2 Limitations of the work (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

5.3 Recommendations for further work (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

REFERENCES

(ALL CAPS, **bold face**, Font size 16)

(Recent references of last five years are highly preferable)

APPENDIX

(ALL CAPS, **Bold faced letter**, Font size 16)

(**Scientific publication, questionnaires, long computational algorithms, if necessary**)

(**Comment:** Times New Roman, Font size 12, spacing through body of text 1.5 spacing, 1.5 spacing within each entry but 2.0 spacing between each entry)

Language of Mini research report:

- The report must be written in English.
- Presentation of the report in live presentation should also be conducted in English medium.

Length and quality of printing of report:

- Preferably in between 40 to 60 pages.
- The report should be printed in single sided white bond paper of A4 size
- Photocopy of printing is not acceptable.

Typeface and font size:

- The report should be written in Times New Roman.
- The font size should be 12 throughout the text except as mentioned above.
- Equations and formulae should be preferably written in 10 font size.
- The scientific names should be written in italics.
- The text should be justified.

Tables and Figures:

- Tables and figures should appear in the text closely to the point where it is first discussed.
- Table number and its heading should be placed above the body of the table.
- Figure number and its heading should be placed below the body of the figure.
- The font size for both table and figure caption should be 10.
- Table number and figure number must be continuous in the report.
- Table number and figure number are written in **bold** faced letter while their titles are written not in bold.

Examples:

Table 1 (font 10, **bold**):Title (font 10, not bold).....

Figure 1 (font 10, **bold**):Title (font 10, not bold).....

Margins:

- In printing- top, right and bottom margins should be 2.5 cm and left margin should not be less than 3.5 cm.
- Page number should be at least 1.5 cm above from the lower edge of the paper.

Spacing:

- Spacing for text: 1.5 spacing throughout the body of text
- Spacing for references: 1.5 spacing within each entry and 2.0 spacing between each entry.

Pagination:

- Every page has a number.
- Use small Roman numerals (i, ii, iii,) for the preliminary pages such as *Certificate of Approval, declaration, table of contents etc.*
- Count the inner cover page as page i and do not print the page number on inner cover page.
- Use Arabic Hindu numbers (1, 2, 3, 4, ...) starting with page 1 from chapter 1.

Reference and citation in the text:

- American Psychological Association (APA) format should be preferably followed for references and citations in the text. The references should be arranged in alphabetical with chronological order by surname of the first author. Spacing for references should be 1.5 within each entry but double spacing between each entry. Use hanging indents: entries should begin flush left with subsequent lines indented.
- Other standard format such as AMS (American Mathematical Society), AIP (American Institute of Physics), ACS (American Chemical Society), etc. can also be accepted.

Examples of using APA format in reference and citation:**i) Book of single author:**

Surname, Initial uppercase letter of author's name (Year), Title of the Book, Place, Publication.

Barron L. D. (1983), *Molecular Light Scattering and Optical Activity*, Cambridge University Press, Cambridge, UK.

Citation in the text: (Barron, 1983) or Barron (1983) explained

ii) Book of two authors:

Gosney, I. & Rowley, A. G. (1979), "Transformations via Phosphorus-stabilized Anions, Stereoselective Synthesis of Alkenes via the Wittig reaction", *Organophosphorus Reagents in Organic Synthesis*, Academic, New York, p.17.

Citation in the text: (Gosney & Rowley, 1979) or Gosney and Rowley (1979) stated that.....

iii) Book of three or more authors:

Pelter, A., Smith, K., & Brown, H. C. (1988), *Borane Reagents*, Academic, London

Citation in the text: (Pelter, *et. al.*, 1988) or Pelter, *et. al.* (1988) explained

iv) Journal of single author:

Evans, D. A. (1982), "Studies in Asymmetric Synthesis. The Development of Practical Chiral Enolate Synthons," *Aldrichin. Acta*, **15**: 23

Citation in the text: (Evans, 1982) or Evans (1982) explained

v) Journal of two authors:

Denmark, S. E. & Marble, L. K. (1990), "Auxillary-Based, Asymmetric SN₂' Reactions: A Case of 1,7-Relative Stereogenesis," *J. Org. Chem.*, **55**: 1984

Citation in the text: (Denmark & Marble, 1990) or Denmark and Marble (1990) highlighted

vi) Journal of three or more authors:

Oli, H. B., Thapa Magar, J., Khadka, N., Subedee, A., Bhattarai, D. P., & Pant, B. (2022). Coriaria nepalensis Stem Alkaloid as a Green Inhibitor for Mild Steel Corrosion in 1 M H₂SO₄ Solution. *Electrochem*, **3**(4): 713–727.

Citation in the text: (Oli, *et. al.*, 2022) or Oli, *et. al.* (2022) found that

Note: The names of journals should be typed in italic exactly as the name of the journal examples: *J. Am. Chem. Soc.*, *J. Am. Stat Assoc.*, *Tetrahedron Lett.*, *Electrochem*, *etc.*

vii) Ph.D/Master's Dissertation:

Rajbhandari (Nyachhyon), A. (2011), *Investigation on Inorganic Salts based Ions Selective Electrodes* (Unpublished doctoral thesis). Central Department of Chemistry, Institute of Science and Technology, Tribhuvan University, Kathmandu, Nepal.

viii) Internet article with DOI assigned:

Stultz, J. (2006), Integrating Exposure Therapy and Analytic Therapy in Trauma Treatment. *American Journal of Orthopsychiatry*, **76** (4): 482-488, doi:10.1037/0002-9432.76.4.482

ix) Internet article without DOI assigned:

Sillick, T. J. & Schutte, N. S. (2006), Emotional Intelligence and Self-Esteem Mediate Between Perceived Early Parental Love And Adult Happiness. *E-Journal of Applied Psychology*, **2** (2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap/article/view/71/100>, Accessed on (dd/mm/yy).