

Title of your report

<Your name>^a and <your Adviser's name>^b

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ABSTRACT

This document shows the desired format and appearance of a report submitted by BioEngineering Summer Training (BEST) programme students. Abstract should be brief: 250 words or fewer are recommended. Clearly state the summary of the work you have done and minimize or even avoid general statements about the state-of-the-art on the topic. The report is due on July 13th, 2016. This Word file should be e-mailed to sunanda@be.iisc.ernet.in and a paper copy should be submitted to Ms. H. S. Sunanda in BioSystems Science and Engineering (BSSE) office.

Keywords: Provide three keywords that are not in the title of your report but are relevant to your work.

1. INTRODUCTION

The report should be comprehensive but concise. Its purpose is to report the work you have done and not to write elaborately about others' work found in the literature. If you write about other's work, it should be to provide background to the problem you have studied, to explain the motivation for your work, and to place your work in a proper context of the current and past literature. Please write the report in your own words. When you describe other's work, please paraphrase and avoid using their phrases and sentences verbatim. If you do that, it will be construed as plagiarism. If you absolutely need to quote someone else's statements, enclose them in quotation marks and cite the reference clearly. In any case, any observation, thought, equation, figure, or a table that is not yours must be credited to the proper source. If you used an internet source, please do not hesitate to cite the web address. If you use someone else's figure or table, please cite the reference in the caption as well as in the text.

There are no upper or lower limits on the number of pages of the report; just write what you have done and what you want the reader to know about what you have found or what you have built. Increasing the length of the report for the sake of it is counter-productive.

Follow this format strictly. The font used throughout is Times New Roman. Normal text has a font size of 11 point¹. The font attributes for other parts of the document are summarized in Table 1 and are described in the following sections. Normal text should be justified to both the left and right margins.

To be properly reproduced in paper copy, all contents including text, figures, tables etc. must be typed on an A4-size paper (8.27 in by 11.69 in. OR 210 mm by 297 mm) with margins set to 0.875 in. on left and right and 1.125 in. top and bottom.

Please follow the general rules of good English grammar. Make sure that there are no spelling mistakes. A spelling checker is helpful for finding misspelled words. But watch out for incorrectly corrected words of Autocorrect feature of MS Word. Good writing becomes easy if you pay attention to what you are writing. Please read, re-read, and read it again to see how it sounds before you submit.

¹Font sizes are usually specified in points, abbreviated pt, which is a unit of length. One inch = 72 pt.; one cm = 28.4 pt.

2. PARTS OF THE REPORT

This report's format is based on the style used by ISSS International Conference on Smart Materials, Structures, and Systems (www.issc.in). Only a few parts are changed to suit the purposes of this report.

The report should consist of an introduction, related or prior work on the topic, problem statement, method, results, discussion, and conclusions. All of these need not be separate sections if they are not too long. For example, related and prior work can be merged with the introduction. Results and discussion can be in one section.

Table 1. Fonts sizes to be used for various types of text. All fonts are Times New Roman or an equivalent. Table captions should be centered above the table. When the caption is too long to fit on one line, it should be justified to the right and left margins of the body of the text.

<i>Item</i>	<i>Font</i>
Article title	16 pt., bold, centered
Author names	12 pt., normal, centered
Affiliations and address	10 pt., normal, centered
Section heading	11 pt., bold, centered (all caps)
Subsection heading	11 pt., bold, left justified
Sub-subsection heading	11 pt., italic, left justified
Normal text	11 pt., normal
Figure and table caption	10 pt., normal
Footnote text	9 pt., normal

2.1. Title and Author Information

The article title appears centered at the top of the first page. The title font is 16 point, bold. The rules for capitalizing the title are the same as for sentences; only the first word, proper nouns, and acronyms should be capitalized. Avoid using acronyms in the title, unless they are widely understood. Consider the possibility that people outside your area of expertise might read your article. Appendix A contains more about acronyms.

The list of authors, you and your adviser, immediately follows the title after a blank space. The font is 12 point, normal with each line centered. The authors' affiliations and addresses follow the author list after another blank line, in 10-point, normal font and centered. Do not use acronyms in affiliations and addresses.

When the title or author information is too long to conveniently fit on one line, multiple lines may be used; insert line breaks appropriately to achieve a visually pleasing format.

2.3. Body of the Paper

The body of the paper consists of numbered sections that present the main findings. These sections should be organized to best present the material. See Section 3 for formatting instructions.

2.4. Appendices

Auxiliary material that is best left out of the main body of the paper may be included in the appendices, for example, derivations of equations, proofs of theorems, and details of algorithms. Appendices are enumerated with upper-case Latin letters in alphabetic order.

2.5. Acknowledgment

In the Acknowledgment section, appearing just before the References, the authors may credit others for their guidance or help. Please also acknowledge the Division of Interdisciplinary Research, Dr. Anita and

Animesh Mukherjee, and BSSE, Indian Institute of Science for the financial assistance. The Acknowledgment section does not have a section number.

2.6. References

The References section lists books, articles, and reports that are cited in the paper. This section does not have a section number. The references are numbered in the order in which they are cited. Examples of the format to be followed are given at the end of this template.

For books [1,2] the listing includes the list of authors, book title (in italics), page or chapter numbers, publisher, city, and year of publication. A reference to a journal article [3] includes the author list, title of the article (in quotes), journal name (in italics, properly abbreviated), volume number (in bold), inclusive page numbers, and year. By convention, article titles are capitalized as described in Section 2.1. A reference to a proceedings paper or a chapter in an edited book [4] includes the author list, title of the article (in quotes), conference name (in italics), if appropriate, editors, volume or series title (in italics), volume number (in bold), if applicable, inclusive page numbers, publisher, city, and year. References to an article in the Proceedings may include the conference name, as shown in Ref. 5. The references should be numbered sequentially in the order of their first citation in the body of the paper. Avoid citing references in the abstract.

Citations to the references are made using numerals enclosed in square brackets, as demonstrated in the preceding paragraph. One may also directly refer to a reference within the text, e.g., “as shown in Ref. 3...” Footnotes² may be used to provide auxiliary information that doesn’t need to appear in the text, e.g., to explain measurement units. They should be used sparingly, however.

3. SECTION FORMATTING

Section headings are centered and formatted completely in upper case 11-point bold font. Sections should be numbered sequentially, starting with the first section after the Abstract. The heading starts with the section number, followed by a period. The author must do this numbering.

Paragraphs that immediately follow a section heading are leading paragraphs and should not be indented, according to standard publishing style. The same goes for leading paragraphs of subsections and sub-subsections. Subsequent paragraphs are standard paragraphs, with 14-pt. (5-mm) indentation. There is a 5-pt. space between all paragraphs. In this MS Word template, this spacing is accomplished by including a 5-pt. space after each paragraph. Note that the indentation of a paragraph may be avoided in this MS Word by changing it to a leading paragraph.

3.1. Subsection Attributes

The subsection heading is left justified and set in 11-point, bold font. Capitalization rules are the same as those for book titles. The first word of a subsection heading is capitalized. The remaining words are also capitalized, except for minor words with fewer than four letters, such as articles (a, an, and the), short prepositions (of, at, by, for, in, etc.), and short conjunctions (and, or, as, but, etc.). Subsection numbers consist of the section number, followed by a period, and the subsection number within that section, followed by a period.

3.1.1. Sub-subsection attributes

The sub-subsection heading is left justified and its font is 11 point, italic. Capitalize as for sentences. The first word of a sub-subsection heading is capitalized. The rest of the heading is not capitalized, except for acronyms and proper names.

4. FIGURES AND TABLES

Figures are numbered in the order of their first citation. They should appear in numerical order and on the same page or after their first reference in the text. It is preferable to have figures appear at the top or bottom

²Footnotes are indicated by symbols to avoid confusion with citations.

of the page. Figures, along with their captions, should be separated from the main text by at least 0.2 in. or 5 mm.

Figure captions are centered below the figure or graph. Figure captions start with the figure number in 10-point bold font, followed by a period; the text is in 10-point normal font; for example, “**Figure 3.** Original image...” See Fig. 1 for an example of a figure caption. When the caption is too long to fit on one line, it should be justified to the right and left margins of the body of the text.

Tables are handled identically to figures, except that their captions appear above the table.

In this MS Word template, the caption style specifies a normal 9-point font, which should be changed. The author needs to make the figure number bold. The author also needs to supply the figure numbers in the order of reference in the body of the paper. The same goes for tables. It is often necessary in MS Word to move figures or tables around to achieve a satisfying appearance.

Authors must ensure that the included figures and images are with proper resolution (at least 300 dpi) in print.

Note that all figures and tables must be referred to in the body of the paper at least once. Do not use sentences such as “as shown in the figure below”. Instead, refer to a figure with the number assigned to it. For example, Fig. 1 shows the statue of J.N. Tata, the founder of the Indian Institute of Science, Bangalore. But do not write that the figure below show the statue of J.N. Tata.



Figure 1. Figure captions are used to label the figure and help the reader understand the figure’s significance. The caption should be centered underneath the figure and set in 9-point font. It is preferable for figures and tables to be placed at the top or bottom of the page.

APPENDIX A. MISCELLANEOUS FORMATTING DETAILS

It is often useful to refer back (or forward) to other sections in the article. Such references are made by section number. When the section reference starts a sentence, Section is spelled out; otherwise use its abbreviation, for example, “In Sect. 2 we showed...” or “Section 2.1 contained a description...”. References to figures, tables, theorems, etc. are handled the same way.

At the first occurrence of an acronym (unless it is widely known such as MTF, CCD, FFT), spell it out, followed by the acronym in parentheses, e.g., noise power spectrum (NPS).

A.1. Formatting Equations

Equations may appear inline with the text, if they are simple, short, and not of major importance; e.g., $\beta = b/r$. Important equations appear on their own line. Such equations are centered. For example, “The expression for minus-log-posterior is

$$\phi = |\mathbf{y} - \mathbf{A} \mathbf{x}|^2 + \alpha \log p(\mathbf{x}) , \quad (1)$$

where α determines the strength of ...” Principal equations are numbered, with the equation number placed within parentheses and right justified.

Equations are considered to be part of a sentence and should be punctuated accordingly. In the above example, a comma appears after the equation because the next line is a subordinate clause. If the equation ends the sentence, a period should follow the equation. The line following an equation should not be indented unless it is meant to start a new paragraph. In this MS Word template, indentation of a standard paragraph is avoided by changing it to a leading paragraph.

References to equations include the equation number in parentheses, for example, “Equation (1) shows...” or “Combining Eqs. (2) and (3), we obtain...”

ACKNOWLEDGMENTS

This unnumbered section is used to identify those people who have aided the authors in understanding or accomplishing the work presented and to acknowledge sources of funding.

REFERENCES

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2. A. Gelman, J. B. Carlin, H. S. Stern, and D. B. Rubin, *Bayesian Data Analysis*, Chapman and Hall, London, 1995.
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