GUIDELINES FOR SGP REPORT WRITING

The ideal length of your report must be approximately between forty to fifty pages in fontsize 12 of Times New Roman (including pictures, figures and tables). Include maps and good pictures of your work. Your report must be in the following format:

1. Title page

<div style="border:1px solid">

TITLE OF THE PROJECT
Report submitted to MBAI-India
for project grant under the Small Grant Programme – 20XX-XX

NAME OF THE CANDIDATE
Address
Date/Month/Year

Marine Biological Association of India
Kochi, Kerala

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2. Declaration page
The declaration page must have the following format:

<div style="border:1px solid">

Date

DECLARATION

I declare that the project titled "………." funded under MBAI – India's Small Grant Programme is my own work. This project report and data therein has not been submitted in any other Organisation, Institute and University whatsoever.

NAME OF THE CANDIDATE   SIGNATURE OF THE CANDIDATE

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3. Acknowledgement
4. Contents Page
5. List of tables, figures, abbreviations

6. Chapters of the report

Chapter 1 'Introduction' and must state the purpose of your project clearly. You must explain briefly the major issues you have covered in your report. Chapter 1 should also include a brief review of literature and should ideally consist of a detailed review of relevant theoretical and empirical literature.

Chapter 2.Study area and methodology should include a description of the study area and methodology used.

Chapter 3 'Results and Discussion' should present the data, including the analysis and interpretation of results. Here again the results should be compared with other studies and references should be quoted.

Chapter 4. 'Conclusions'. Briefly summarize the main findings and implications of the study. You must explain why you have come to this particular conclusion.

7. References
References should be cited as done in scientific reports/papers until as recent as available.

NOTE: Some variations in the report format are acceptable, however, the contents as given above should be there.

One hard copy in color should be submitted in addition to a soft copy