

Gopal R. Patil, Ph.D.

Guidelines on preparing seminar reports:

The following points need to be considered while preparing reports in general and for my courses in particular.

- Reports will be graded for its content and writing
- Title page should include seminar title, course name, name of the group members
- Preferably reports should start with the introduction of the topic
- If relevant, give the past, present, and future perspectives
- Make your own analysis of the available information
- The reports should have a section on conclusions
- In general, do not copy a sentence or paragraph, as it is, from a reference, if it is necessary to copy, use quotation marks.
- Any information, argument, relationship, etc borrowed should be acknowledge properly by citing the source. For example,

List and Turnquist (1994) developed an ODS formulation

Recently, researchers are proposing road pricing strategies based on emissions (Callan, et al., 1996; Yin, et al., 2006).

- Give a list of all the references used at the end of the report but before Appendices, if any. (Refer any standard journal for the formats of listing references). One way to list references is as below:

US Environmental Protection Agency. (2003). *User's guide to MOBILE 6.1 and MOBILE 6.2 mobile source emission factor model*.

Byrd, R. H., Nocedal, J., & Waltz, R. A. (2006). Knitro: An integrated package for nonlinear optimization. *Nonconvex Optimization and its Applications*, 83, 35-60.

- All figures and tables must be numbered and captioned. Table captions should be located at the top of the table and Figure captions should be at the bottom of the figure. If a figure or table is borrowed, the reference should be cited appropriately. The text of the report should contain the reference to all Tables and Figures. Do not leave tables and figures to be interpreted completely by readers; discuss important observations from a table, chart, or figure.
- Following are the some of the sources to start the literature review.
 - Indian Road Congress (IRC) publications
 - Transportation Research Record (TRR) and other publications of Transportation Research Board (TRB)
 - www.dot.org

- <http://www.transtats.bts.gov/>
- <http://scholar.google.com>
- Transportation Research Part- A and other transportation journals