

## **FORMAT OF THE REPORT FOR ACADEMIC PROJECT I & II**

### **1. TITLE**

The title must be the title of project which has been approved by the Supervisor.

### **2. ABSTRACT**

- a. Not more than 500 words
- b. Written in English or Bahasa Malaysia (based on the language chosen for the report writing)

### **3. BINDING / SUBMISSION**

#### **Copies for final submission (to the office):**

- a. Academic Project I
  - One (1) printed copy of your report using comb binding
- b. Academic Project II
  - One (1) printed copy of your report using comb binding (for examination)
  - One (1) CD which comprises:
    - a softcopy of your report (in PDF or WORD format)
    - a system
    - a Readme file (user manual)

### **4. MAXIMUM LENGTH**

20,000 words (Excluding footnote, appendices, tables, diagrams, references and bibliography)

### **5. PRINTING QUALITY**

- a. 1.5 lines -spacing for all sections. Single-spacing can be used for footnote, appendices, tables and diagrams.
- b. Font type: **Times New Roman** and **Equation Editor** for mathematical text.
- c. Font size 12 for all text and font size 8 for footnotes.

### **6. INDENT**

- a. The indents of pages are as follows:
- b. Top : 2.0 cm
- c. Right : 2.0 cm
- d. Left : 4.0 cm
- e. Bottom : 2.0 cm

### **7. PAGE NUMBERING**

- a. Font size 8 is recommended for page numbering.
- b. All page numbers should be printed 1.0 cm from the bottom margin and placed on the right-hand side;
- c. Roman numerals (i, ii, iii etc) should be used in the Preface section;
- d. The Title Page and the first page of the Preface should not be numbered. Numbering begins on the second page with 'ii'.

### **8. REFERENCES**

- a. APA style.
- b. Format references – please refer to the APA guideline:  
<http://www.ips.um.edu.my/images/ips/doc/download/APA-Guide.pdf>