

## REPORT WRITING FORMAT

In writing the report, students should follow the instructions below. Example reports are posted electronically on the intranet. Also a template is made available. The report should not exceed 75 pages long.

Chapter title font size	12 bold /all capital
Section font size	11 bold /all capital
Sub-section font size	11 bold / word first letter capital
Page margins	1" from all sides
Text font size	12 Times New Roman
Text spacing	11/2

The following items should be included in the report:

1. Title (Cover) Page:  
In the first page of the report (not to be numbered), University, College, Department, Project title, Student and Supervisor Names and Date have to be included. Student should use *black color only*. A **DISCLAIMER** statement (see Section 6) must be printed on the inside of the cover page.
2. Abstract ( maximum of one page):  
In abstract, students should introduce the problem, state the approach and scope of the work, and summarize the findings of the project.
3. Dedication (optional).
4. Acknowledgment:  
A student can acknowledge those who contributed towards the accomplishment of his/her project work.
5. Table of Contents:  
In this table, the report contents with respective page numbers have to be listed.
6. List of Figures:  
In this section, all figures in the report are to be listed together with respective page numbers.
7. List of Tables:  
In this section, all tables in the report are to be listed together with respective page numbers.
8. Nomenclature:  
In this section, all symbols used in the text have to be properly defined including the units.
9. Main Text Chapters:  
The chapters to be included in the reports are as follows:
  - *Chapter 1: Introduction*
  - Includes background, statement of the problem, objectives, scope of investigation and method of approach
  - *Chapter 2: Literature Review*
  - Includes citation of relevant work and results.
  - *Chapter 3: Design (Economical, Environmental and Ethical Aspects) / Design of Experiment / Software Development/ Mathematical Model*
  - *Chapter 4: Results and Discussions*
  - *Chapter 5: Conclusions and Recommendations*