

## MIDTERM / FYP REPORT FORMAT

### Formatting Instructions for FYP Midterm/Final Reports:

#### **1. Page Margin/ Headings:**

- i. Number of pages for the Midterm report are limited to maximum 25 pages and for final report maximum 100 pages.
- ii. All pages should be set with the same margin. The left margin should be 4 cm and 2.5 cm for the top, right and bottom margins.
- iii. The page numbers should be printed at the top right hand corner, 1.25 cm from the top edge and 2.5 cm from the right edge. No page number on Chapter Title page.
- iv. Headings should be numbered sequentially, i.e. 1, 1.1, 1.1.1.....
- v. Body text should be left justified, Figure captions are below the figure. Table captions are above the table
- vi. Figures and Tables should be center aligned
- vii. The first page should be the title page. This page should be counted "i" but should not be printed.
- viii. The first page of the text should be counted "1" but the number should not be printed. Similarly, the first page of all chapters should be counted but the numbers should not be printed.

#### **2. Title page:**

- i. All reports must contain Title page. Title page should contain title of report, Author's name, examination seat nos., Internal and external advisor names, and year of submission (Sample attached).
- ii. All reports must contain an Abstract. It must be limited to 250 words
- iii. All reports must include Table of contents, List of Figures and List of Tables at the starting of Report and References at the end of Report. IEEE standard should be followed for Referencing.

#### **3. Sequence of Pages for Midterm Report**

- i. Title Page
- ii. Abstract
- iii. Table of Contents
- iv. **Chapter 1-** Introduction
  - a. Brief introduction
  - b. Problem statement
  - c. Objectives
  - d. Scope of the work
  - e. Significance of research
- v. **Chapter 2-** Literature Review
- vi. **Chapter 3-**Methodology \ Observation & Calculation
- iv. **Chapter 4-** Preliminary Results
- v. **Chapter 5-** Expected outcomes

- vi. **Chapter 6**-Conclusions, Future Recommendations
- vii. References

#### **4. Sequence of Pages for Final Report**

- a. Title Page
- b. Acknowledgment
- c. Abstract
- d. Table of Contents
- e. List of Figures
- f. List of Tables
- g. Chapter 1- Introduction
  - Chapter 2- Literature Review
  - Chapter 3-Methodology \ Observation & Calculation
  - Chapter 4-Results
  - Chapter 5-Conclusions, Future Recommendations
- h. References
- i. Appendix

#### **5. Font Size and Line Spacing:**

- i. Font size for main text body=12, Times New Roman, Bold main heading font size=14, Subheadings Font size=12
- ii. Figures and tables caption font size=10
- iii. The title of a chapter should be typed using capital letters (font size=16) and centred. A new chapter must start on a new page. Chapters and their sub-sections must be given titles. The titles should be typed using bold letters and should not be underlined.
- iv. The spacing between the top margin and the chapter number should be 2.5 cm;
- v. The spacing between the chapter number and the title, and between the title and the first line of a text should be four (4) line spacing;
- vi. The spacing between the title of a sub-section and the first line of a text should be two (2) line spacing;
- vii. The spacing between the last line of a text with the title of a sub- section should be four (4) line spacing;
- viii. The spacing between paragraphs should be two (2) line spacing;
- ix. The number and the title of sub-section should be aligned with the left margin;
- x. The first line of a paragraph should be indented by 1.27 cm (0.5 inch) from the left margin;
- xi. A new paragraph should not begin on the last line of a page;
- xii. The spacing between the last line of a text and a table, or a figure or an illustration should be two (2) line spacing;
- xiii. The spacing after a full stop should be two (2) character spacing.

- xiv. The spacing after a comma (,) should be one (1) character spacing.
- xv. Preliminary pages of a thesis, starting from the title page should be numbered using small letter Roman numeric (i, ii, iii, etc.); the texts should be numbered using Arabic numeric (1, 2, 3, etc. ).

#### **6. Figures, Tables and Equations:**

- i. Equations must be numbered chapter wise e.g. equation 7 in chapter 2 would be refer as Equation (2.7) and numbered as (2.7). Numbering should be right intended, whereas the equation is left aligned.
- ii. Figures, Tables and Equations should be numbered chapter wise, e.g. For chapter 2-Figure 2.3, Chapter 3-Table 3.6 and For Chapter 4- Equation (4.1)

#### **7. Similarity Index:**

- i. Similarity index must be less than 20%
- ii. Figure should not be copied. It must redraw with reference.