

**Guidelines for the Preparation of the
B.Sc. Project Report/ M.S. Thesis / Ph.D. Thesis
School of Science and Technology
University of Management and Technology**

October 9, 2006

Undergraduate and graduate students submitting their final project reports or theses shall adhere to the following general guidelines.

1. Final Report:

1.1. Page Format:

Page size:	A4
Top margin:	1.00 inch
Bottom margin:	1.00 inch
Left margin:	1.25 inch
Right margin:	1.00 inch
Page numbering:	Bottom right - part of the footnote Title page not numbered All other pages before the page of chapter one numbered in lower roman numerals (i, ii, iii, ...) All other pages starting from first page of chapter one to last page of the report numbered in integers (1, 2, 3, ...)
Foot-note:	Each page shall have a footnote giving the title of the project / thesis only. Left aligned In case of long titles shorter versions should be used. There shall be a line over the footnote.
Chapter Startup:	Each chapter shall be numbered as Chapter 1, Chapter 2, etc. The name of the chapter shall be written immediately below. Both shall be centered horizontally as well as vertically. The actual chapter content shall start from the next page.7
Text:	Only one side of the paper shall be used. The other side shall be blank. When a report is opened the right side would contain text, figures, or tables and the left side would be blank.
Tables and Figures:	Each table / figure shall be numbered. For example "Table 1.2: Population distribution in Asia" or "Figure 3.2: Temperature distribution" The table number or figure number shall be placed as normal text centered at the bottom of the table or figure or sideways with table / figure title coming on the opening side of the paper and note on the binding side.

1.2. Paragraph:

Single spaced.

Line entered paragraph.
DONOT put indents at the beginning of the paragraph.
Left aligned or justified.

1.3. Text Format

Normal and plain text:

Font Type: Times-New roman
Font Size: 12

Headings:

Chapter Heading: Font Arial Bold Size 16 Title Case normal
Heading 1: Font Arial Bold Size 14 Title Case normal
Heading 2: Font Arial Bold Size 12 Title Case normal
Heading 3: Font Arial Bold Size 12 Title Case italic

1.4. Sections and Subsections

In case of sections and subsections follow this format:

Section 1
 1.1
 1.1.1
 a
 b
 c
 i
 ii
 iii

The subsequent reference to a any section shall be made using the section and its number. For example **section 2.1.3** means chapter 2 section 1 subsection 3.

1.5. Mathematical Equations

The following numbering scheme should be used to number the equations (Use Microsoft Equations editor) :

$$f(x) = x + 3 \quad (XX:YY)$$

Where XX is the chapter number and YY is the sequence number of that equation in that chapter.

If an equation is previously quoted in an earlier chapter, say as equation 4.5 and need to be re-quoted in chapter 5, its number will remain as equation 4.5.

1.6. References

References are to be placed in square brackets and interlaced in the text.

For example "A number of profiles of Asian researchers can be found in the literature [2].

A project report / thesis can not be accepted without proper references.

The references shall be quoted in the following format:

The articles from journals, books, and magazines are written as:

- [1] Jennifer Eyre, "The Digital Signal Processor: Derby", IEEE Spectrum, June 2001, pp 62-68.
- [2] Nabila Zar, "Wasey Omar", In Person: Profiles of Researchers in Africa, Asia, and the Americas, International Development Research Center, Ottawa, 1995, pp 67-73.
- [3]

The books are written as:

[1] Wayne C Booth, Gregory G. Colomb, Joseph M. Williams, The Craft of Research, The University Chicago Press, Chicago, 1995.

[2]

The Internet links shall be complete URLs to the final article.

[1] <http://www.parc.xerox.com/csl/projects/aop/workshops.shtml>

[2]

1.7. Cover Page

An illustration is given at the end.

1.8. Binding

All reports shall be bounded with an appropriate print on the backbone. Two copies should be submitted.

Color of the binding:

- Senior project reports: black
- MS thesis reports: blue
- Ph.D. thesis reports: maroon

2. Contents

2.1. Main Contents

Title page

Page i: Statement of submission

Page ii: Acknowledgements (signed by all the group members)

Page iii: Abstract

Page iv: A signed document by client for project approval (if client based project)

Page v: List of figures

Page vi: List of Tables

Page vii: Table of contents

Chapter 1: Introduction

Chapter Last: References

Appendices

2.2. Client Based Market Oriented Project

Chapters 2 to Last-1

Requirements

Analysis

Design

Implementation (discuss implementation issues here)

Quality Assurance

Different testing techniques used

Bugs report

Deployment

Results and Conclusion

Future Work

2.3. Research Oriented Project

Chapters 2 to Last-1

- Problem statement
- Background research done
- Final problem statements
- Requirements and analysis based on this problem statement
- Prototype
 - Analysis, design, implementation of prototype
- Results of the prototype
- Conclusion of the Research
- Proposals if any
- Future work in this field

3. Contents of the CD Attached

All reports / theses must accompany a CD whose contents will have the following:

Top level directories:

Doc	All documents related to the project Instructions how to access the CD to the point to running the project All reports already submitted The final project report in thesis form Installation instructions Trouble shooting instructions in case of problems User manual Research material including URLs Papers consulted / referred to Slides of the presentations
Src	All source files that will be needed to compile the project. Further subdirectories can be used. This must include sample data files as well.
Project	The running project including sample data files as well as sample output. This should be in a form that if copied to a machine runs without errors. This may an exe file of an entire project, an installer depending on the project or simply a running project.

You can have sub directories with appropriate names.

A Sample Report

ELECTROCARDIODYNAMIC SIGNAL AND ANALYSIS USING DSP SYSTEMS

UMT Logo

Session 1997-2001

**Project Advisor
Dr. XXYYZZ**

Submitted By

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Department of Textile Engineering
University of Management and Technology
Lahore

BSc

Oct. 2006

A report submitted to the
Department of Textile Engineering
in partial fulfillment of the requirements for the
degree

Bachelor of Science

in

Textile Engineering

by

XXXXXX
YYYYYYY
ZZZZZZZZ

University of Management and Technology

October 9, 2006

Acknowledgements

We truly acknowledge the cooperation and help make by Dr. ABC, Head Department of Textile Engineering, University of Management and Technology. He has been a constant source of guidance throughout the course of this project. We would also like to thank Dr. DEF of Postgraduate Medical Institute, Lahore for his help and guidance in understanding the lingua of the human heart. We are also thankful to our friends and families whose silent support led us to complete our project.

(Signed)

XXXXXXXXXX	97056123
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Date

October 9, 2006

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