

GUIDELINES FOR FINAL YEAR PROJECT REPORT WRITING & SUBMISSION

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Prepared by:

Naveed ur Rehman
Final Year Projects' Coordinator

Thanks to:

Syed Ahmad Raza
Lecturer

Approved by:

Dr. Mubashir Ali Siddiqui
Chairman

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<http://mechapps/fyp/notices/>
(accessible from NEDUET only)

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1. FINAL YEAR PROJECT REPORT

The final year project report writing and its timely submission is an important activity to be performed by each group.

For the ease of students, a Microsoft Word Document file (.doc) which contains almost all the styles and formats with examples that are frequently used in report writing, is now available at <http://mechapps/fyp/notices/template.doc>. Therefore all students are advised to use this file as a template.

1.1 Length

There is no fixed rule about overall length of the report because this will vary with each project depending on the nature of the work. Between 100 to 200 pages including appendices is an acceptable limit. Ask for advice from your advisor and remember that quantity is no substitute for quality.

1.2 Paper and Printing

The entire report must be printed on white A4 size paper. (*See the template document*). The report should be printed on one side of each sheet only. The print quality should be dark and clear.

1.3 Grammar and Spelling

Complete sentences and proofread the document to ensure that the text is grammatically sound and that it means exactly what was intended.

There is no excuse for spelling mistakes in a word processed document. Spelling errors create a bad impression. Always use a spell-checker as they are invaluable for correcting typographical errors as well as genuine spelling mistakes. However, note that spell-checkers cannot detect cases where the wrong word happens to be a real word e.g. from – form. So a careful proof-reading is necessary.

Also do not change all words as suggested by the spellchecker, as its in-built dictionary may not list some technical terms. Verify the spelling of such words from other sources.

2. HOW TO USE TEMPLATE.DOC

First of all, please rename the file according to the following format:

GG-YYYY.doc

Where, GG=Group # (e.g. 05, 22 etc.) and YYYY=year of submission (e.g. 2011)

Now, open the file (make sure that you should have installed MS-WORD in computer). If you are using MS Word 2003, go to File→Properties→Custom (tab). If you are using MS Word 2007/2010, go to File→Info→Properties→Advanced Properties→Custom(tab). Here you can see the list of properties (*also called "Fields"*). Click on each property one by one and edit/modify its "Value" according to your project. This step will help you in auto-generating the Title page and Certificate page etc. *Caution: Please, do not DELETE any property in the Properties box!*

When you are done with the above, close the Properties window. You should be on the very first page of the document now. Press Ctrl+A (or Edit→Select All), then right-click anywhere on the document and select "Update Field". It will give you "Update table of contents" dialog box 2-3 times, Select the second option "Update entire table" and click "OK", every time.

You can now see your first two pages of the document automatically filled with the correct fields.

In the following sections guidelines about contents and formatting of different pages of the report are discussed in details.

2.1 Title Page

1. If your group consists of less than four members, you can remove the last rows of the table showing students' name.
2. If your group does not have any co-advisor, please remove that entire row.
3. If your group does not have any external advisor, please remove that entire row.

2.2 Certificate Page

1. If your group consists of less than four members, you can remove the last rows of table showing students' name.
2. If your group does not have any co-advisor, please remove the contents of that cell.
3. If your group does not have any external advisor, please remove the contents of that cell.
4. Make sure that you get this certificate page duly signed by the respective advisors and coordinator before submission.

2.3 Dedication Page

You can dedicate your project to anybody you want. This page is optional. You may remove this page if you do not want to dedicate your project to anyone.

2.4 Acknowledgements Page

It is advisable to thank those who have given you help and support (typically your supervisors). Keep your acknowledgements short and business-like.

2.5 Abstract Page

This should not be more than one page in length. The abstract should allow a reader who is unfamiliar with the work to gain a swift and accurate impression of what the project is about or why was it required, and what has been achieved.

2.6 Table of Contents Pages

You should not write anything on this page. This page has an automatic “Table of Contents (TOC)”. To update the list, right-click it and select “Update Field”. Select the second option when “Update table of contents” dialog box is shown as earlier.

2.7 List of Figures Pages and Table Pages

Same as section 2.6

2.8 Body Pages

The body of the document contains “Chapters”. Each chapter should be started from a new page. The style of chapter’s heading is “Chapter”.

You can use the styles “Heading 1” to “Heading 9” for formatting your headings. Please do not make your own custom style.

For captioning figures, use the style “Figure Caption” and for captioning tables, use the style “Table Caption”.

To format table header row (i.e. first rows), you may use the style “Table Head” but this is optional.

2.9 Conclusion

The conclusion chapter should briefly state the achievements of the project, the conclusions and suggestions for further work. It should not discuss anything new that has not been covered in the “Body” pages.

2.10 References Page

If you are taking anything (Such as theory, equations, figures, charts, tables etc.) from a book, research paper, article, website etc., you **MUST** place its reference on this page. The standard referencing styles as shown in the template must be followed. All your references should have formatting style “References”

The website addresses of search engines like google.com, yahoo.com and blogs abc.blogspot.com etc. will not be accepted as reference. You should be very careful about the authenticity of websites.

2.11 Appendix

This section should be used for reference material, such as selected pieces of research data, tables and other information which is too bulky or would detract from the flow of the text if included in the main body of the document. If the reference material is cited at many different places in the report, it should be included in the appendix. Otherwise, the information should be arranged in a figure or table and placed next to the text that refers to it.

3. REPORT SUBMISSION

TWO (02) original copies must be submitted to the department. ONE (01) original or Photostat copy must be submitted to your internal advisor ONE (01) original or Photostat copy must be submitted to your external advisor (if any). Each member should retain at least one original or Photostat copy of the project report. (This is optional but recommended)

3.1 Box File

All relevant reference materials that are not included in the report (such as catalogues, internet downloads, software etc.) must be submitted in a box file. A title page (same as of template.doc) should be printed, and posted on top of the box file.

3.2 Binding

All project report must be hard-bound in Navy Blue color. No other form of binding shall be acceptable. Any oversized sheets must be properly folded and placed in a pocket of the bounded report, to be provided at the end for this purpose. The front cover title (same as of template.doc) should be printed in golden letters.

3.3 Spine Labeling

The project title, department and batch should also be indicated on the spine of the binding as well as of the box file as shown in the figure. The direction of the text should be such that it reads from the top of the spine to the bottom.

