

# Instructions

## **Report Format:**

Print on Single sides of a paper

1. Front Page should have MDU logo

2. Use font: Times New Roman

3. Use font size:

- ❖ For Titles 16 Bold,
- ❖ For subtitles 14
- ❖ For normal text 12

4. Use margins:

- ❖ Left margin: 1.5"
- ❖ Right margin: 1"
- ❖ Top and Bottom margins: 1"
- ❖ Text should be justified.

5. Use line spacing: 1.5

6. The report should be spiral bound

7. Be in contact with your mentor for corrections / addition / deletions (if any) in the Report.