

## **Instructions for & Confirmation letter**

- SECTION HEADINGS - Times Roman 16 pts., bold print
- REGULAR TEXT - Times Roman 14 pts. and normal print.

## **Instructions for Documentation**

### PAGE DIMENSION, TYPING

- a. The dimension of the project report should be in A4 size paper.
- b. The project report should be hard bound not the spiral binding with cover page printed on it in specified format.
- c. The general text shall be typed in the Font style 'Times New Roman' and Font size 12. Use 1.5 spacing between the regular text and quotations.

### d. FONT

REGULAR TEXT - Times Roman 12 pts. and normal print.

CHAPTER HEADING - Times Roman 16 pts., bold print and all capitals.

SECTION HEADINGS - Times Roman 14 pts., bold print

SUBSECTION HEADINGS - Times Roman 12 pts., bold print and leading capitals. ie. Only first letter in each word should be in capital.

- e. The margins for the regular text are as follows:

LEFT = 1.50", RIGHT = 1.00", TOP = 1.00", BOTTOM = 1.00