

Typical formatting for project report and thesis

1. Paper size: in page layout, set **A4**, margin as 1.5 inch for left and **1** inch each for the top, bottom, and right.
2. The first page of each section (Acknowledgments, Dedication, Table of Contents, Lists, etc.), chapter, bibliography (or references) and appendix should start on a new page and have a **two-inch** top margin.
3. Heading 1 (front matter, chapter, and back matter headings)
 - a. **Fonts:** Times New Roman
 - b. **Font size:** 14 pt
 - c. Spacing before: 72 pt (2 inches) (as in 2 above); after: 12 pt
 - d. Line spacing: 1.0
 - e. **Style name:** Heading1
4. Heading 2 (subheadings)
 - a. **Fonts:** Times New Roman
 - b. **Font size:** 13 pt
 - c. Before: 18 pt; after: 12 pt
 - d. Line spacing: 1.0
 - e. **Style name:** Heading 2
5. Heading 3 (subheadings)
 - a. **Fonts:** Times New Roman
 - b. **Font size:** 12 pt
 - c. Before: 18 pt; after: 12 pt
 - d. Line spacing: 1.0
 - e. **Style name:** Heading 3
6. Heading 4 (subheadings)
 - a. **Fonts:** Times New Roman
 - b. **Font size:** 11 pt
 - c. Before: 18 pt; after: 12 pt
 - d. Line spacing: 1.0
 - e. **Style name:** Heading 4
7. Body of front matter (declaration, abstract, dedication, acknowledgements)
 - a. **Fonts:** Times New Roman
 - b. **Font size:** 12pts
 - c. **Line spacing:** single
 - d. **Font Alignment:** Left
 - e. **Style name:** frontmatter (create this as a style in the styles)

Styles→New style→enter a name, and edit font and paragraph properties, appropriately, in the Format tab at the bottom of the window.
8. **Table of contents:** Typically lists heading 1 to 4. The word “Chapter” must appear before each chapter number (or as a heading) in the Table of Contents and on the first page of the chapter.
9. Main body text in chapters (uses normal style)

- a. **Fonts:** Times New Roman
 - b. **Font size:** 12 pts
 - c. **Line spacing:** 1.5
 - d. **Font Alignment:** Left
 - e. **First line hanging:** 0.5 pts
 - f. **Style name:** normal
10. Font size for footnotes, endnotes, tables and figures captions, and legends may be smaller than the font for the text body, generally font of **9 pts, single-spaced** line spacing, and **0.5 lines** and **1 line** spacing **before and after** the caption, respectively.
11. **Page numbering: Arabic numerals** are used consecutively for all pages following the front matter and starting with the first chapter, including appendices, bibliography, etc. For the front matter use lowercase **Roman numerals** but don't show the page number (i) on the title page. The declaration page is numbered (ii); copyright page (normally the 2nd page) is optional and should not be paginated! Page numbers are typically located on the '**centre**' of the footer of the page.
- a) **Fonts:** Times New Roman
 - b) **Font size:** 12 pts
 - c) **Line spacing:** 1.0
 - d) **Font Alignment:** center, both header from top and footer from bottom at 0.5 inches''
 - e) **Style name:** body text
12. Tables and figures are consecutively numbered throughout a chapter.
13. **Equations:** to have numbering format x.yz, where x is the chapter number and xy is the equation number that restarts at 1 at the beginning of every chapter. Equations to have **6 pts** before and after. Example

$$Rw_{opt} = p \quad (1.12)$$

Paragraph settings for equations:

Centered (but equation number should be at flash with the right margin), body text, left indentation=right indentation=0, special=none, before=after=6pt, line spacing: same as for the whole document e.g. 1.5 lines

Referring to an equation: use the word equation followed by the number e.g. **equation (1.12)**. Other common ways of referencing equations:

- i) Eq. (1.12)
 - ii) (1.12), with just the equation number except at the beginning of a sentence where it is referenced as Equation (1.12)
14. **Figure captions:** The general style for captions is such that each caption number should be written with "Figure" and the number, followed by a period, a single space, and then the descriptive text of the caption. In general, avoid using articles A, An, or The at the beginning of a figure or table caption. To refer to a figure use the abbreviation "Figure" followed by the figure number e.g. Figure 2.1 is an illustration of the concept of selective mapping. The citation of a figure should always appear before the figure.

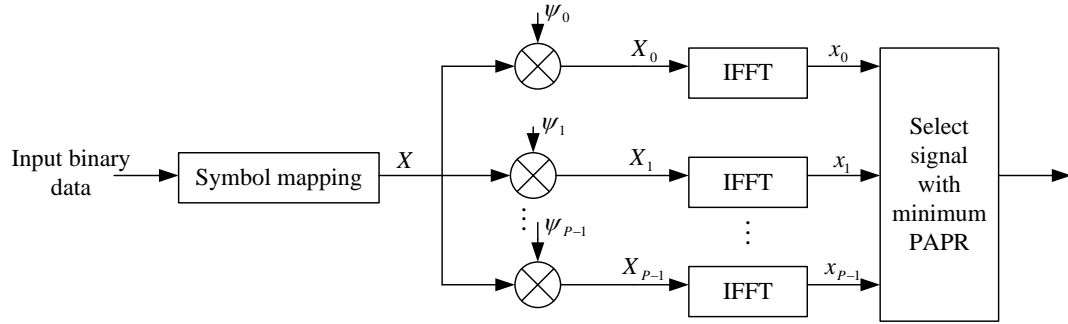


Figure 2.1 Block diagram of selective mapping.

Figure captions have **1 line** spacing after the text and **0.5 line** before the text. Font size is 2-3pt lower than the normal text e.g. **9 pt** if the normal text is 12 pt.

The figure numbering should have the format $x.yz$, where x is the chapter number and xy is the figure number that restarts at 1 at the beginning of every chapter.

15. **Tables:** The general style for table captions is such that each caption number should be centred above the table with the label TABLE and the enumeration given in Roman numerals. The descriptive text of the caption should be centred directly below the table number caption. The descriptive text of the table caption does not contain a period at the end of the caption, although punctuation may be necessary within the caption itself. In general, the table caption should be set as an inverted pyramid. The style for listing the parts of a table in the caption and in text depends on the style that is most convenient for the table. Examples:

TABLE I
PARAMETER VALUES

| | |
|--------------------------|----|
| FFT size | 64 |
| Reserved Carriers | 12 |

TABLE II
OPTIMAL WAVELENGTH AS A FUNCTION OF POLARIZER ANGLE (a) WAVELENGTH
FOR EXTERNAL CAVITY (b) ESTIMATED WAVELENGTH FOR LASER DIODE

| | |
|--|--|
| | |
| | |

(a)

| | |
|--|--|
| | |
| | |

(b)

The table caption should be centered with **1 line** spacing before the text and **0.5 line** after the text. Font is “small caps” with size 2-3 pts lower than the normal text e.g. **9 pts** if the normal text is 12 pts.

Another common table numbering format has the format $x.yz$, where x is the chapter number and xy is the table number that restarts at 1 at the beginning of every chapter,

with the format similar to that of the figure caption above. The citation should have the word table and the number with the first letter capitalized, e.g. Table I or Table 2.1, and should always appear at the top of a table.

Table 2.1 Parameter values

| | |
|--------------------------|----|
| FFT size | 64 |
| Reserved Carriers | 12 |