Ahsanullah University of Science & Technology
Department of Computer Science & Engineering

Information System Design & Software Engineering Lab (CSE 3224)

Standard Rules of Documentation:

1. Please make your document as much resourceful as possible with small paragraphs.

2. Use the cover page that is already provided on this site.

3. Your summary paper should be no more than 4/5 pages.

4. You final report shouldn't be more than 20 pages.

5. You are permitted to use only Cambria, Calibri and Times New Roman Fonts.

6. Font size should be 12, not more or less.

7. Please maintain 1" inch margin on every side of the document.

8. Document must be single-spaced.

9. Use appropriate Headings and sync them in the time of making table of contents.

10. Grammar of the sentence must have to be correct.

11. Use standard bullets in time of point outs and take care of the alignments.

12. Don't use Bold, *Italic* & Underline when it is unnecessary.

13. Font Color must be black. You can use color in headings.

14. Use Microsoft Visio to draw the diagrams and import the image to the document.

15. Use appropriately cites references using a standard (APA or MLA) format if needed.

16. For data analysis use smart arts and charts.

17. Only final document need to be spirally bound, others are not.

--If your report does not conform to these guidelines, it will be rejected.--