Project Office

Department of Information Technology
University of the Punjab
Gujranwala Campus

Documentation Formatting

All the students of BS (IT) & BS (CS) are directed to follow the following formatting standards for their final project documentation:-

Paper Size	Letter
Top & Bottom Margin	1"
Left & Right Margin	1.25"
Font & Font Size(1st Heading)	Times New Roman +Bold+Italic, 14
Font & Font Size(2nd & Onward Heading)	Times New Roman+Bold, 12
Font & Font Size(Contents)	Times New Roman, 12
Heading Alignment	Left Align
Contents Alignment	Justify
Line Spacing	1.5
Line Spacing after each Paragraph	Single
Page Number	Right Align + Bottom of the Page

Header:-

Project Title

Footer:-

- **In case of violation of these standards the documentation will no be accepted.**

- **Students should take documentation guideline from project office and should follow that guideline.**

(Muhammad Younas)
Project Coordinator
Department of Information Technology