INSTITUTE OF SOFTWARE TECHNOLOGIES

FORMATTING GUIDELINES FOR THE FINAL YEAR PROJECT

- ✓ Font face - Times New Roman (The whole document including page numbers)
- ✓ Font Size - 12 (The whole document)
- ✓ Line spacing - 1.5 (The whole document including table of contents)
- ✓ Page Margins - Normal
- ✓ Page Numbering - bottom, centered
- ✓ Referencing - APA
- ✓ Chapters - Centered, bold, labelled i.e., Chapter 1: Chapter 2: etc.
- ✓ Sub - Chapters - Justify, Bold 1.1, 2.1 etc.
- ✓ Paragraphs - Normal, Justify
- ✓ Figures and tables should have captions.
- ✓ Captions - (Above in tables and below in figures, Tables and figures must take chapter numbering.
- ✓ Cover page - No page number
- ✓ Declaration Page and all pages coming before chapter 1--- Page numbering - roman number (ii) in lowercase
- ✓ Chapter 1 page - Page numbering --- starts at 1.