

Submission guidelines of Project/ Thesis/ Internship report

This document contains a guide on the required format for submission of students' Project/ Thesis/ Internship / Industrial report as soft copy to DIU library

Project Report should be arranged as ordered below:

1. Title page
2. Letter of approval /acceptance (with signature of supervisor)
3. Acknowledgment
4. Dedication
5. Abstract/Executive Summary
6. Table of Contents
7. List of Figures, Tables, Abbreviations, etc.
8. The main body or chapters:
 - a. Introduction
 - b. Literature review / Review of Related Literature
 - c. Significance of the Study/ Scope of the Study (Optional)
 - d. Methodology/ Experimental Details
 - e. Analysis / Discussion / Findings / Recommendations
9. Conclusions
10. Appendices
11. References (APA style)
12. **Page Numbering:**
 - a. Preliminary pages must be in lower case roman numerals e.g., i, ii, iii.
 - b. All pages of the main body or from chapter one must be numbered in Arabic numerals e.g., 1, 2, 3.
 - c. All pages have to be arranged according to the table of contents
13. **Format:**

The report should be in ONE FILE and PDF format document
14. **Copyright Note:**

"©Daffodil International University" must be typed in the footer
15. **Submission:**

Student may bring the file in softcopy in person (Pen Drive) to library project report section (3rd Floor, Library Building, Daffodil Tower-03) or submit via website <http://library.daffodilvarsity.edu.bd/pr>



Dr. Md. Milan Khan
Librarian
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