Student Guidelines for Formatting Proposal

1. Introduction

These guidelines include complete descriptions of the fonts, spacing, and related information for formatting your proposal manuscripts.

1. Formatting your paper

All printed material, including text, illustrations, and charts, must be kept within a print area of an A4 page leaving the margins of 2.54 cm from each side. Do not write or print anything outside the print area. All *text* must be in a single-column format. Text must be fully justified and no color printing should be used at any place in the document.

1. Main title

The main title (on the first page) should begin from the first line of the page, centered, and in Times 18-point, boldface type, leave one line space after the title. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Leave one blank lines after the title.

1. Student name(s) and ID(s)

Student names and roll numbers are to be centered beneath the title and printed in Times 12-point, non-boldface type, leave one line space in between each student’s information. All member student names should be shown in a single-column format as specified in the template, with their roll numbers below their respective names. Follow the author information by one blank lines before main text.

1. Type-style and fonts

Wherever Times is specified, Times Roman, or New Times Roman may be used. If neither is available on your word processor, please use the font closest in appearance to Times that you have access to. Please avoid using bit-mapped fonts if possible. True-Type 1 fonts are preferred.

1. Main text

Type your main text in 12-point Times, single-spaced, left indent 0.75 cm, justified, leave space of 6 (point) before and after the text paragraph. Do **not** use double-spacing. Be sure your text is fully justified-that is, flush left and flush right. Please do not place any additional blank lines between paragraphs.

**Figure captions** should be Times 12-point, boldface. Initially capitalize only the first word of each figure caption. Figures and tables must be numbered separately. For example: "Figure 1. Database contexts", "Table 1. Input data". Figure captions are to be *below* the figures. Table titles are to be centered *above* the tables.

1. First-order headings

For example, "1. Overview", should be Times 16-point boldface, initially capitalized, flush left, with hanging property of 0.75 cm, space before 12 (point) and after 6 (point), first tab at 0.75 cm. Do not use either a period (".") after the heading number, or a colon.

**8.1 Second-order headings**

As in this heading, they should be Times 14-point boldface, indent left 0.75 cm with hanging property of 0.75 cm, initially capitalized, flush left, space of 6 (point) before and after, tabs at 1.6 cm.

8.1.1. Third-order headings. Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 12-point Times, boldface, initially capitalized, flush left, followed by a period and your text on the same line.

1. Bulleted Text

Bulleted text should be in Times 12-point, boldface type, left indent 0.75 cm with hanging property of 0.63 cm, space before 6 (point), tabs 1.38 cm, justified. The solid black bullet should be used for representing bullets.

1. References

List and number all bibliographical references in 12-point Times, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced books.

[1] A.B. Smith, C.D. Jones, and E.F. Roberts, "Article Title", *Journal*, Publisher, Location, Date, pp. 1-10.

[2] Jones, C.D., A.B. Smith, and E.F. Roberts, *Book Title*, Publisher, Location, Date.