

## Formatting and Typesetting Guidelines

The following guidelines must be used for the formatting/typesetting of your report (Not conforming to the laid-out rules **will** result in a loss of marks):

- **Pages:** A4 size. Remember, printing on both sides of a page (duplex printing) save trees – this is not compulsory.
- **Margins:** All margins (except the left) should be 1 inch (2.54 cm); the left margin should be set to 1.5 inch (3.81 cm).
- **Font:** Arial
- **Font Size:** 10pt
- **Line Spacing:** 1½ lines (18pts)
- **Paragraphs:** Justified (aligned both sides).
- **Inter-Paragraph Gap:** There should be a ½ line (6pts) inter-paragraph gap (space between paragraphs).
- **Orphan/Widow lines:** Should be treated; a Heading/Subheading should always appear on the same page as the paragraph that follows it.
- **Headings** should be in bold, font size 12, with a 2 lines (24pts) space from the preceding paragraph. Headings should always be linked to the paragraph that follows (i.e. they should appear in the same page as that of the paragraph that follows). There should not be any orphan or widow lines. Headings should be numbered sequentially, and an appropriate way of levelling should be used with the numbering restarting in each Chapter/Appendix (e.g. 1, or 1.1 or 1.1.1 etc.).
- **Tables & Figures** should be horizontally centred in the page they appear. They should be numbered sequentially with the numbering restarting in each Chapter/Appendix (the same numbering should be used for both tables and figures. A caption should appear ½ lines below each table/figure and it should be centred.
- **Footnotes** should be used sparingly and definitely not in order to replace regular referencing from within the text.
- **Page Numbering:** All pages should be numbered with page 1 starting at the Table of Contents.
- **Headers & Footers:** The header of each page should be blank, whereas the footer of each page should contain the page number and may contain chapter numbers and your name.
- **Length of Report:** Your report should not be more than 15,000 words long; i.e. all sections/chapters of your report (excluding cover pages, acknowledgements, abstract, tables of contents, references and appendices) should not exceed the above word count.

If your report is longer than the above set limit, then the following penalties will apply:

Up to 16,500 words no penalty

Up to 17,500 words penalty 10 marks

Up to 18,500 words penalty 20 marks

Up to 19,500 words penalty 30 marks

More than 19,500 words penalty 40 marks

Typically, a project report should be between 10,000 and 15,000 words long (excluding references and appendices). Project reports of around 12500 words are generally considered to be long enough to allow you describe your project's problem domain, produce a descend literature review, present your chosen approach/methodology, discuss your work/findings and evaluate your work / results. Shorter project reports may also be appropriate for your project, but very rarely project reports with fewer than 10000 words have been successful.