**Note:** Guidelines for Report Format

1. The first two pages (Title Page and Certificate) of the report should not include any number
2. The subsequent preliminary pages, i.e. Table of Contents, List of Figures, List of Tables, Exordium, Dedication, Acronyms and Abbreviations, Abstract pages should include numbers in consecutive lower case Roman numerals (i, ii, iii, etc)
3. All Chapters Titles should be written in the Capital (e.g., CHAPTER 1, INTRODUCTION (Size: 12)
4. Font: Times New Roman throughout the report
5. Size: 12 throughout the report (except the figure and table captions)
6. Line spacing: 1.5 in throughout the text of report
7. Line spacing: 1.0 in the text of the tables throughout the report
8. Margins:

Top (1 inch)

Right (1 inch)

Left (1.5 inch)

Bottom (1inch)

1. Figures and Tables should maintain the quality in terms of visibility and readability of contents
2. Report should be printed on one side of the A4 size page
3. Figure caption should be included at its bottom side of the page (caption size: 10)
4. Table caption should be included at its top side of the page (caption size: 10
5. It is advisable to use numbers for Chapters and its headings (e.g. 5.1), sub-headings (e.g. 5.1.1) and sub-sub headings (e.g. 5.1.1.1). The sub-sub headings should include *Italic format*
6. Similarly, Tables and Figures should be presented for chapters as Table 1.1, Table 1.2 or Figure 1.1. Figure 1.2 and so on for subsequent chapters
7. References or bibliography should be presented in IEEE format (Size: 10)
8. Appendix should be included in report (if any)