

International Islamic University Islamabad  
Department of Computer Science

## **Instructions for Writing Project Report / Thesis**

### **General**

1. Students are advised to have a look on some dissertations available in the library before starting the write-up.
2. Use proper grammar and syntax of English language for write-up.
3. Do not leave a heading alone on a page for which description starts on next page.
4. After the main title of chapter, write one or two paragraphs of introduction about the chapter, concepts to be discussed, and importance of discussion to be made.
5. The text written should clearly convey the concept of topic being discussed.
6. The dissertation / report should be spell checked before submitting to the supervisor.
7. Sequence of contents must be followed as given in the instructions.
8. Violation of instructions will lead to deduction of marks.

### **Formatting**

1. Use A4 size page with top, bottom, and right margin as one inch. Left margin should be 1.25 inches.
2. Use only one side of the page for printing.
3. Times New Roman font is recommended for all of the thesis / project report.
4. Chapter title should be in 16 – 18 pt size, bold.
5. Header should be in 10 pt size, italic, not bold.
6. Headings / sub headings should be from 16 pt size to 12 pt size in bold depending upon level of heading.
7. Body text should be in 12 pt size.
8. Body text should be justified on both right and left side.
9. A separator page containing the chapter (or appendix) number and name in 16 – 18 pt size (bold) should be placed before start of each chapter (or appendix).
10. The sections should be numbered with chapter number e.g 1.1, 1.2, and so on in the same font size and style as the section heading. The subsections should be numbered with the number of their parent sections e.g 2.1.1, 2.1.2 and so on.

## Special Components

1. **Figures :** Figures should be numbered and labeled such as **Figure 1.1 The Organization Chart** and mention the figure number in the text where you refer it. Figures should be inserted close to the text where they are explained.
2. **References :** List all the books, journals, research articles, web sites you referred for the project/thesis and place the list under **Bibliography and References** at end of your dissertation. The list should be numbered. Insert the number of reference material that you learnt, copied, or referred with the text in your report. For example a book on Java is placed at number 2 in your reference list and you are mentioning features of Java from that book in your report. You must insert [2] after writing the features of Java in your dissertation.
3. **Roman Numbering :** The first few pages from dedication to table of contents should be separately numbered in roman numbering as (i), (ii), (iii) and so on. The normal numbering (1, 2, 3, ....) will start from first page of chapter 1.

## Contents

1. **Title Page :** The title page should have name of project in 18 – 20 pt size (bold), monogram of university in 2 – 2.25" diameter, the phrase *Developed by* in 12 – 14 pt size (italic) followed by developers name in 14 – 16 pt size (bold). Below it the phrase *Supervised by* and name of supervisor in similar format. The name of department and university with the year of completion should be in 16 – 18 pt size (not bold) close to the bottom of page. A copy of title page should also be placed as first page in side.
2. **Final Approval :** It should be in exact format given in sample. The names and designations of supervisor, internal examiner and external examiner should be properly changed. Date should be the date of external viva exam.
3. **Dedications :** Students have the liberty to dedicate their dissertation to anyone they like.
4. **Degree Requirement Page :** This page contains the text “ A dissertation submitted in partial fulfillment of .....”
5. **Declaration :** The declaration page should have the proper text of declaration and the name of student(s) below.
6. **Acknowledgement :** Students may acknowledge the persons who supported them in the project work.
7. **Project in Brief :** This page contains Project Title, Organization for which the project was developed, Name of student, etc. (See the sample)
8. **Abstract :** Here the student should describe the problem for project, the proposed solutions, how the solution was implemented, and the final results in 15 – 20 sentences.
9. **Table of Contents :** There should be header above each page of table contents containing name of project at left side and the phrase *Table of Contents* at the right side. The page numbers should match correctly to the actual contents in the final version of the dissertation. Heading up to third level may be included in the table of contents. See the sample for proper format.

10. **Chapter 1 (Introduction) :** In this chapter the developer should introduce the organization, the area of knowledge for which the project is developed (e.g. E-Commerce, Image Processing, etc). Next the need of the project to be developed may be mentioned in which description will be given for why the project was selected for development. Then comes the scope of the project in which the problem is defined and major modules to be developed are discussed. Then existing systems similar to the project (if any) should be discussed in terms of there strong and week points. In the end objectives of the project will be provided in which point from Need of Project and Scope of Project will be summarized such that the goals become clear.
11. **Chapter 2 (Basic Concepts / Existing System) :** For applications developed for some organization, this chapter will describe the existing system. And for research type projects this chapter will explain the terminology and concepts needed to understand the project.
12. **Chapter 3 (Problem / System Analysis) :** In this chapter the problem or system will be decomposed into its components so that the designed process may become easy. Any methodology may be practiced from software engineering domain to describe the analysis process.
13. **Chapter 4 (System Design) :** In this chapter the modules will be designed to the level where they could be directly translated into any computer language. This design should be done using some software engineering methodology. No specific implementation tool may be kept in view. Another part of this chapter should explain the database or data structure design for the project. If both parts are large enough then they may be placed in separate chapters as System Design and Database Design.
14. **Chapter 5 (Implementation) :** In this chapter the tools to implement the design should be mentioned and reasons for selecting the tool will also be discussed. Then the modules being translated into the implementation tool should be described.
15. **Chapter 6 (Testing) :** Here the final product will be compared with the objectives of the project. Method of testing will also be described. Sample output will be provided.
16. **Chapter 7 (Conclusion) :** The product will be evaluated in terms of its benefit for the users for whom it was developed. Good features and limitations will be discussed. Enhancements that could be done in this product will be suggested.
17. **Appendices :** Appendices should be appended at end of the dissertation as Appendix – A, Appendix – B, and so on. There should be separate appendices for the material collected during system study (sample forms, sample reports, etc.), extra information (conversions tables, data dictionary, definitions of terms, or any material that would help in understanding some content of the report/thesis), and user manual of the system.
18. **Bibliography and References :** The list of books, articles and other sources should be the last part of dissertation. The standard format is as follows :

1. Book / Paper title, writer name, publisher name, date of publication, ISBN No (if any)