

## Standards for Final document

*A final document which does not conform to the requirements for presentation will normally not be considered for assessment.*

The printed report must conform to the following standards:

### **· Project report format**

An adequate project report will be between 18,000 and 20,000 words in length, excluding the appendices. The recommended font and size are Times New Roman and 12. With a one- and-a-half line spacing and chapters, headings and pages should be numbered sequentially for reference. The report must be laser-printed or high quality printed on A4-size paper with a weight between 70 and 100g/sm and should be on the right-hand (i.e. *recto*) page with a left margin of 40-50mm and other margins of 15-20mm. The final report must have a cover page. (see sample cover-page template):

The spine of the hard-bound copy of the report must have:

- The full title of the project (on the left of the spine when the title page is facing upwards).
- The full name of the student (on the right of the spine)
- The Student-ID in brackets (on the right of the spine, below the name)

Two copies of the report will be submitted, one soft-bound and one hard-bound. The soft-bound copy will be accompanied by 2 CDs containing softcopy of project documentation and source codes of the running program. **The soft-bound copy of the report and the CDs must be submitted on the due date.** The hard-bound copy must be submitted up to a week later, this copy will be retained by APU and might be put on display if judged to be of a suitable quality. The color of the covers in the hard-bound copy will be dark blue. CD is not required for the hard-bound submission.

### **Important Notes:**

1. The CDs submitted shall be used during presentation to demonstrate the final system. Please verify the contents of the CDs before submission.
2. Students are expected to bring along their own computer during presentation. However, it is the sole responsibility of the student to ensure that the system is sufficiently tested (inclusive of software & necessary components) prior to the presentation. Arrangements can be made with the lab assistant if assistance is required. Such request if any should be planned well in advance.