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**Guidelines for Report Writing**

**Font**: Times New Roman

Normal Text Size: 12pt

Chapter Heading Size (Heading 1): 16pt, Bold

Heading 2: 14pt, Bold Heading 3: 13pt, Bold Heading 4: 12pt, Bold

**Page Margin:**

Left margin: 1.5in

Right, Top and Bottom margins: 1in

**Spacing**:

Line Spacing: 1.5pt

Paragraph spacing (after paragraph): 18pt

**Alignments**:

Normal Text alignment: Justify

Headings: Left Aligned

**Page numbering:**

No page number in cover page and title page

Pages after title page till the page before *Introduction* should be in lowercase roman numerals.

(i, ii, iii …)

All Pages after *Introduction* should be in Arabic numerals. (1, 2, 3 …)

Page numbers must be at the bottom of the page (center aligned)

**Figures, Tables and Equations**

Figures, Tables and equations must be clear and center aligned

Caption of figures should be below the figure

Caption of tables should be above the table

Caption of equations should be right aligned on the same line of the equation

Figures, tables and equations should be numbered chapter-wise including the chapter

number. (eg. 1.1, 2.1, 2.2 …)

There must be some text referring to every figure, table and equation included in the report.

**Reference and Citation**

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Citations and references must be numerically ordered. (i.e. Add the reference as its text appears in the document.)