**STYLE AND FORMAT**

Following are the basic requirements for setting up the text of your project.

**TITLE PAGE**

**SUPERVIOSORS RECOMEDATION**

**LETTER OF APPROVAL**

**ACKNOWLEDGEMENT**

**ABSTRACT**

**TABLE OF CONTENTS**

**LIST OF FIGURES**

**LIST OF TABLES**

**LIST OF ABBREVATION**

**LIST OF SYMBOLS [OPTIONAL]**

**CHAPTER 1: ……………………………..**

**CHAPTER 2: ……………………………..**

**CHAPTER 3: ……………………………..**

**CHAPTER 4: ……………………………..**

**CHAPTER 5: ……………………………..**

**CHAPTER 6: ……………………………..**

**APPENDIX I**

**APPENDIX II [OPTIONAL]**

**REFERENCES**

**BIBLIOGRAPGY [OPTIONAL]**

**PUBLICATION [OPTIONAL]**

**FONT**

* Any eligible font is accepted [Times New Roman is preferred]; however, script, italic or ornamental fonts should not be used. There must be same font throughout the document except for the appendix materials or legends on charts or illustrations.
* A font of size 12 is preferred. Smaller fonts 8-10 may be used for tables and graphs when necessary.
* The same font that you use for the text must be used for the page number.

**PAGE NUMBERING**

* Every page in the body of the text must be numbered sequentially from the first page of the text through the appendixes, references and publication.
* Page preceding the body of the text must be numbers with lowercase Roman numerals.
* The use of Roman numeral begins with the approval page.
* Page number should be centered, one inch from the bottom of each page.

**SPACING**

All the pages in your project must be double spaced with the following exceptions:

* The body of recommendation page
* The body of approval page
* Titles longer than one line in the TABLE OF CONTENTS, LIST OF FIGURES, LIST OF TABLES, and in the text are single spaced.
* Subheadings within the text are single spaced if longer than one line in length.

**MARGINS**

* 1” – 1.5” on the left side of the page allowing space for binding.
* 1” margin on the top of the page, except for the first page of each new chapter, which needs 2”” top margin.
* 1” bottom and right margin.
* These margins include all parts of document.

**CHAPTER HEADING**

* The chapter heading and title are all capital letters, centered on the page with font size 16, bold face.
* Sub heading is first letter of principal words capital, centered with the with font size 14, bold face.
* Sub-Sub heading is sentence case, centered with font size 12, bold face.
* Do not begin subheading on the new page unless there is natural break.
* Texts must be continuous and should fill each page from top margin to the bottom margin.
* Adjustment can be made to avoid the first line of the new paragraph at the bottom of the page or last line of the paragraph at the top of the page. Partially filled pages are not acceptable.

**FIGURES**

* Each figure must be numbered and have continuous description or caption at the bottom. Figure and captions must not be in two different pages, adjustment can be done.
* Figures must be numbers consecutively in the order in which they are first mentioned in the text.
* If the figure is too large, use horizontal printing.

**TABLES**

* Each table must be numbered and have continuous description or caption at the top. Table and captions must not be in two different pages, adjustment can be done.
* Tables must be numbers consecutively in the order in which they are first mentioned in the text.
* If the table is too large, use horizontal printing.