

Guidelines for Project Report

Report should contain following chapters:

Title page	Title of your project, with department, school and university name and address with required logos
Abstract	Approximately 200 words. States the problem, how it was investigated, what was found, and what the findings mean.
Table of contents	A list of the major and minor sections of the report.
Introduction	Sets the scene and gives some background information about the topic. States the aim/purpose of the investigation and outlines of the sections in the body of the report.
Methodology	Should provide an accurate description of the material and procedures used so that others could replicate (whenever required) the experiment you conducted
Results/findings	Can use tables, graphs, or figures to describe the most important results and trends
Conclusion	Summary, what the report achieved – did it meet its aims, the significance of the findings and a discussion and interpretation of the findings.
References	A list of all the sources you used.

Important Guidelines:

- Font type: Times New Roman across whole report, Regular contents: 12 font size
- Paragraph between lines/sub-sections: 1.5 lines
- Contents should be justified whenever required.
- Each table and figure should be center aligned, should contain names and numbering.
- Sub Section Heading can be of font size 14, with bold effect.
- Chapter Heading can be of 16 font size, with bold effect.