

**Format Guidelines for Graduation**

**Project Report**

**Islamic University of Lebanon**

2016 - 2017

**Table of Contents**

|  |  |  |  |
| --- | --- | --- | --- |
| I. | Introduction to Format Guidelines | | 2 |
| II. | Report Cover Page | | 3 |
| III. | Report Structure | | 4 |
| IV. | Page Format and Layout | | 7 |
|  | a. | Report paper Specification |  |
|  | b. | Font |  |
|  | c. | Margins |  |
|  | d. | Spacing |  |
|  | e. | Numbering of Pages |  |
|  | f. | Tables and Illustrations |  |
| V. | Table of Contents | | 8 |
| VI. | Appendices | | 9 |
|  | a. | Appendix A: Cover Page | 10 |
|  | b. | Appendix B: Title Page | 11 |
|  | c. | Appendix C: Signature Page | 12 |
|  | d. | Appendix D: Report Side Cover | 13 |
|  | e. | Appendix E: Acknowledgement | 14 |
|  | f. | Appendix F: Abstract | 15 |
|  | g. | Appendix G: Table of Contents | 16 |
|  |  |  |  |
|  |  |  |  |

**I. Introduction to Format Guidelines**

Although writing a report is not an easy task, it is also a very rewarding experience. When your work is done and presented in a report, a great feeling of satisfaction and self-confidence will be felt. It also gives you the opportunity to work closely with an advisor and presents you with the chance of having a glimpse of the real world marketplace.

Faculty members of the Computer Science Department are always available and ready to assist you and guide you during the process of writing your report and to advise you afterwards in submitting the needed requirements for graduation.

It is important to know that, the supervisors are the facilitators - offering useful advice and guidance, the students must do the real work. They are progressively evaluated through each phase of their graduation projects under the guidance of their supervisor.

After the defense committee agreed on granting you the Degree based on your report defense, you should supply the Head of the Computer Science Department with the following:

1. **Two hard copies of your report.**
2. **Two CD copies, including :** 
   * **One PDF Format having all report parts in the same order.**
   * **One Word Format having all report parts in the same order.**
   * **The whole project with the source code.**

The purpose of this booklet is to provide detailed guidelines on writing a graduation project report.

**II. Report Cover Page**

The color of the report cover page is dark blue.

The cover page (see Appendix A) should contain the latest University logo, report title, the student’s full name, degree, Faculty, department, and year of defense.

**III. Report Structure**

Each report must be arranged in the following order:

1. **Title Page**: It should contain the same data as the cover page; in addition to report supervisors’ names (see Appendix B). This page should be placed in the pretext page count, with no page number on it.
2. **Signature Page**: This page should include the University latest logo; the student’s full name, report title and the names of the defense committee members (see Appendix C). This page should be placed in the pretext page count, with no page number on it.
3. **Report Side Cover**: This side cover contains the University name,report title, the student’s full name and year of defense (see Appendix D).
4. **Acknowledgements Page**: This page enables the student to thank all those who have helped in carrying out the project (see Appendix E). It should be placed in the pretext page count, with no page number on it.
5. **Abstract**: An abstract is a brief summary of a project, the problem statement, objectives and the major findings and accomplishments. A good abstract is concise, readable, and written in no more than 400 words (Appendix F). Abstracts generally do not have citations. Begin placing pretext lowercase Roman numerals (iv) atthe bottom of this page, counting all preceding pretext material. Page numbers are centered one inch from the bottom of the page.
6. **Table of Contents**: All numbering and lettering of titles of parts and sections of the document must correspond identically to their placement within the document. Continue pretext page numbering with lowercaseRoman numerals (v) (Appendix G).
7. **List of Tables:** The page numbers of all tables should be listed. All numbering, lettering, and captions in the LIST OF TABLES must correspond identically to their placement within the document. Also, the reference to a table must be listed in the context of a paragraph. Continue pretext page numbering with lowercase Roman numerals(vi).
8. **List of Figures:** The page numbers of all figures should be listed. The term “Figure” includes graphs, photographs, plates, and all other types of illustrations. All numbering, lettering, and captions in the LIST OF FIGURES must correspond identically to their placement within the document. Also, the reference to a figure must be listed in the context of a paragraph. Continue pretext page numbering with lowercase Roman numerals(vii).
9. **List of Abbreviations:** Provide a list of abbreviations, as a useful guide, if the report lists a large number of them that may be unfamiliar to a reader. Continue pretext page numbering with lowercase Romannumerals (viii).
10. **General Introduction:** Describe the background of the project work. Establish the context. Discuss why this problem is important. Briefly describe the development process you will follow. Write a summary about each chapter included in your report.
11. **Chapters**: All pages from the first page of the introduction are numbered consecutivelyin Arabic numerals, beginning with Arabic numeral “1” on the first page of the report.
12. **General Conclusion and Future Recommendations:** Summarize the problem you set out to solve, refer back to the problems you encountered and how you overcame them. The conclusion section shouldn’t contain detailed descriptions of the problems and solution. Discuss potential future recommendations.
13. **Appendices:** Continue page numbering with Arabic numerals. Typical contents of appendices include: code listing, detailed analysis and design models, maps, diagrams, user manual (Screen shots), or any similar data that are not contained in the body of the report and should be provided in the logical order they are mentioned in the main body.
14. **References:** Cite all ideas, concepts, text, and data that are not your own. If you makea statement, back it up with your own data or a reference. All references cited in the text must be listed.

* Citing the reference by numbers: you should start numbering from [1] and continue according to order of appearance in text. Numbers should be placed at the end of the sentence that is taken from that reference, then in the reference section you start your reference list from number 1.

There are many citation formats. In your reference’s citations, you are recommended to use IEEE writing style. This citation style includes in-text citations, numbered in square brackets, which refer to the full citation listed in the reference list at the end of the paper.

**For an article in a journal:**

**Basic Format:**

[1] J. K. (Author), “Name of paper,” Abbreviation Title of Journal, vol. x, no. x, pp. xxx-xxx, Abbrev. Month, year.

**Examples:**

[1] R. E. K alman, “New results in linear filtering and prediction theory,” J. Basic Eng., ser. D, vol. 83, pp. 95-108, Mar. 1961.

[2] J. U. Buncombe, “Infrared navigation - Part I: Theory,” IEEE Trans. Aerosp. Electron. Syst., vol. 4, pp. 352– 377, Sept. 1944.

[3] H. Eriksson and P. E. Dani elsson, “Two pro blems on B oolean memories,” IEEE Trans. Electron. Devices, vol. ED-11, pp. 32–33, Jan. 1959.

**For a chapter in a book:**

**Basic Format:**

[1] J. K. Author, “Title of chapter in the book,” in Title of His Published Book, xth ed. City of Publisher, Country if not USA: Abbrev. of Publisher, year, ch. x, sec. x, pp. xxx–xxx.

**Examples:**

[1] B. Klaus and P. Horn, Robot Vision. Cambridge, MA: MIT Press, 1986.

[2] L. Stein, “Random patterns,” in Computers and You, J. S. Brake, Ed. New York: Wiley, 1994, pp. 55-70.

**For Published Conference Proceedings**

**Basic Format:**

[1] J. K. Author, “Title of paper,” in Unabbreviated Name of Conf., City of Conf., Abbrev. State (if given), year, pp. xxx-xxx.

**Examples:**

[1] G. R. Faulhaber, “Design of service systems with priority reservation,” in Conf. Rec. 1995 IEEE Int. Conf. Communications, pp. 3–8

[2] S. P. Bingulac, “On the compatibility of adaptive controllers,” in Proc. 4th Annu. Allerton Conf. Circuit and System Theory, New York, 1994, pp. 8–16.

[3] C. T. Meadow and D. W. Waugh, “Computer assisted interrogation,” in 1991 Fall Joint Computer Conf., Proc. AFIPS Conf., vol. 29.Washington, DC: Spartan, 1991, pp. 381–394.

**For a Web Page:**

**Basic Format:**

[1]Author Initial. Author Surname, 'Title', Year Published. [Online]. Available: http://Website URL. [Accessed: 10- Oct- 2013]

**Example:**

[1] E. Dugan, 'Racist bullying: Far-right agenda on immigration ‘being taken into classrooms’', *The Independent*, 2014. [Online]. Available:

http://www.independent.co.uk/news/education/education-news/racist-bullying-farright-agenda-on-immigration-being-taken-into-classrooms-9045148.html. [Accessed: 02- Jun- 2014]

**IV. Page Format and Layout**

**a. Report paper specification**

The papers used in the report should be white, size A4 and weigh 80 grams.

**b. Font**

Only single font must be used throughout the report which is Times New Roman, the only exceptions being in tables, graphs, and appendices. The font size for the Main Titles or headings is 14-Bold, subtitles are bold and size 12 and the text is to be size 12. Titles for figures, graphs, tables or illustrations should be smaller than the text size (size 10).

**c. Margins**

All reports must have consistent margins of 2.50 cm at the top and bottom, and 3.18 at the binding side and 2.5 at the other side of the page.

**d. Spacing**

The report must be 1.5-spaced. Single spacing may be used only in the footnotes, charts, graphs, tables, quotations, captions, appendices, and bibliography.

**e. Punctuation**

When using one of the following punctuations ( , : ; .) don’t put space before them but add one space after them.

**f. Numbering of Pages**

Title Page, Signature Page Acknowledgment, Abstract, Lists (tables, figures …) and General Introduction are not to be numbered (as Arabic numbers) but they are to be included in the pretext page count.

Starting from the first page of the Abstract, all pages preceding the main text (chapter 1) must be numbered in lowercase Roman numerals; e.g., iv, v, vi etc. These numerals must be centered under the text.

The first page of Chapter one begins with the Arabic numeral 1. All pages within the text must contain an Arabic page number which are to be bottom-centered. The first page of every major section (chapters, appendices, references, etc.) must begin on a new page.

**g. Tables and Illustrations**

All the illustrative material such tables, figures, illustrations, and other types of examples should be numbered for identification, included and referenced in the text. Pages carrying illustrative material must be given page numbers appropriate to their place in the document.

There should be no duplication of these numbers; i.e., no two tables should be assigned the same number. Illustrations may be numbered consecutively throughout the document (Table 1, Table 2, Table 3, etc.).

**V. Table of Contents**

The Table of Contents must be placed before the chapters and the lists of tables, figures, etc. The section titles and chapter titles listed on the Table of Contents must exactly match the titles as they appear within the text. Page numbers for chapters and subheadings are listed on the right side of the Table of Contents.

The Table of Contents must be left justified headings (not indented). Sub-sectionsmust be indented in the Table of Contents. The page numbers listed in the Table of Contents must indicate the beginning of each section or chapter.

Table of Contents entries are generally double-spaced. However, chapter titles and subheadings, when more than one line long, should be indented at the second line and single-spaced.

Chapter One: Title………………………………………………………………...1

Chapter Two: Title……………………………………………………..…………23

Subheading Title………………………………………………………….24

**VI. Appendices**

**(Appendix A: Cover Page)**



**(Project Title)**

By

**(Student’s name)**

**Graduation Project Report**

**Submitted in Partial Fulfillment of the Requirements for the Degree of**

**Bachelor of Science in Computer Science**

**Department of Computer Science**

**Faculty of Sciences & Arts**

Year

(No page number)

**(Appendix B: Title Page)**



**(Project Title)**

By

**(Student’s name)**

**Graduation Project Report**

**Submitted in Partial Fulfillment of the Requirements for the Degree of**

**Bachelor of Science in Computer Science**

**Department of Computer Science**

**Faculty of Sciences & Arts**

**Supervised by**

**Prof. /Dr**………………………

Position and title

**Jury Members:**

**Prof. /Dr**………………………

Position and title

**Prof. /Dr**………………………

Position and title

Year

(No page number)

**(Appendix C: Signature Page)**



**The Report Defense Committee for (Student’s name) Certifies**

**that this is the approved version of the following report**

**(Project Title)**

**APPROVED BY:**

**Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Name typed under the line)

**Examiner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

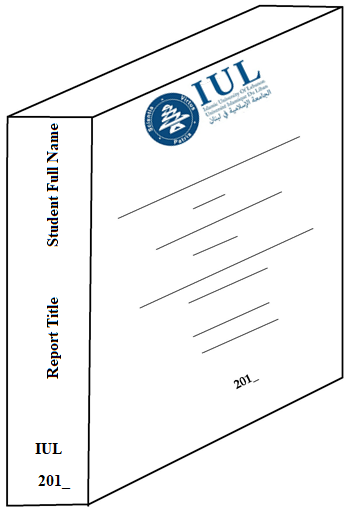
(Name typed under the line)

**Examiner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Name typed under the line)

(No page number)

**(Appendix D: Report Side Cover)**



**CS**

**(Appendix E: Acknowledgement)**

Some acknowledgement phrases. Examples:

* *We cannot express enough thanks to my committee for their continued support and encouragement: …*
* *Our completion of this project could not have been accomplished without the support of …*
* *Finally, to our caring, loving, and supportive …., our deepest gratitude.*
* *Our heartfelt thanks….*

(No page number)

**(Appendix F: Abstract)**

**Title of Report Centered and Double-Spaced**

Indent and begin abstract here. It should be a concise statement of the nature and content of the report. The text must be 1.5-spaced. Abstracts should be limited to 400 words. The abstract paragraphs should include: the motivation (why do we care about the problem?). The problem statement (what problem are you trying to solve?). Approach (how did you go about solving or making progress on the problem?). Results (What's the answer?). Conclusions (What are the implications of your answer?)

(Start writing page number)

**(Appendix G: Table of Contents)**

* **Title Page**
* **Signature Page**
* **Acknowledgments ………………………………………** Page Number
* **Abstract …………………………………………………** Page Number
* **General Introduction …..………………………………** Page Number
* **Chapter 1: Title of chapter 1** **……………………..……** Page Number

1.1. Title 1**...………………………………………….** Page Number

1.1.1. subtitle 1 …………………..

1.1.2. subtitle 2 …………………..

* + - 1. *title ………….*
      2. *title* …………..

1.2. Title 2

…….

* **Chapter 2: Title of chapter 2**

2.1. Title 1…………………….

……………………

* **List of Tables …..…………………..……………………** Page Number
* **List of Figures …..………………………………………** Page Number
* **List of Abbreviations (when needed) …………**
* **General Conclusion and Future Recommendations …………..**
* **Appendices ………….**
* **References …………….**

(Write page number)

**Chapter 1:…………….**

(Write page number)