

Basic format and requirements:

Paper must be White Paper of A4 size only.

One side Laser Printing: Entire Report either Black or Colour (Title & Certificate must be in Colour)

Line Spacing: 1.5

Printing Margin: 1.25 inch Left Margin  
1.0 inch all Side Margin (Top + Bottom + Right)

Font: Times New Roman only

Font size:

MAIN TITLE: 18 BOLD UNDERLINE (Alignment: Left) (Title Case)

SUB TITLE: 14 BOLD UNDERLINE (Alignment: Left) (Title Case)

MATTER: 12 Normal (Alignment: Justify) (Title Case)

- Figures must be with outside border & in centre of whole margin. All details in the Figures must be clearly readable.
- Write figure number at the bottom of figure, E.g.” Fig. 5.1”, followed by title of figure in title case.
- Throughout text figure must be cited as “Fig.5.1”.
- Write table number at the top of table, E.g. “Table 1.1” : followed by title of table in title case
- All paragraphs must start without ‘tab’.
- Unified line spacing between paragraphs.
- Start new chapter from new page.
- No blank area at the end of each page except last page of chapter.
- All equations in the middle of line with equation no. at the end of line within small brackets, E.g.(2).
- No dots between equation and equation no. space before and after equation sign.
- Chapter heading must be identical for each new chapter .

**Hide the table border and make PDF for index.**