

Your report should meet following standards:

Font Name: Times New Roman

Font Size: 12 pt (for normal text)

Left Margin: 1.5 inch

Right Margin: 1.25 inch

Top Margin: 1.25 inch

Bottom Margin: 1 inch

Header and Footer: 0.5 inch

Line Spacing: 1.5

All the text should be justified.

Heading should be in following standard

1. Heading1 (16 pt, Bold)

1.1 Heading2 (14 pt, Bold)

1.1.1 Heading3 (13 pt, Bold)

1.1.1.1 Heading4 (12 pt, Bold)

Numbering sections, subsections, equations, figures etc. –

A word on numbering scheme used in the project is in order. It is common practice to use decimal numbering in the project. If the chapter number is 2, the section numbers will be 2.1, 2.2, 2.3 etc. The subsections in section 2.2 will be numbered as 2.2.1, 2.2.2 etc. Unless essential, it is not necessary to use numbers to lower levels than three stages.

Similarly, it is useful and convenient to number the figures also chapter-wise. The figures in chapter 4 will be numbered as Figure 4.1: Figure Name, Figure 4.2: Figure Name etc. This helps you in assembling the figures and putting it in proper order. Similarly, the tables are also numbered as Table 4.1: Table Name, Table 4.2: Table Name etc. All figures and tables should have proper captions. Usually the figure captions are written below the figure and table captions on top of the table. All figures should have proper description by legends, title of the axes and any other information to make the figures self-explanatory.

The same numbering scheme can be used for equations also. Only thing to be remembered is that references to the figures are made like Figure 4.2: Figure Name and equations as Eqn (5.8).

Chapters – The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions as per the requirement.