Guidelines and Format for Final Year Project Report

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(Remember to keep captions concise.)

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GUIDELINES AND FORMAT FOR FINAL YEAR PROJECT REPORT

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Disclaimer *– All these conference papers have been submitted as partial fulfilment for the project requirement for the BE(Hons) degree. Although they have been assessed, no errors or factual information have been corrected or checked.*

Abstract

This is the layout specification and template definition for the final report of the Part IV Research Project, Civil and Environmental Engineering Department. This template has been designed to produce conference like proceedings of the students' reports in electronic form as well as a hard copy. The format is essentially similar to an International Conference and your document should conform to all the requirements. Please read these instructions carefully.

1. INTRODUCTION

This template can be found in the Canvas site for the course. Please use the MS-Word® format file when preparing your submission. The guidelines include complete descriptions of the fonts, spacing, and related information for producing your manuscript. Please follow them and if you have any questions, direct them to the final year projects coordinators.

On the first page, the top is reserved for the title, student's name, and affiliation. The paper title has to appear in boldface letters and should be in upper case. The student's name and affiliation (Department of Civil and Environmental Engineering, University of Auckland, Auckland, New Zealand) appear below the title in capital and lower case letters. Only the student's name should appear on the paper.

Each report must contain an abstract of up to 200 words that appears at the beginning of the document. Use the same text as the body of the report.

2. PAGE LAYOUT AND STYLE

The page layout should match with the following rules. A highly recommended way to meet these requirements is to use the template in Word and check details against the corresponding example file.

2.1. Basic layout features

The proceedings of the Final Year Project Reports will be printed in A4 format. All printed material, including text, illustrations, and charts, must be kept within a print area of 170 mm wide by 245 mm high. Do not write or print anything outside the print area. Text must be fully justified. Use the following points:

a) Single column;

b) Left and right margins are 20 mm;

c) Top and bottom margins are 25 mm;

d) No headers and footers, except for page number;

e) Check indentations and spacing by comparing to this example file.

2.1.1. Headings

Section headings are left aligned in 12 point boldface with all letters capitalized (CAPS LOCK). Sub-headings appear like major headings, except they use 11 point boldface with only the first word capitalized (Sentence

case). Sub-sub-headings appear like sub-headings, except they are in italics and not boldface. See examples in this file. No more than 3 levels of headings should be used.

2.2. Text font

Times or Times Roman font is used for the main text. Recommended font size is 11 points, which is also the minimum allowed font size. Other font types may be used if needed for special purposes. It is VERY IMPORTANT that while making the final PDF file, you embed all used fonts!

Figure and table captions should be Times or Times Roman, font size 10 points, which is also the minimum allowed font size in figures and tables. Make sure the minimum font size is maintained throughout the full document. This includes all fonts in figures and tables.

2.3. Illustrations, graphs, and photographs

All figures should be centred on the page. Figure captions should follow each figure and have the format given in Fig. 1.

Figures should be preferably line drawings. If they contain grey levels or colours, they should be checked to print well on a high-quality non-colour laser printer.

Graphics (i.e. illustrations, figures) must not use stipple fill patterns because they will not reproduce properly in Acrobat PDF. Please use only SOLID FILL COLOURS.

2.4. Tables

An example of a table is shown as Table 1. Somewhat different styles are allowed according to the type and purpose of the table. The caption text should be above the table.

Table 1: This is an example of a table

Ratio	Decibels
1/1	0
2/1	≈ 6
3.16	10
1/10	20
10/1	-20
100/1	40
1000/1	60
2000/1	100
10000/1	300

2.5. Equations

Equations should be placed on separate lines and numbered. Examples of equations are given below. Particularly,

$$\zeta = \frac{1}{2n\pi} \ln \frac{u_i}{u_{i+n}} \tag{1}$$

With a viscous damping coefficient c

$$c = \frac{2m\zeta\sqrt{gh}}{H} \tag{2}$$

This viscous damping coefficient can be found from the standard one dimensional .....which requires the period.

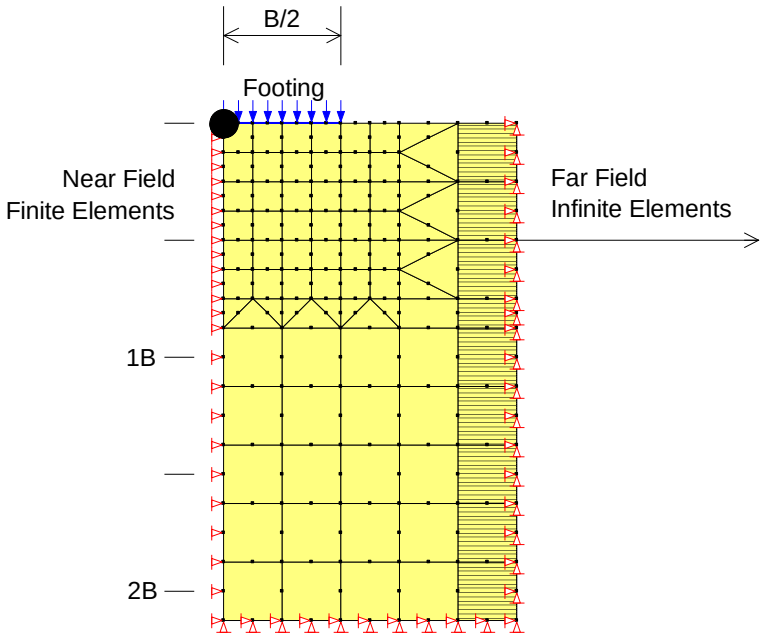

Figure 1: Diagram of mesh for footing model.

The period for small deflections is given by

$$T_S = \frac{2\pi H}{\sqrt{gh}} \tag{3}$$

Applying theorem 3 to 1, it is quite straightforward to see that

$$T_D = \frac{T_n}{\sqrt{1-\zeta^2}} \tag{4}$$

Note: these formulae only apply for 'lightly damped' structures where the damping coefficient is below 0.2. From Chopra (2007) it is assumed the damped properties are approximately equal to the undamped properties.

2.6. Hyperlinks

Hyperlinks can be included in your paper, if written in full, e.g. "http://www.foo.com/index.html". The link text must be all black. Please make sure that they present no problems in printing to paper.

2.7. Page Numbers

Page numbers are included in the footer and centered. Please don't include any other footers or headers!

2.8. References

The reference format is APA style. References must be included in the text and then listed alphabetically under the reference section.

2.9. Length

The maximum total length of your paper is 20 pages in the format as specified here. This is the maximum number of pages that will be accepted including all figures and tables (the cover page, table of contents, list of figures, list of tables, references, and appendices do not count toward the 20 page total). The number of pages should be counted from the Introduction to the Conclusions section. Papers over 20 pages will be

downgraded. Remember you will be submitting a compendium to your supervisor which will contain all the extra information on your project.

2.10. Submitted files

Students are requested to submit PDF files of their manuscripts. The PDF file should comply with the following requirements: (a) there must be no PASSWORD protection on the PDF file at all; (b) all fonts must be embedded; and (c) the file must be text searchable (do CTRL-F and try to find a common word such as 'the').

3. DISCUSSION

If you are going to include a discussion section it should come after the results.

4. CONCLUSIONS

The conclusion of your report is most important and it should reflect the objectives that you set out to do at the beginning of your project.

ACKNOWLEDGEMENTS

The student would like to thank the supervisor Dr. Subeh Chowdhury and the sponsoring company 'C2-IT Engineering Ltd' for providing the support and guidelines to make this project successful.

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APPENDIX A

Students may introduce here a proof of a formula used in the report, a piece of software code, additional graphs, template of a schematic diagram, and any other information that might be helpful in describing the topic under investigation. This section is not mandatory and it may not be needed in many of the reports. On the other hand, certain reports may require one or more appendices to clarify the topic.