**Title of Report in Title Case**

**Arial, Calibri, or Calibri Light (18 font, boldface)**

**No more than three lines**

(If an image is appropriate, insert it in the space between the title and name)

Name(s)

National University of Computer and Emerging Sciences Islamabad Campus

Date

Course Number & Name Instructor’s Name

# Table of Contents

This section should begin on a new page. Microsoft Word® has an automated table of contents (TOC) feature under the "References" menu. For this feature to work, you must use the preset heading styles (which you can modify). However, you can also generate a table of contents manually. The TOC is the

last element of the report to be completed. If changes are made after the TOC is created, be sure to update to TOC as well.

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# List of Figures

This section should begin on a new page. Microsoft Word® has an automated feature under the

"References" menu called "Insert Table of Figures." For this feature to work, all figures must have a caption. This should be one of the last pages to be completed. Some examples follow:

1. Test matrix 5
2. Design prototype in wind tunnel 6

# List of Tables

This section should begin on a new page. Microsoft Word® has an automated feature under "Insert

Table of Figures." Change the caption label from “figure” to “table.” For this feature to work, all tables must have a caption. This should be one of the last pages to be completed. Some examples follow:

1. Model parameters 3
2. Fuel consumption data under nominal conditions 10

# Introduction

This section should begin on a new page. This should use "Heading 1" style font settings for the heading, then “Normal” style for the content.

# Background

This section does not begin on a new page and should use "Heading 1" style font settings for the heading, then “Normal” style for the content.

* 1. **First Subheading**

Subheadings are sections beneath headings. These sections should use "Heading 2" style font settings.

Subheadings and sub-subheadings are not mandatory. However, if there is one subheading,

there must be at least a second subheading. Otherwise, there is no reason for the subdivisions under the primary headings.

* 1. **Second Subheading**

This paragraph is repeated. Subheadings are sections beneath headings. These sections should use "Heading 2" style font settings.

Subheadings and sub-subheadings are not mandatory. However, if there is one subheading,

there must be at least a second subheading. Otherwise, there is no reason for the subdivisions under the primary headings.

## First Sub-subheading

This paragraph is repeated. Subheadings are sections beneath headings. These sections should use "Heading 3" style font settings.

Subheadings and sub-subheadings are not mandatory. However, if there is one subheading,

there must be at least a second subheading. Otherwise, there is no reason for the subdivisions under the primary headings.

## Second Sub-subheading

Avoid any further divisions under the sub-subheading. Otherwise, the number of divisions becomes distracting and difficult to follow.

# Acknowledgements

This section allows authors to acknowledge contributors and other sources that are not appropriate to list in the references section. Example:

This work was conducted under Grant No. 12345, administered by X. The authors are also particularly grateful to Dr. Jane Smith for her insight into the nature of Y.

# References

This is the last section of the report, prior to any appendices. The references should not be double-spaced, but single-spaced. For a technical report, use the APA style.

1. Reference 1 information.
2. Reference 2 information.
3. Reference 3 information.

Learn how to cite a website in documents and write references of all the websites that you have used to include content in this report. Remember to REPHRASE the content in case of using any external source.