

<b>Universiti Tunku Abdul Rahman</b>			
Guideline Title : <b>FINAL YEAR PROJECT REPORT GUIDELINES</b>			
Guideline Number : <b>GD-FES-FYP-001</b>	Rev No: 5	Effective Date: <b>01/07/2019</b>	Page No: <b>1 of 21</b>



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**Universiti Tunku Abdul Rahman**  
Lee Kong Chian Faculty of Engineering and Science

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# **Final Year Project Report Guidelines**

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## Revision History

<b>Rev</b>	<b>Date</b>	<b>by</b>	<b>Changes</b>
0	1 Jul 2009	Ms Teoh Hui Chieh	--
1	1 Nov 2011	Ms Teoh Hui Chieh	Update Section 4.0
2	1 Oct 2012	Ms Teoh Hui Chieh	Update Section 4.0
3	19 Jan 2017	Mr Ting Chen Hunt	Appendix (H-M)
4	10 July 2019	FYPC	Minor correction of the guidelines to tally with the template

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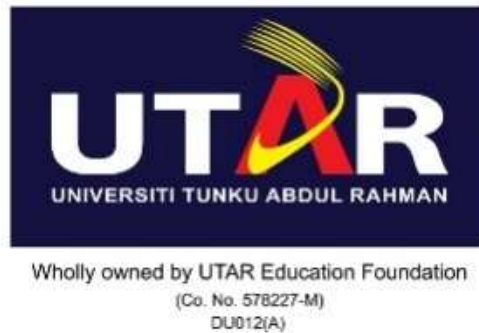
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## 1.0 Introduction

Project report in this manual refers to a documented report of the process followed and the results of original research conducted by a student in fulfilment of the requirements for a bachelor degree.

This handbook will outline the report format for the Final Year Project. These rules must be adhered strictly.

***Students are required to use the latest UTAR logo with company registration information.***



## 2.0 Contents of Project Report

The Project Report should contain the items as outlined below and is to be presented in the manner and order as listed. Details and specimens are shown in the appendices.

***Students are encouraged to download the Microsoft Word template of the Project Report from the Final Year Project website and use that template to prepare the report.***

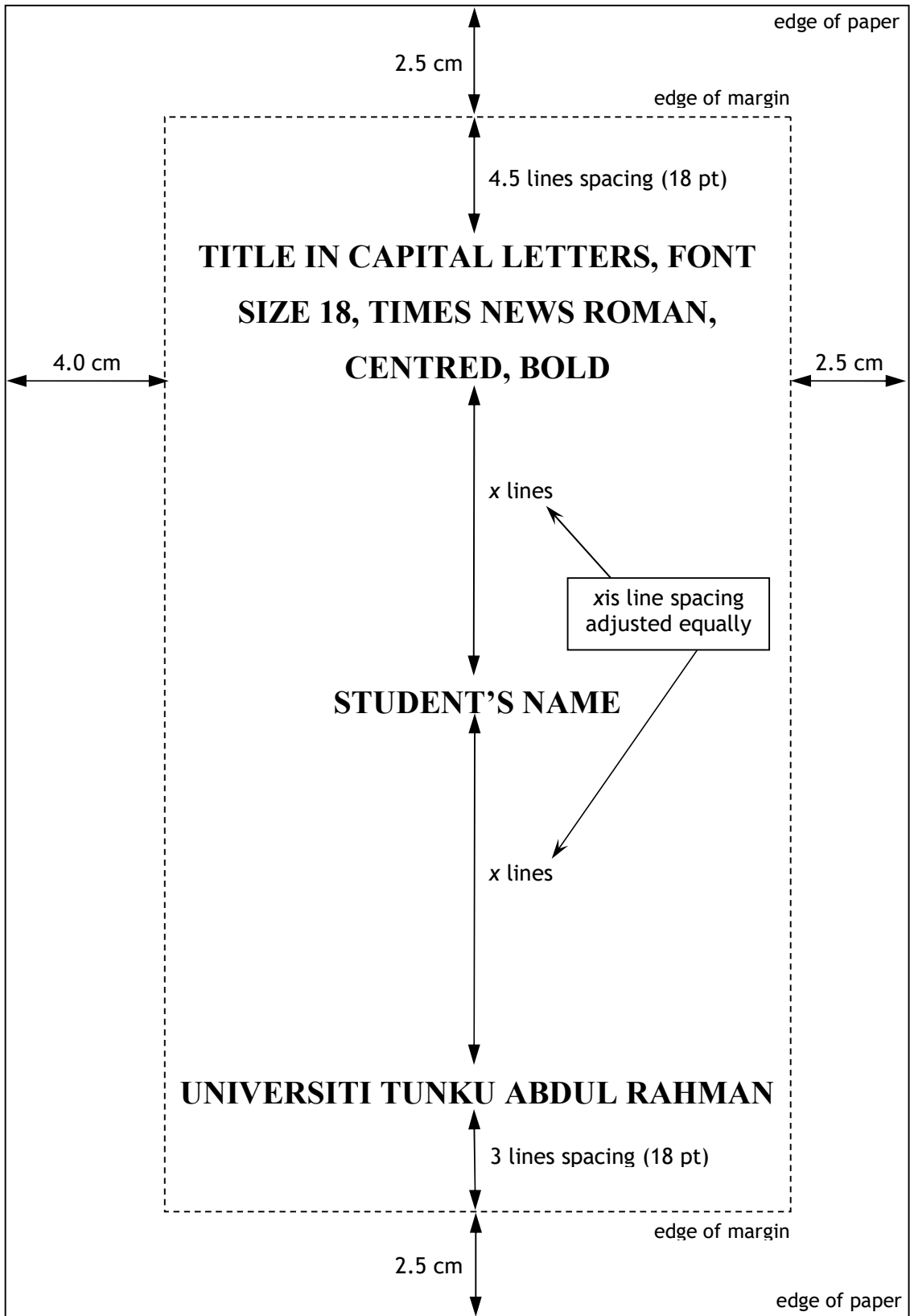
### 2.1 Front Cover

The front cover must contain information listed in the following order (all in CAPITAL LETTERS):-

- Title of the Project Report
- Student's full name
- Universiti Tunku Abdul Rahman

The front cover must be printed on **Beige color soft cover**.

**Format of Front Cover**



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## **2.2 Title Page**

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The title page must contain information listed in the following order:-

- Title of the Project Report (all in capital letters)
- Student's full name (all in capital letters)
- Statement of award for the project report
- Name of faculty (in title case)
- Universiti Tunku Abdul Rahman (in title case)
- Month and Year of submission (in title case)

Refer to **Microsoft word template of the project report.**

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### **2.3 Declaration of Originality**

---

Students are to declare the originality of the Project Report. This declaration page **must be signed** by the student.

The declaration page is to follow the format and content as shown in **Microsoft word template of the project report**.

### **2.4 Approval for Submission**

---

Students are to complete the details in the approval for submission page and get it signed by supervisor upon completion of the Final Year Project.

The approval for submission is to follow the format and content as shown in **Microsoft word template of the project report**.

### **2.5 Copyright**

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Students are to complete the details in the copyright page according to the format and content as shown in **Microsoft word template of the project report**.

### **2.6 Dedication Page (Optional)**

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Students may include an optional dedication for the Project Report. The dedication must be brief, not more than one paragraph and must not contain any number, chart or photograph.

### **2.7 Acknowledgements (Optional)**

---

The student may acknowledge the assistance of various individuals or organisations in the successful completion of the project. The length of the acknowledgement should not exceed one page.

Refer to sample in **Microsoft word template of the project report**.

### **2.8 Abstract**

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The abstract should be brief, **not more than 500 words**.

Abstract should be written using **IMRaD (Introduction-Method-Results-and-discussion)** method. It usually includes a brief and concise description of the research, methodology, results or major outcomes, recommendations and conclusions drawn from the project.



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## **2.9 Table of Contents**

---

This page should list all sections, chapters and sub-headings referred to the respective page numbers as reflected in the body of the Project Report. The table of contents need to be a good guide to what are contained within the Project Report.

Refer to sample in **Microsoft word template of the project report**.

## **2.10 List of Tables (if applicable)**

---

This page should list all the tables found in the Project Report together with their page numbers. The tables should be arranged according to the chapters.

Refer to sample in **Microsoft word template of the project report**.

## **2.11 List of Figures (if applicable)**

---

This page should list all the figures found in the Project Report together with their page numbers. Figures include diagrams, photographs, drawings, graphs, charts and maps. The figures should be arranged according to the chapters.

Refer to sample in **Microsoft word template of the project report**.

## **2.12 Listing (if applicable)**

---

Texts of the list must be written in one (1) sentence. Long sentences should be avoided. Each list must describe an item or subject.

## **2.13 List of Symbols/ Notations/ Terminology/ Abbreviations/ Acronyms (if applicable)**

---

All symbols, abbreviations, notations and terminology found in the Project Report should be listed on this page according to alphabetical order, *together with their units*.

Refer to sample in **Microsoft word template of the project report**.

## **2.14 List of Appendices**

---

This page should list all the appendices found in the end of the Project Report together with their page numbers.

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## **2.15 Text (Body of the Project Report)**

---

A Project Report should be divided into chapters. Title must be given to each chapter and it should reflect its content. New chapter must begin on a new page. A chapter must be further divided into different sections with appropriate titles and numbered accordingly.

The body of the Project Report must be written in paragraphs. Each paragraph must describe an issue or subject. There must be continuity or logical flow between paragraphs. Long paragraphs should be avoided.

The text should contain the following:-

- Introduction
- Literature Review
- Research Methodology and Work Plan
- Results and Discussions
- Conclusions and Recommendations
- Additional Chapter(s) if required

Refer to Section 3.0 for details on each of the topic above.

The level of English writing must be appropriate to the level of the Bachelor's degree. ***Attention should be paid to correct spelling, grammar, punctuation, sentence structure and clarity of style.***

Normally, there should be no first person references (e.g., I, we, us) in the report. If self-reference is required, reference may be made to "the author" or "this study". The exception to this is in the conclusion section, where personal comments may be appropriate.

## **2.16 Citation in the Text**

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Citation is a means of formally recognising within the text, the resources from which the information or idea were obtained. The purpose is to acknowledge the work of others, to demonstrate the body of knowledge in which the work is based on and to lead others for further information. All references must be listed in the References page.

Citation in the texts must be written according to the styles as described in Section 4.0 - Acknowledgement of Sources.

*Caution – report without proper citations is considered as plagiarism.*

## **2.17 Tables in the Text**

---

Data can be presented in the form of tables. They must be described / explained in the text. All tables should be word-processed into the Project Report. It is not acceptable to insert photocopies of tables into the body of the report.

All tables in the text must be listed in the List of Tables page.

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## **2.18 Figures in the Text**

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Illustrations such as diagrams, photographs, drawings, graphs, charts and maps are referred as figures. All figures must be clear and of high quality. They must be described / explained in the text. Photographs should be digitally embedded in the text and required to submit the softcopies together with the Final Report.

Illustrations in the form of CDs, slides, and others should be placed in specially made pockets **and attach (with paper clip)** to the inner side of the back cover. Oversized illustrations in the form of plans, maps, charts, graphs, and others should be reduced to fit a single page unless the oversized materials are absolutely necessary for clarity and understanding.

All figures in the text must be listed in the List of Figures page.

## **2.19 References**

---

References are the detailed description of resources from which information or ideas were obtained in preparing the Project Report. The details of every references cited in the text, published or unpublished, must be listed alphabetically in this page. If more than one published materials by the same author are cited, these materials should be listed chronologically.

Reference page must be written according to the styles as described in **Microsoft word template of the project report**.

## **2.20 Appendices (if applicable)**

---

Appendices are supplementary materials to the text. These include tables, charts, graphics, computer programme listings and so on that are too lengthy and inconvenient to include in the text itself.

For example, data used for analysis, example of questionnaires, maps, photographs and other materials which are lengthy to be included in the text or materials that are not required implicitly to clarify matters discussed can be accompanied as appendices.

All appendices should be titled and numbered alphabetically, e.g. Appendix A, Appendix B and so on.

All appendices must be listed in the List of Appendices page.

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## **3.0 Body of Project Report**

The body of the Project Report should contain at least the following chapters.

### **3.1 Introduction**

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In general, this chapter starts with a general introduction or description of past research which is relevant to the problems or issues in the project. It contains a section normally entitled “rationale for the research” that mentioned about the problems or issues which are to be investigated in the study, why they are of interest and what the study aims to establish.

Next, it outlines the aim and objectives of the research and briefly describes the research method / strategy used to achieve the aim and objectives of the research. This chapter should also highlight the scope and limitation of the research.

Lastly, the final part of the introduction describes how the topics will be unfolded and the order of forthcoming material.

### **3.2 Literature Review**

---

The literature review should **not** be just a compilation or reproduction of the works of others. It requires the student to examine and comment critically on the literature relevant to the student’s area of research.

Students should be aware that getting hold of the right material is only a small part of the research process, but being able to put ideas, information, data and arguments together in an integrated and coherent manner makes the difference between success and failure.

Usually a review of half a dozen of the most important works of others with brief comments on a few other less important ones will be sufficient. The literature review should clearly indicate what diversity of view exists among the authors in this area of study, and the student should show how and where his/her research fits in.

### **3.3 Research Methodology and Work Plan**

---

The student must clearly and coherently describe the method he/she has adopted in the project. The student should perform quantitative or qualitative problem evaluations. The problem should address various issues, such as physical constraints, economics, productions objectives or service objectives.

Further root cause analysis and solution planning should be coupled with the methodology used in the project. In the technical implementation part of the project, the student should exhibit various engineering/social science qualities, such as use of codes and standards, optimisations, use of valid assumptions and simplifications etc with strong engineering common sense and awareness.

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For example, a student may conduct a quantitative survey, qualitative research or take data from others (with due acknowledgement) to reanalyse the data and derive findings from the analysis.

### **3.4 Results and Discussions**

---

Data can be collected using various methods: experiments, field observations, survey questionnaires, interviews, or even secondary data from works of other researchers. The choice of a data collection method, or a combination of methods, to be used depends very much on the research methodology adopted. Data analysis can take either the quantitative or qualitative approach, again depending on the research methodology and the resulting data typology. Textual data lends itself easily to qualitative analysis, whereas interval data and ratio data are best analysed using quantitative methods.

A clear presentation of results in line with the project objectives is provided. Results are thoroughly supported and related to other sources to verify their reliability and authenticity. The solutions are proposed to achieve project objectives or to resolve the problem.

### **3.5 Conclusions and Recommendations**

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This chapter brings together the findings of the research and draws conclusions with specific reference to the research objectives. These conclusions need to relate back to the objectives the student has set at the start of the project report. It should also mention the recommendations for further research.

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## **4.0 Acknowledgement of Sources**

As a matter of intellectual honesty and to avoid plagiarism, students must acknowledge the source of ideas, information or arguments from. The purpose of citation is to acknowledge the work of others and to demonstrate the student's ability to use the ideas, information or arguments of others to support his/her ideas or to refute the findings of others.

Using the works of others can be presented in the forms of quotation, paraphrase or simply mentioning or stating the data from the source. Internet information should only be treated as secondary or supporting reference.

The format for citing sources in the Project Report follows the latest Havard referencing style. It uses an author-date system of citation. The author-date system in the text tied to an alphabetical References list (located at the end of the body text) which contains full source and publication information for the cited sources.

All in-text parenthetical references must correspond to a source cited in the References list. Arrange the list according to the order: (1) alphabetical by author's name; (2) chronological by same author; (3) alphabetical by title. Single space each reference and include a 1.0 line space between references. Begin each entry flush with the left margin. **Do not** number the entries.

Some common examples of referencing can be obtained from Lee Kong Chian Faculty of Engineering and Science (LKCFES) Final Year Project Website.

When formatting the References list, please pay specific attention to:-

- complete and correct information
- consistency in applying Havard style
- punctuation (period, comma, semi-colon)
- volume, issue and page numbers for articles
- location and publisher for books
- spelling

## 5.0 Format of Project Report

### 5.1 Project Report Specifications

Specification	Description
<b>Language</b>	The Project Report should be written in <b>British (UK) English</b> .
<b>Paper</b>	White simile 80 gram A4 size paper (210 × 297 mm)
<b>Printing</b>	<ul style="list-style-type: none"> <li>➤ Report must be computer typewritten using word processor.</li> <li>➤ Text and figures must be clear and legible.</li> <li>➤ Final Corrected Report must be printed with high quality on <b>double sided pages</b>;</li> <li>➤ Comb binding Progress Report and Final Report can be <b>double sides/single sided printed</b> (optional).</li> </ul>
<b>Number of Copies</b>	<ul style="list-style-type: none"> <li>➤ Progress Report : 1 copy (hardcopy)</li> <li>➤ Final Report for grading : 2 copies (hardcopy)</li> <li>➤ Final Report after approval : 1 hardcopy and 1 softcopy in CD (pdf formats)</li> </ul> <p><i>Notes:</i></p> <ul style="list-style-type: none"> <li>▪ Refer to FYP Website for more details.</li> <li>▪ Students are advised to keep a copy of their project report.</li> </ul>
<b>Binding Type</b>	<ul style="list-style-type: none"> <li>➤ Progress Report : comb binding</li> <li>➤ Final Report for grading : comb binding</li> <li>➤ Final Report after approval : permanent soft binding</li> </ul>
<b>Soft Cover Colour</b>	Beige ( <i>sample on FYP Website</i> )
<b>Soft Cover Lettering (spine not required)</b>	Black ink lettering <ul style="list-style-type: none"> <li>➤ Font Type : Times New Roman</li> <li>➤ Font Size : 18 pt</li> <li>➤ Format : Uppercase, Bold, Centred</li> </ul>
<b>Information Required on CD Cover</b>	Name of Student, ID of Student, Name of Supervisor, Project Title and Course
<b>Length of Project Report</b>	<ul style="list-style-type: none"> <li>➤ Progress Report : &lt; 4,000 words</li> <li>➤ Final Report : &lt; 10,000 words</li> </ul> <p><i>Notes:</i></p> <ul style="list-style-type: none"> <li>▪ The word count applicable only for the body texts.</li> <li>▪ It excludes abstract page, title page, contents page, references and appendices.</li> </ul>

## 5.2 Page Formatting

Formatting	Description
<b>Page Margin</b>	<ul style="list-style-type: none"> <li>➤ Left and right margin : 3.8 cm</li> <li>➤ Top and Bottom margins : 2.5 cm</li> <li>➤ Header and Footer margins : 1.5 cm</li> </ul>
<b>Title / Paragraph Margin</b>	<ul style="list-style-type: none"> <li>➤ Chapter number and title should be centred.</li> <li>➤ Subsection number should align with the left margin.</li> <li>➤ Subsection title should be indented 1.5 cm from the left margin.</li> <li>➤ The first paragraph in a subsection should align with left margin.</li> <li>➤ The subsequent paragraphs should be indented 1.27 cm (0.5 inch) from the left margin.</li> <li>➤ General alignment for texts in paragraph should be “justified”.</li> </ul>
<b>Typesetting</b>	<ul style="list-style-type: none"> <li>➤ Font Type : Times New Roman</li> <li>➤ Font Size : 12 pt</li> <li>➤ Chapter Title : Uppercase, Bold, Centred</li> <li>➤ Chapter Sub-section : Title Case, Bold, Align left</li> <li>➤ Symbol for variable : Italic (e.g. <i>m, P, T, v, α, δ, τ</i>)</li> </ul>
<b>Spacing</b>	<ul style="list-style-type: none"> <li>➤ Line Spacing : 1.5 lines spacing</li> <li>➤ Top margin &amp; title / chapter number : No spacing</li> <li>➤ Chapter number &amp; chapter title : 1.5 lines spacing</li> <li>➤ Chapter title &amp; first line of text : 1.5 lines spacing</li> <li>➤ Last line of text &amp; subsection title : 1.5 lines spacing</li> <li>➤ Title of subsection &amp; first line of text : No spacing</li> <li>➤ Spacing between paragraphs : No spacing</li> <li>➤ Last line of text &amp; table/figure/equation : 1.5 lines spacing</li> <li>➤ Equation &amp; first line of text : 1.5 lines spacing</li> <li>➤ Table/figure &amp; first line of text : 1.5 lines spacing</li> </ul> <p><i>Notes:</i></p> <ul style="list-style-type: none"> <li>▪ <i>A new chapter must start on a new page.</i></li> <li>▪ <i>A subsection title should not begin on the last line of a page.</i></li> <li>▪ <i>A new paragraph should not begin on the last line of a page.</i></li> </ul>



Formatting	Description
<b>Numbering the Chapters and Subsections</b>	<p>All chapters and their subsections must be numbered and titled.</p> <p>Example:</p> <p>CHAPTER 2: Title of the chapter (first level)</p> <p>2.1 Title of the subsection (second level)</p> <p>2.1.1 Title of the sub-subsection (third level)</p> <p>2.1.1.1 Title of the sub-sub-subsection (fourth level)</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>▪ <i>It is not recommended to have subsection more than level four.</i></li> </ul>
<b>Equations in Text</b>	<ul style="list-style-type: none"> <li>➤ All equations must be numbered (in brackets) with respect to the chapter using Arabic numeric.</li> <li>➤ Equation should be centred, but its numbering should align with right margin.</li> <li>➤ One spacing before and after mathematics operators (=, +, - etc.).</li> <li>➤ Equation should be followed by explanations of the symbols together with their units, if the symbol appears for the first time in the text.</li> <li>➤ Example: the third equation that appears in Chapter 4:-</li> </ul> $F = ma \quad (4.3)$ <p>where</p> <p><math>F</math> = force, N</p> <p><math>m</math> = mass, kg</p> <p><math>a</math> = acceleration, m/s<sup>2</sup></p>
<b>Tables in Text</b>	<ul style="list-style-type: none"> <li>➤ All tables must be numbered with respect to the chapter using Arabic numeric. For example, Table 4.3 is the third table that appears in Chapter 4.</li> <li>➤ All tables must have a caption, which should be positioned <b>at the top</b> of the table. Caption should be written in Title Case.</li> <li>➤ If the caption is written in a single line, it should be centred. If the caption is more than one line, it should be aligned to the left.</li> <li>➤ A table should be positioned after it has been cited for the first time in the text. All tables in the chapter can also be grouped together and positioned at an appropriate location.</li> <li>➤ Tables which are presented in landscape format should be bound with the top of the table to the spine.</li> </ul>

Formatting	Description
<b>Figures in Text</b>	<ul style="list-style-type: none"> <li>➤ All figures must be numbered with respect to the chapter using Arabic numeric. For example, Figure 4.3 is the third figure that appears in Chapter 4.</li> <li>➤ All figures must have a caption, which should be positioned <b>at the bottom</b> of the figure. Caption should be written in Title Case.</li> <li>➤ If the caption is written in a single line, it should be centred. If the caption is more than one line, it should be aligned to the left.</li> <li>➤ Figure should be positioned after it has been cited for the first time in the text. All figures in the chapter can also be grouped together and positioned at an appropriate location.</li> <li>➤ Figures which are presented in landscape format should be bound with the top of the figure to the spine.</li> </ul>
<b>Lists in Text</b>	<ul style="list-style-type: none"> <li>➤ Lists are numbered with Roman numerals (i, ii, iii etc).</li> <li>➤ All the lists should be ended with a full stop (.</li> </ul>

### 5.3 Page Numbering

Each page of the Project Report must be counted and numbered accordingly. Page numbers should be printed at the **top right hand corner** of the page.

Section	Description
<b>Preliminary Pages</b>	<p>These include title page, declaration of originality, project report status declaration, dedication page, acknowledgements, abstract, table of content and list of tables / figures / symbols.</p> <ul style="list-style-type: none"> <li>➤ Numbered using small letter Roman numeric (ii, iii, etc).</li> <li>➤ The first page is the Title Page.</li> </ul>
<b>Body of the Report</b>	<p>These include all the chapters, references and appendices.</p> <ul style="list-style-type: none"> <li>➤ Numbered using Arabic numeric (2, 3, etc).</li> <li>➤ Numbering for References continue from body text.</li> <li>➤ Numbering for Appendices continue from references.</li> </ul>

#### 5.4 Writing Styles for Date, Numbers and Units

The format for writing units, symbols, numbers etc. in the Project Report follows the International System of Units (SI). The following sections give some common descriptions of the writing styles. For complete and thorough information, refer to the SI Brochure available online at [http://www.bipm.org/en/si/si\\_brochure/](http://www.bipm.org/en/si/si_brochure/).

The use of the correct symbols and names for SI units, and for units in general are mandatory in the Project Report. In this way, ambiguities and misunderstandings in the values of quantities can be avoided.

Style	Description
<b>Date</b>	<ul style="list-style-type: none"> <li>➤ The international standard (ISO 8601) date notation is YYYY-MM-DD where Y is the year, M is the month and D is the day.</li> <li>➤ The following date formats are also acceptable (no hyphen): <ul style="list-style-type: none"> <li>▪ August 31, 2008 (with comma after the day)</li> <li>▪ 31 August 2008 (without any comma)</li> <li>▪ the 31st of August, 2008 (note the comma, “the” and “of”)</li> </ul> </li> <li>➤ Duration in years is written as 1820-1905 or 1983-85.</li> </ul>
<b>Numbers</b>	<ul style="list-style-type: none"> <li>➤ Avoid starting a sentence with a number or symbol.</li> <li>➤ Number has to be used together with unit; if not it has to be spelled out (e.g. three cats; <i>not</i> 3 cats).</li> <li>➤ If the number is between +1 and -1, the decimal marker is always preceded by a zero (e.g. 0.15; <i>not</i> .15).</li> <li>➤ Numbers with many digits may be divided into groups of three by a thin space, in order to facilitate reading. Neither dots nor commas are inserted in the spaces between the groups (e.g. 43 765 589, 58.159 25; <i>not</i> 43,765,589; <i>not</i> 58.159,25).</li> <li>➤ When there are only four digits before or after the decimal marker, it is customary not to use a space to isolate a single digit (e.g. 5879, 1.5681)</li> <li>➤ When multiplying numbers, use only the multiplication sign “x” with a space before and after, <i>not</i> centre dot (·) nor the letter “x” or “X” (e.g. 25 × 5.3; <i>not</i> 25 · 5.3; <i>not</i> 25 x 5.3).</li> </ul>

Style	Description
<b>Units</b>	<p>If possible, use SI units; although other commonly used non-SI units are also acceptable (e.g. °C for temperature, bar for pressure).</p> <p><b><u>Spacing</u></b></p> <ul style="list-style-type: none"> <li>➤ One spacing between number and unit (e.g. 5 cm, 50 °C, 30 %; <i>not</i> 5cm; <i>not</i> 50°C; <i>not</i> 30%).</li> <li>➤ Exception for angular degree (°), minute (') and second (") (e.g. 3°, 45'') which are placed immediately after the number.</li> </ul> <p><b><u>Symbols for Units</u></b></p> <ul style="list-style-type: none"> <li>➤ Use symbol for units and not their abbreviation (e.g. 5 s; <i>not</i> 5 sec.).</li> <li>➤ Symbols for units are written in upright type i.e. not italic (e.g. m for metres, g for grams). This is to differentiate them from italic type symbols used for variables (e.g. <i>m</i> for mass).</li> <li>➤ Symbols for units are written in lowercase, except for symbols derived from the name of a person, which start with uppercase. However, the <i>unit name</i> itself is written in lowercase. (e.g. the unit for pressure is named after Blaise Pascal; the unit itself is written as “pascal” whereas the symbol is “Pa”; 5 Pa or 5 pascal; 5 J or 5 joule; 5 N or 5 newton)</li> <li>➤ Symbols are not pluralised (e.g. 5 kg; <i>not</i> 5 kgs).</li> <li>➤ Symbols do not have an appended period / full stop (.) unless at the end of a sentence.</li> <li>➤ Symbols derived from multiple units by multiplication are joined with a space or centre dot (·) (e.g. N m for N·m). Hyphens (-) should not be used (e.g. <i>not</i> N-m) [<i>Note: centre dot (·) is different from period / full stop (.); centre dot is available under command Insert &gt; Symbol</i>].</li> <li>➤ Symbols formed by division of two units are joined with a solidus (/) (slash (/) is also acceptable) or given as a negative exponent (e.g. m/s or m s<sup>-1</sup>).</li> <li>➤ Only one solidus should be used (e.g. kg·m<sup>-1</sup>·s<sup>-2</sup> or kg/(m·s<sup>2</sup>); <i>not</i> kg/m/s<sup>2</sup>).</li> <li>➤ Do not mix unit symbols and unit names within one expression (e.g. coulomb per kilogram; <i>not</i> coulomb per kg).</li> </ul>

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<b>SI Prefixes</b>	<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th>Factor</th> <th>Name</th> <th>Symbol</th> <th></th> <th>Factor</th> <th>Name</th> <th>Symbol</th> </tr> </thead> <tbody> <tr> <td><math>10^1</math></td> <td>deca</td> <td>da</td> <td></td> <td><math>10^{-1}</math></td> <td>deci</td> <td>d</td> </tr> <tr> <td><math>10^2</math></td> <td>hecto</td> <td>h</td> <td></td> <td><math>10^{-2}</math></td> <td>centi</td> <td>c</td> </tr> <tr> <td><math>10^3</math></td> <td>kilo</td> <td>k</td> <td></td> <td><math>10^{-3}</math></td> <td>milli</td> <td>m</td> </tr> <tr> <td><math>10^6</math></td> <td>mega</td> <td>M</td> <td></td> <td><math>10^{-6}</math></td> <td>micro</td> <td><math>\mu</math></td> </tr> <tr> <td><math>10^9</math></td> <td>giga</td> <td>G</td> <td></td> <td><math>10^{-9}</math></td> <td>nano</td> <td>n</td> </tr> <tr> <td><math>10^{12}</math></td> <td>tera</td> <td>T</td> <td></td> <td><math>10^{-12}</math></td> <td>pico</td> <td>p</td> </tr> <tr> <td><math>10^{15}</math></td> <td>peta</td> <td>P</td> <td></td> <td><math>10^{-15}</math></td> <td>femto</td> <td>f</td> </tr> <tr> <td><math>10^{18}</math></td> <td>exa</td> <td>E</td> <td></td> <td><math>10^{-18}</math></td> <td>atto</td> <td>a</td> </tr> <tr> <td><math>10^{21}</math></td> <td>zetta</td> <td>Z</td> <td></td> <td><math>10^{-21}</math></td> <td>zepto</td> <td>z</td> </tr> <tr> <td><math>10^{24}</math></td> <td>yotta</td> <td>Y</td> <td></td> <td><math>10^{-24}</math></td> <td>yocto</td> <td>y</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>➤ Prefix symbols are attached to unit symbols without a space or hyphen (-) between the prefix symbol and the unit symbol (e.g. km; <i>not</i> k m; <i>not</i> k-m).</li> <li>➤ The same also apply for prefix names (e.g. kilometre; <i>not</i> kilo metre; <i>not</i> kilo-metre)</li> <li>➤ Prefix symbols are written in upright type, i.e. not italic. (e.g. kPa; <i>not</i> kPa).</li> <li>➤ All prefix symbols larger than kilo (<math>10^3</math>) are uppercase; the rest are lowercase (see table above) (e.g. MW, GHz, kW, mg, nm).</li> <li>➤ All prefix names are lowercase, except at the beginning of a sentence (e.g. megawatt, gigahertz, kilowatt, milligram, nanometre)</li> <li>➤ A prefix is never used in isolation; and compound prefixes are never used (e.g. <math>10^{-9}</math> m is nm or nanometre; <i>not</i> m<math>\mu</math>m or millimicrometre).</li> </ul>	Factor	Name	Symbol		Factor	Name	Symbol	$10^1$	deca	da		$10^{-1}$	deci	d	$10^2$	hecto	h		$10^{-2}$	centi	c	$10^3$	kilo	k		$10^{-3}$	milli	m	$10^6$	mega	M		$10^{-6}$	micro	$\mu$	$10^9$	giga	G		$10^{-9}$	nano	n	$10^{12}$	tera	T		$10^{-12}$	pico	p	$10^{15}$	peta	P		$10^{-15}$	femto	f	$10^{18}$	exa	E		$10^{-18}$	atto	a	$10^{21}$	zetta	Z		$10^{-21}$	zepto	z	$10^{24}$	yotta	Y		$10^{-24}$	yocto	y
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