

## GUIDELINES FOR PREPARING PROJECT / THESIS DOCUMENT

### 1.1 Format of the Project / Thesis

#### 1.1.1 Language

The language used in the Project / Thesis should be English. The language should be direct and simple, as the subject matter will allow.

#### 1.1.2 Font

Candidates must use 12 point **Times New Roman** font when preparing their Project / Thesis. No other fonts are acceptable.

#### 1.1.3 Spacing

- a) Double spacing for general text throughout the Project / Thesis.
- b) Single-spacing for explanatory footnotes, long quotations, appendices, long headings or subheadings and captions of tables and figures.

#### 1.1.4 Typing

- a) The Project / Thesis must be typed on one side of the page.
- b) It is advisable that candidates submit laser-jet printed copies of their Project / Thesis. Carbon copies are NOT acceptable.
- c) The written text should be black throughout the Project / Thesis. Moreover, it is advisable to color print for any image that helps in understanding or interpretation of the subject matter.

#### 1.1.5 Margins

- a) The top and bottom margins for all pages must be 1 inch wide. The right-handed margin must be 1 inch wide and the left-handed margin must be 1.5 inch wide. Additionally, the paper size should be A4 Paper.
- b) All printed materials (text, tables, figures, etc.) must appear inside the text area defined by the margins.
- c) The space defined by the footer and header margins must only be used for page numbering and footnotes.
- d) Footnotes must be at a minimum, single-spaced and in normal 8-point font.

#### 1.1.6 Paragraphs

- a) Any paragraph must have at least **two (2)** full lines in a page. Otherwise begin on the next page.
- b) Paragraphs must be indented with no more *tab-key* spacing.
- c) An empty line of double spacing width is required between paragraph and heading, between paragraph and caption and between paragraph and float. NO empty line of double spacing is required between paragraphs.
- d) Paragraphs must be aligned as *justified*.

#### 1.1.7 Pagination

- a) Pages must be numbered consecutively throughout the Project / Thesis, including pages of figures, tables and appendices.
- b) Pages numbers must be at left corner on the bottom of the page.
- c) Page numbers must be in normal font without punctuation. They should NOT be in *italic* or **bold** font. They must also appear by themselves and are not to be enclosed in

parentheses, hyphens or any other decorative fonts. Moreover, the copy write text “© Daffodil International University” must be at right corner on the bottom of the page.

d) Preliminary pages (those preceding Chapter 1) must carry pages numbers in roman numerals (i, ii, iii, etc.).

e) The title page (front cover) must **NOT** be numbered though it is counted as a page of the preliminary part of a Project / Thesis.

f) Arabic pagination (1, 2, 3, etc.) begins with the first page in Chapter 1 (or the introduction). Numbering must restart for Arabic pagination.

g) Page number and the copy write text must be printed at the 1 inch bottom margin of the page (in the footer section).

### **1.1.8 Appendices**

a) Each appendix must be identified separately using an alphabet (A, B, C, etc.).

b) The page numbering and the copy write text of the appendices must be continuously numbered, from the main part of the Project / Thesis, according to the above pagination system using Arabic pagination.

c) All pages in the appendices including those with diagrams, tables, images, etc. must have a page number.

### **1.1.9 Color, Quality & Size of paper**

a) Only white color paper must be used.

b) Paper of not less than 80g must be used for printing

c) Paper of A4 size (210 mm · 297 mm) must be used for all submitted copies of the Project / Thesis.

d) If paper of larger size is used (for schematics, drawings, etc.), they must be folded into A4 size.

### **1.1.10 Duplication**

a) Photocopies of these are accepted for the purpose of examination only.

b) It is the responsibility of the student to ensure that all photocopied theses submitted for examination are of proper alignment and clarity.

c) However, all final submitted copies of theses after the final defense **MUST** be printed. Photocopies are **NOT** acceptable.

### **1.1.11 Symbols or Characters**

a) The existing symbols within most word processors should be used to insert a symbol or character. Do not attempt to convert normal font to italic for symbols. **For example,**

**Italic – A and Symbols – · are not the same.**

b) It is advisable that candidates avoid using uncommon symbols or characters.

### **1.1.12 Floats**

a) Floats in a Project / Thesis document refer to any portion of the Project / Thesis that does not resemble any form of normal text. They *float* in the midst of all the text present in a Project / Thesis document.

b) Formulas, data, images, drawings, algorithms, flowcharts, schematics and program codes are all example of floats.

c) There are **ONLY three (3)** categories of floats; formulas must be stated as equations, data must be presented in tables and everything else must be inserted as figures.

- d) ALL floats in a Project / Thesis document **MUST** have a caption. Tables and figures **MUST** be referenced or cited within the text.
- e) Device captured images that are inserted into a Project / Thesis document must be ensured of proper quality and clarity. Mechanical or hand drawn sketches must be scanned and inserted. Electronically obtained images must be ensured of proper resolution before insertion into the Project / Thesis document. All figures must be centered.
- f) For equations, it is advisable to use the existing Equation Editor within the word processor, even for simple ones. All equations must be **left justified** and must NOT end with punctuation.
- g) Tables must be centered and constructed with all horizontal and vertical lines. Candidates are not advised to use oblique lines. Text entry into tables must use suitable font, size and alignment.
- h) Candidates are advised to place floats close to the portion of the Project / Thesis citing the float.
- i) For all other type of floats, the candidate is requested to refer to the Office of the Project / Thesis Committee for proper guide on presentation.

### 1.1.13 Captions

- a) The caption for various floats in a Project / Thesis document **MUST** be formatted using the guidelines presented in the following table.

ITEM	CAPTION LOCATION	TYPESETTING	EXAMPLE
Figure	Centered, Bottom of Figure	Chapter.Number:	Figure 2.1:
Table	Centered, Top of Table	Chapter.Number:	Table 4.4:
Equation	Extreme Right	(Chapter.Number)	(5.3)

- b) Double spacing is used between floats and paragraphs.
- c) Normal font is used in all captions.
- d) Equations that span over more than two lines should not have captions for each line. Instead a single caption should be placed at the extreme right at the last line of the equation, even if it appears on another page.

### 1.1.14 Citation

- a) If the following items are referenced, the following guidelines must be used.

ITEM	KEY	TYPESETTING	EXAMPLE
Figure	Chapter.Number	Figure Chapter.Number	Figure 2.1
Table	Chapter.Number	Table Chapter.Number	Table 4.4
Equation	Chapter.Number	Equation (Chapter.Number)	Equation (5.3)
Heading	Number.Section.Subsection	Heading Number.Section.Sub section	Chapter 4, Section 4.5.3
Reference	APA Style	(Author, Year)	(Thomas, et. al.,2006)

- b) Normal font is used in all citations.

c) The first alphabet in a citation is always in capital letters.

#### **1.1.15 Itemizing**

- a) Items must be put in a list and bullet or alphanumeric itemized.
- b) The sentence preceding a list must end with punctuation, only.

#### **1.1.16 Subdivisions**

- a) Candidates are advised to subdivide their Project / Thesis into **four (4)** parts;
  - i) Preliminaries,
  - ii) Main Text,
  - iii) References
  - iv) Appendices
- b) Suggested formatting of these parts is given in the next section.
- c) For the main text, headings and sub-headings must be numbered appropriately.
- d) Chapters must be numbered without any decimals and capitalized.
- e) Sections within chapters must be numbered according to the format Chapter.Section.Subsection with a decimal indicating the depth level.
- f) A depth level of not more than **three (3)** is recommended (2 decimals).
- g) No change in font type or size should appear in the headings. However, headings must be in **bold**.

#### **1.1.17 Length of Project / Thesis**

- a) Generally, Masters and Bachelor theses should NOT exceed 50,000 and 40,000 words respectively.
- b) Candidates are advised not to lengthen their Project / Thesis with unnecessary, irrelevant or protected data, figures, datasheets, program codes, etc. in their appendices.

#### **1.1.18 Binding**

- a) Following acceptance and approval (*corrected and verified after the final defense*) of the Project / Thesis for publication, three (3) hard cover bound copies of the Project / Thesis shall be submitted to the Office of the Project / Thesis Committee.
- b) The outside Project / Thesis hard cover shall be printed according to the program color coding. For the Bachelor program, the hard cover must be in **Blue “LIKE THE DIU LOGO”** and for the Master program, the hard cover should be in **Black**.
- c) All the text on the front Project / Thesis hard cover must be printed in **Gold**. The title of the Project / Thesis, name & ID of candidate and the name of the university must be printed in CAPITALIZED. The name of the department should be Capitalized Each Word without preposition. Other text must be in Sentence case. The font size should be 18 point **Times New Roman with Bold** for the title of the Project / Thesis, 16 for the name & ID of candidate, the name of the department and the name of the university. Other text should be printed using 14 point Times New Roman without Bold.
- d) The particulars name of the candidate, title of the Project / Thesis and semester should also be printed on the spine of the bound Project / Thesis using 10 point Times New Roman in bold (written from the head to the foot of the spine) if the Project / Thesis is thick enough (Font size adjusted according to thickness of spine for clarity. Title omitted if length too long or spine too thin). For this, the spine need to divide 3 parts – left for name of the candidate, middle for the title of the Project / Thesis and right for the semester.
- e) Nothing must appear on the back Project / Thesis hard cover.

## **1.2 Sections in a Project / Thesis**

All Project / Thesis should be divided into appropriate sections, chapters or divisions. Every candidate should remember that generally a Project / Thesis consists of 4 parts; *Preliminaries, Main Text, References and Appendices*. The sections of a Project / Thesis are contained within these 4 parts. The following ordered list of Project / Thesis sections is supposed to serve only as a guide. Not all these will include all sections listed below. Many of these sections are self-explanatory. Further information on some of the sections is provided following the list.

### **1.2.1 Title Page**

The Project / Thesis title should be as concise as possible and should provide an accurate description of the Project / Thesis.

### **1.2.2 Approval of Project / Thesis**

Approval of Project / Thesis should be placed in the second page of every copy of the Project / Thesis.

### **1.2.3 Declaration of Project / Thesis**

Declaration of Project / Thesis should be placed in the third page of every copy of the Project / Thesis.

### **1.2.4 Copyright**

a) Under International Law, the use of copyright material requires the permission of either the author or the publisher. It is the responsibility of the candidate to address this issue and cover any expenses incurred.

b) If a letter of authority or permission to use copyright material had been obtained, it can be included in every page of Project / Thesis except Title page.

### **1.2.5 Acknowledgements**

This is optional, although most these include a brief statement of thanks in recognition of special assistance and guidance given by individuals, institutions or government bodies.

### **1.2.6 Table of Contents**

a) The title of chapters, sections and their principal subdivisions along with the page numbers on which they appear must be listed in the Table of Contents. Titles must be worded exactly as they appear in the text of the Project / Thesis.

b) Project / Thesis with many subdivisions must use a hierarchical numbering system for headings and sub-headings. Such a numbering system combined with the judicious use of upper and lower case letters, indentations and italics or bold fonts should provide a summary of the relationships between the sections of the Project / Thesis.

### **1.2.7 List of Floats**

a) These lists consist of the exact captions of all tables and figures that appear in the Project / Thesis. All floats must be numbered consecutively throughout the text according to the chapters.

b) Captions must include numbering and the pages on which they appear.

c) Captions appearing on the list should be accurate, brief and easy to interpret.

### **1.2.8 List of Nomenclature**

a) These lists consist of the exact definitions of all abbreviations, symbols and characters that appear in the Project / Thesis.

- b) This list is optional, depending on the subject of the Project / Thesis. All scientific symbols must be presented with units that follow the standard SI system.
- c) Definitions appearing on the list should be accurate, brief and easy to interpret (properly selected according to the norm).

**NOTE: The representation of the content of Project and Thesis are not same. So, for Thesis student follow the Appendix A and for Project student follow the Appendix B.**

### **1.2.9 References**

Any Project / Thesis that makes use of other works, either in direct quotation or by reference, must contain a listing of all the sources. Only works directly cited or quoted in the text must appear in the references. Any reference that appears in the text of your Project / Thesis must be listed on the references page, and any item appearing on your reference page must be cited somewhere in the body of your text.

#### *Format*

- a) Candidates are required to follow the publication manual of the American Psychological Association's (APA):

#### *Title*

The title **REFERENCES** must be centralized in capital letters.

#### *Font*

The list of references must be written in font size 12 points. Candidates should take note that APA style requires certain fields within a reference to be *italic* or **bold** (see appendix).

#### *Style*

- a) All entries must be in alphabetical order. The first line of a reference must be flushed with the left margin.
- b) Each additional line must be indented once (usually accomplished by using the TAB key).
- c) Do not press the space bar twice after a period or other punctuation. APA style requires only one space after any form of punctuation.
- d) Each reference must be single spaced, but be sure to use double space between references.

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### **1.2.10 Appendices**

This section is optional and will depend on the individual Project / Thesis content. It contains supplementary illustrative material, original data and quotations, too long for inclusion and not immediately essential to an understanding of the subject.

#### *Format*

- a) This section must be divided into sections as Appendix A, B, C, etc.
- b) Any floats included in the appendices should be numbered and captioned as for all floats appearing in the main text (e.g. Figure A.1, Table C.4, etc).

#### *Content*

- a) Candidates are required to discuss with their supervisors to decide on the appropriateness of the material that is included in the appendices.
- b) Candidates should all together **AVOID** inclusion of materials for the sole purpose to lengthen their Project / Thesis.

- c) Some of the material that appears in the appendices are as follows:
- i) Data Sheets (vital electronic components),
  - ii) Image Database (sample),
  - iii) Training/Learning/Experimental Data (specific),
  - iv) Output Data (to show change),
  - v) Relevant Derivations and Proof of Formulas,
  - vi) Relevant Theorems, definitions or Lemmas,
  - vii) Computer Code (specific implementation),
  - viii) Flowcharts,
  - ix) Circuit Schematics (with list of components),
  - x) Information Listing,
  - xi) List of Publications (abstracts may be included),
  - xii) List of Awards (exhibition, competition, etc.), and any other relevant material deemed necessary.

## Appendix A: For Thesis

### Abstract

- a) The abstract is a summary of the entire thesis. It should briefly outline the research problems addressed by the thesis, the findings and the significance of the work in the context of the field of study.
- d) Abstracts must not exceed one typewritten single spaced page of text (c. 400 – 500 words) written with normal font size of 12 points.
- e) The abstract must be placed before the first chapter.
- f) In writing an abstract, you should first complete writing your thesis. While the abstract appears at the beginning of your thesis, it should be the last section that you write. Once you have completed the final draft of your thesis, use it as a guide for writing your abstract.
- g) The abstract must also be written by five paragraphs ordering - **Background, Objectives, Methodology, Results, Conclusions**. In order to briefly describe your entire thesis, you will need to determine which elements are the most important. While you should aim for shortness, be careful not to make your abstract too short. Try to write one to two sentences summarizing each section of your thesis. Once you have a rough draft, you can start to edit for length and clarity.

### Main Text

The main body of the thesis is usually arranged into consecutively numbered chapters or sections. The internal organization of the thesis is the responsibility of the candidate in consultation with his/her thesis supervisor(s). The organization will partly depend on the field of study, but the responsibility is on the student to provide a systematic and well-organized thesis. Overall, the font of the main text must be 12 points with double-spacing. A thesis will often include the following chapters:

#### INTRODUCTION

This should highlight the objectives of the study, problem statement, set forth a hypothesis, and outline the strategy adopted by the work. It is not compulsory but it is recommended to divide the *Introduction* into seven sections ordering **Background, Motivation of the Research, Problem Statement, Research Questions, Research Objectives, Research Scope, Thesis Organization**.

#### LITERATURE REVIEW

All reviews from the previous findings related to the research are discussed in searching for the relevance and significance.

#### RESEARCH METHODOLOGY

- a) All relevant experimental, descriptive, theoretical and analytical techniques used in the research should be outlined, such that another researcher could repeat the study.
- b) Reference of methods to other research should be made where appropriate.

#### RESULTS & DISCUSSION

This section includes the analysis and presentation of data. The results should be interpreted and summarized.



## **CONCLUSIONS AND RECOMMENDATION**

- a) Provides the context in which to interpret the results of the study, stressing the significance, implications and limitations of the findings.
- b) The section should relate to the initially set out objectives spelled out in the beginning of the thesis.
- c) It is not compulsory but it is recommended to divide the *conclusions and Recommendation* into two sections ordering **Findings and Contributions, Recommendations for Future Works**.

## **Appendix B: For Project**

Follow the format advised by your concerned supervisor.