

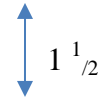
GUIDELINES FOR PROJECT REPORT WRITING

- 1. Document type:** The report should be type written as a MS Word document.
- 2. Report Size:**
 - 2.1 Page Size: The size of pages in report should be A4.
 - 2.2 Report Length: Between 100 and 200 pages including all appendices
- 3. Number of Copies:** Two hard copies of report and one electronic copy are to be submitted. One copy should be type written or word processed and the second copy can be a photocopy. The electronic copy should be submitted on a CD.
- 4. Layout of Script:** Type script should be one & half spaced and on one side of paper only. Captions, footnotes, quotations and references may be single spaced. Times New Roman with 12 font size is to be used. Only footnotes can use a 10 size font with single spacing.
- 5. Margins (Text):**

Left hand side	1.5” ,	Right hand side	1”
Top:	1” ,	Bottom:	1”
- 6. Table of Contents:** A table of contents should be given which should include major headings and sub-headings with page numbers .
(See Exhibit-3 in Annexure-C).
- 7. Page Numbering:**
 - 7.1 All pages in the main text must be numbered at the bottom center using regular numerals e.g. (1, 2,.....)
 - 7.2 Use lower-case Roman numerals (e.g , i. ii. etc.) for preliminary pages (e.g. Abstract, Acknowledgement, Table of Contents etc) and regular numbering for text pages in bottom, center .
- 8. Headings / Sub-heading** Headings and Sub- headings, article numbers, etc. should all be left aligned.
 - 8.1 The main heading of the chapters should be 14 point font, bold, all upper case and centered (not underlined)

Example:

CHAPTER 4
(14 pt bold)



DESIGN CALCULATIONS
(14pt.bold)

8.2 First level subheading should be 12 point font, upper case, left justified and underlined with one complete line space above and below the heading. The numbering format to be made is #. #

Ex 4.1 TWELVE POINT UPPER CASE UNDERLINED LEFT JUSTIFIED

8.3 Second level subheading should be 12 point font, mixed case, left justified and underlined with one complete line space above and below the heading. The numbering format to be used is #. # . #

Ex. 4.1.1 Twelve Point Mixed Case underlined left justified

8.4 Third level heading should be 12 point font, mixed case and left justified with one line space above and below the heading. The number format to be used is #. # .# .#

Ex. 4.1.1.1 Twelve Point mixed case left justified

8.5 Fourth level heading should be 12 point font, mixed case and left justified. Text to start in the same line as of heading separated by a colon and two character spaces. Numbering format to be used is #. # . # . # .#

Ex. 4.1.1.1.1 Twelve point mixed case left justified: Text to start from here

9. Equations:

9.1 All equations must be clearly set . When referring to equations in the text, preface the number with the word “eqn” or “eqns” and place the number within brackets i.e. eqn (1).

9.2 Displayed equations should be numbered simply (1), (2), (3) etc. The number should appear at the right of the equation , flush with the text on the right side .

10. **Tables:** Tables must have caption centered over the table. Captions should be numbered Sequentially starting with number 1 , i.e. **Table 1:**

11. **Figure:** Caption to the figures (photo, diagrams, and /or illustrations) should be centered below the figure. i.e. **Figure 1:**

12. Report Sequencing:

Page sequence should be followed as under:

Title Page, Certificate, Abstract, acknowledgment, Table of Contents, List of figures, List of Tables, Main body of report (chapters), Appendices

12.1 A typical sample of the title page is shown as “Exhibit-1”.

12.2 A typical sample certificate is placed as “Exhibit-2”.

12.3 An abstract of the report must be included immediately after the certificate. It should be a brief review (about half to one page) of the entire project including the statement of the problem, the method or procedure used in problem, the main results and conclusions drawn.

12.4 A sample of Table of Contents is shown as “Exhibit-3”.

12.5 References should be provided in following form:

Author’s name, title, journal/book name, volume, page range, publishing year.

For Example:

[1] Wilkins, C., “Cryogenic Processing: The Big Chill”, EDM Today, pp. 36 44, 1999.

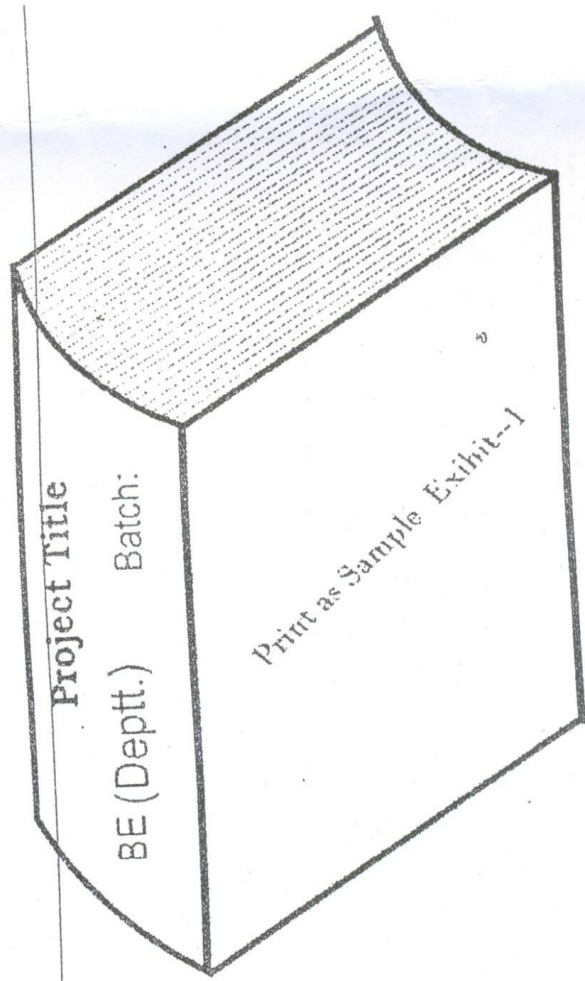
[2] Collins, D.N., and Dormer, “Deep Cryogenic Treatment of a D2 Cold-Work Tool Steels”, Heat Treatment of Metals, Volume 3, pp.71-74, 1997.

13. **Box file:** All relevant reference materials which do not form part of the report such as catalogues, internet down loads , software, etc. must be submitted in a box file . On top of the box file information mentioned in Exhibit-1 should be printed.

14. **Binding:** All project reports must be hard bound in Navy Blue color. No other form of bind shall be acceptable. Any large size diagram must be properly folded and placed in a pocket of the bounded report to be provided at the end of this purpose. The Front Cover Title (same as Exhibit-1) should be printed in *Silver letters*

15. Spine Labeling :

The Project title, department and batch should also be indicated on the spine of the binding as well as of the box file as shown in the following figure.



**REASONS OF EXCESSIVE INDUSTRIAL CORROSION RATE
AND ITS REMEDIES ON STEEL STRUCTURES LOCATED
NEAR COASTAL AREAS OF KARACHI**



GROUP NO. XX

(16 pt)

Batch: 20XX -20YY

(16 pt)

Name

(16 pt)

Fawad Hussain Junejo

Syed Mansoor Alam

Aslam Khan

Atta Ur Rehman

(14 pt)

Seat No.

(16 pt)

XXX

XXX

XXX

XXX

Project Supervisor:

(16 pt)

Project Co-Supervisor:

Prof. Dr. _____

Mr. _____

**DEPARTMENT OF METALLURGICAL ENGINEERING
NED UNIVERSITY OF ENGINEERING & TEHNOLOGY**

CERTIFICATE

(16 pt)

Submitted in partial fulfillment of the requirement of the degree of Bachelors of Engineering (Metallurgical Engineering). (14 pt)

Title of the Project (16 pt)

Group No . XX

(16 pt)

Batch: 20XX – 20YY

Name

(16 pt)

Seat No.

Fawad Hussain Junejo

XXX

Syed Mansoor Alam

XXX

Aslam Khan

XXX

Atta UR Rehman

XXX

(14 pt)

Project Supervisor

(16 pt)

Project Co-Supervisor

Examiner-1

Examiner -2

**DEPARTMENT OF METALLURGICAL ENGINEERING
NED UNIVERSITY OF ENGINEERING & TEHNOLOGY**

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PROJECT REPORT STRUCTURE

Title page

Certificate

Abstract (with key words not less than 5)

Acknowledgment

Table of Contents

List of Figures

List of Tables

Chapter 1 Introduction

1.1 Brief Background

Briefly explain your project

1.2 Problem Statement

Why research is carried on this particular title?

1.3 Aims and Objectives

What are major aims and objectives of this research?

1.4 Scope of Work

How you want to carry on research?

Chapter 2 Literature Review

Following are general outlines for this chapter

2.1 Introduction

2.2 Types of X-material

2.3 Processing of X-material

(List out major processing methods including the one you want to carry on your research)

2.4 Properties of X-Material

2.5 Mechanism of X-material

2.6 Factors affecting the Performance of X-material

2.7 Applications of X-material

2.8 New Trends in X-material

2.9 Summary etc.

Chapter 3 Experimental Procedure

3.1 Materials

All materials that are supposed to be used in the project.

3.2 Methods

Major methods performed in this research

3.3 Calculations/Derivations etc. (if any)

3.4 Testing and Characterization

Any test or characterization techniques that is carried out. For example XRD, SEM etc.

3.4.1 XRD

(Few lines about technique and then what you want to observe using this technique)

3.4.2 SEM etc.

(Few lines about technique and then what you want to observe using this technique)

Chapter 4 Results & Discussion

4.1 SEM/Microstructure

4.2 XRD/Phases

4.3 UTM/Mechanical Properties

4.4----- etc.

Chapter 5 Conclusions and Recommendations

5.1 Conclusions

5.2 Recommendations

Please provide full details for the future work as your recommendations.

Chapter 6 References

Author's name, title, journal/book name, volume, page range, publishing year.

For Example:

[1] Wilkins, C., "Cryogenic Processing: The Big Chill", EDM Today, pp. 36-44, 1999.

[2] Collins, D.N., and Dormer, "Deep Cryogenic Treatment of a D2 Cold-Work Tool Steels", Heat Treatment of Metals, Volume 3, pp.71-74, 1997.

Appendices

Plagiarism Policy:

- Plagiarism should be < 20%.