Guidelines for Assignments

Style Guidelines

Use Times New Roman, 12pt for all text. Report should be printed on A4 sheets with 1"(2.54 cm) margin in each edge (1.5 line spacing). Gutter 0.5" (1.2 cm) on left side. Number the pages at the bottom right corner. All tables should be numbered numerically and their captions must appear above the table and figures must be numbered numerically and their captions must be placed bellow the figure. References should be formatted based on APA guidelines. Do not add borders, headers or footers for any page. Number the pages at bottom-right corner. Headings and paragraphs etc. should be formatted using following styles.

Title Page (Use the given template page)

Certification (Use the given template page)

Acknowledgements (if any)

Table of Contents (must include a table of content covering headings up to third level including page numbers)

1   Introduction (This section must give a brief introduction on the topic and on the purpose of the report. Further, a brief outline on the report must follow. Total length of this section is maximum 0.5 page)

2   Heading level 1 (bold, 12pt)

2.1   Heading level 2 (bold, 12pt; if used, there should be two or more under each heading level 1)

2.1.1   Heading level 3 (12pt; if used, there should be two or more under each heading level 2)

3   Summary (This section must summarize the key points. Maximum length of this section is preferably 0.5 page)

Appendices (if any; as short as possible)