### **Guidelines and Format for UG Final Year Project (fyp) Report**

**PAGE DIMENSION AND BINDING SPECIFICATIONS**

* **Dimension** of the project report should be in A4 size thick white 80gms paper. Only one side of the paper would be used.The project report should have a pocket at the end to keep the CD andwould be hard bindedaccording to the respective Department i.e Black for Telecom. The cover page should be **printed in Golden letters, see *title page specimen*.**
* **Margins** –Right, Top, Bottom – 1.0 inches, Left – 1.5 inches.
* **Text font** –Times Roman font in black color andfully **justified**is used for the main text. Font size is 12 points.
* **Headings**–Main, Sub-headings &Sub-sub-headings in **boldface**,forTitle Case and Main heading font size is **16 points** and for Sub- headingsfont size is **14 points**, **underline**. Not more than 3 levels of headings should be used.
* **Page Numbers** – No Roman numbers, Numeric numbers in footer, **bottom centre**starting from Page 1 till the end. However, page 1 will not be written on the 1stpage.
* Each pagehas the title of the chapter with chapter no. in header, **top right**. In case of long title, shorter version should be used.
* **Length of Report** – Main part of report should be of max 30,000 words excluding Anx, List of Figures etc.
* **Number of copies** –Students is requested to submit 03Hard copies(perfectly corrected/errorless) and Soft copies(CD) free from virus/error in PDF files of their manuscripts. The PDF file should comply with the following requirements:
1. There must be no PASSWORD protection on the PDF file at all;
2. All fonts must be embedded
3. The file must be text searchable (do CTRL-F and try to find a common word such as 'the').
4. It contain Source code of the project, Data Sheets, any other referenced material
* **Report Submission –**Students should submit the final report to project Coordinator on specified dates. The report should be spiral bind for evaluation.Final report duly signed by supervisor (along with his comments) must be submitted . There will be penalty of 5% of marks per day for late submission.
* **Footnotes –** if required.

**REPORT PREPARATION FORMAT**

1. **Cover/Title Page**

1 page<Front page Font & Logo Color–Golden>

**(A typical Specimen of Cover Page& Side Corner given below)**

|  |  |
| --- | --- |
|  | **Foundation University****Institute of Engineering & Management Sciences** |

**BSXX-20XX-20XX (DEE)**

**TITLE OF PROJECT REPORT**

A PROJECT REPORT

BSXX- (20XX)

**TITLE OF THE PROJECT REPORT**

***Submitted by***

NAME OF THE CANDIDATE(S)

**BACHELORS**

**IN**

**XYZ ENGINEERING**

**YEAR**

**20XX-20XX**

**PROJECT SUPERVISOR**

SUPERVISORNAME

Submitted to the Faculty of Foundation UniversityInstitute Of Engineering and Management Sciences, Rawalpindi in partial fulfillment for the requirements of a BS Degree in Telecommunication Engineering

|  |  |
| --- | --- |
|  | **Foundation University****Institute of Engineering & Management Sciences** |

***(A typical Specimen of Cover/Front Page)***

<Font Style- Times New Roman,Center, and BLOCK><Double line spacing>

**TITLE OF PROJECT REPORT**

<Bold, Font Size 18>

A PROJECT REPORT

DEGREE

<Font Size 14>

***Submitted by***

<Font Size 14><Bold, Italic>

NAME OF THE CANDIDATE(S)

<Font Size 16>

**BACHELORS**

**IN**

**XYZ ENGINEERING**

**Year**

**2011**

<Bold, Font Size 14>

**PROJECT SUPERVISOR**

<Bold><Font Size 14>

SUPERVISOR NAME

<Font Size 14>

* **Side Corner of Report –**It should comprise of Degree, Year in **Golden color**.

<Font Style Times New Roman – Size 14 – Bold>

**2. Declaration**

1 page (Declaration and Copyright Certificatewould be in same page).

***(A typical specimen of Declaration)***

**DECLARATION**

<Font Style Times New Roman – size -16> (**BLOCK, Center)**

< Font Size 12, Line spacing 1.5>

**FUIEMS**

**Statement of Originality**

I/We namely**Asma Khan, IrumSaghir&ZohraAfzaal**

Submitting thesis titled “**Diagnosing Schizophrenia through EEG using Graph Theory**”. State that I/we clearly understand what plagiarism is and we have also read about it using online sources. As such, I/we claim that this entire work (code, reports etc.) is our own effort. We have not used/copy or pasted or paraphrased even a single line of code or sentence from any other source **without giving a proper reference to it**. Based on our confidence in our originality, we allow the University to run anti-plagiarism software on the same.

We understand that if now, or in the future, ever it is found out that we have not been honest and have plagiarized, the university will take action and will result in disciplinary action, such as the cancellation of our degree and I/we can be liable for any subsequent punishments as deemed appropriate by the University as well as the Higher Education Commission Pakistan.

\_\_\_\_\_\_\_\_\_\_\_\_

Name, Signature and date

\_\_\_\_\_\_\_\_\_\_\_\_

Name, Signature and date

\_\_\_\_\_\_\_\_\_\_\_\_

Name, Signature and date

**3. Copyright Certificate**

In same page of Declaration.

***(A typical specimen of Copyright Certificate)***

**COPYRIGHT STATEMENT**

<Font Style Times New Roman – size -16> (**BLOCK, Center)**

< Font Size 12,Line spacing 1.5>

* Copyright in text of this thesis rests with the student author. Copies (by any process) either in full, or of extracts, may be made **only**in accordance with instructions given by the author and lodged in the Library of FURC. Details may be obtained by the Librarian. This page must form part of any such copies made. Further copies (by any process) of copies made in accordance with such instructions may not be made without the permission (in writing) of the author.
* The ownership of any intellectual property rights which may be described in this thesis is vested in FURC, subject to any prior agreement to the contrary, and may not be made available for use by third parties without the written permission of the College of E&ME, which will prescribe the terms and conditions of any such agreement.
* Further information on the conditions under which disclosures and exploitation may take place is available from the Library of FURC, Rawalpindi.

<Font Style Times New Roman – BLOCK, Heading size – 16, Text size -14, 1.5Line spacing>

**4.ACKNOWLEDGEMENTS–**It should be of 1 Page before abstract, heading of acknowledgement should be in center.

**5. ABSTRACT –**It shouldbe of 1 page comprising of summary of report, and must be written once the project report has been completed.Heading of Abstract should be in center.

**6. TABLE OF CONTENTS**- 1 or 2 Pages (Sub Heading also including)

***(A typical specimen of Table of Contents)***

<Font Style Times New Roman><Line spacing 1.5>

**TABLE OF CONTENTS**

(Font Size 16, Center, Bold, Block)

**Declaration and CopyrightCertificate**…Font Size 12<Bold>… ………………………....Page No

**Acknowledgements**.………...…………………………………………………… ………..Page No

**Abstract**………………………….…………………………………………………………..Page No

**Table of Contents**……….…………………………………………………………………..Page No

**List of Figures**…………..…………………………………………………………….……..Page No

**List of Tables**..…………..…………………………………………………………….……..Page No

**List of Symbols, Abbreviations and Nomenclature**.……………………………….……..Page No

**Chapter 1**

**<**Size 12, Center, Bold>

Introduction

**<**Size 12, Center, Unbold**>**

1.1 Topic …..…………FontSize12….……………………………………….………..Page No

1.2 Topic ………………………..…………………………………………………..Page No

 1.21 Topic …………………………..…………………………………………………..Page No

**Chapter 2**

Chapter Name

2.1 Topic …..………………………………….……………………………………………..Page No

2.2 Topic …………………………..…………………………………………………..Page No

**Chapter 3**

Chapter Name

3.1 Topic ………………………………….……………………………………………..Page No

3.2 Topic …………………………..…………………………………………………..Page No

**Chapter 4**

Chapter Name

4.1 Topic ...……………………………….……………………………………………..Page No

4.2 Topic ...…………………………..…………………………………………………..Page No

4.21 Topic …… ……………………..…………………………………………………..Page No

**Chapter 5**

Chapter Name

5.1 Topic………………………………….……………………………………………..Page No

5.2 Topic …………………………..…………………………………………………..Page No

5.21 Topic ………..…………………..…………………………………………………..Page No

 5.22 Topic ……………………………..…………………………………………………..Page No

**Chapter 6**

Summary/Limitations

6.1 Topic ……..………………………….……………………………………………..Page No

6.2 Topic …………………………..…………………………………………………..Page No

6.21 Topic.…..………………………..…………………………………………………..Page No

**Chapter 7**

Recommendations for Future Work

7.1 Topic ……..………………………….……………………………………………..Page No

7.2 Topic …………………………..…………………………………………………..Page No

**Chapter 8**

Conclusion

8.1 Topic ……..………………………….……………………………………………..Page No

8.2 Topic …………………………..…………………………………………………..Page No

8.21 Topic .…..………………………..…………………………………………………..Page No

**<Bold>**

**References…………**Font Size12...………..………………………………………………..Page No

**Appendix – Program Listing**……………...………..………… …………………………..Page No**Checklist**……………………….....………...………………………………………………..Page No

**7. List of Tables -**1 page

***(A typical specimen of List of Tables)***

**LIST OF TABLES**

<Font Size16, Center, Block, Bold>

<Font Size12, Line spacing 1.5>

Table 1.1 Example………………………………………….………………………….........Page No

Table 1.2 Example …………………………….……………………………………………..Page No

**8. List of Figures -** 1 page

***(A typical specimen of List of Figures)***

**LIST OF FIGURES**

<Font Size16, Center, Block, Bold>

<Font Size12, Line spacing 1.5>

Figure 1.1 Schematic diagram of speech production………………..………………….........Page No

Figure 1.2 Example of an image……………………………...…………………………………......... ………………………………………………………………………………………………..Page No

**9. List of Symbols-**1 page

***(A typical specimen of List of Symbols)***

**LIST OF SYMBOLS**

<Font Size16, Center, Block, Bold>

<Font Size12, Line spacing 1.5>

**Latin Letters**

V velocity

M mass

**Greek Letters**

p density

**10. Tables& Figures** – It should be centered of page. 1.5 line spacing should be adopted for typing the matter **above** the head of table and **under** the head of figure.

*Table 1.1*: This is an example of a table

< *Table 1.1=1st Table of 1st chapter>*

|  |  |
| --- | --- |
| Ratio | Decibels |
| 1/1 | 0 |
| 2/1 | ≈ 6 |
| 3.16 | 10 |
| 1/10 | 20 |
| 10/1 | -20 |



Figure 2.1: Schematic diagram of speech production.

< *Figure 2.1=1st Figure of 2nd chapter>*

11.Equations -<Font Size -12 and 1.5 Line spacing >it should be placed on separate lines and numbered. Particularly,

  (1)

where is a special warping function

  (2)

**12. List of Symbols, Abbreviations and Nomenclature** –Standard symbols, abbreviations etc. should be used.<Font Size -12 and 1.5 Line spacing >

**13. Chapters** – The chapters may be broadly divided into 3 parts,

<Font Size -12>< Line spacing-1><Heading Font Size – 16, Sub Heading Size 14>

**a.Introduction**

**b.Main Theme–**It includes Background& Theory, Explanation of Tech & Method,
Description of Hardwareand Software, (if any).

**c. Conclusion- (**if any)

**<**Font size 12>

**14. Result/Discussion/Implementation**

**15. Limitations**

**16. Summary -** (if any)

**17. Recommendations for Future Work**

**18. Conclusion**

## 19. References- It must be numbered in order of appearance, for example [1], [2] and [3].Hyperlinks should be written in full, black colore.g.http://www.fui.edu.pk/index.html along its date of URL accessed.

***(A typical Specimen of References)***

**REFERENCES**

(Font Size 16, Center, Bold, BLOCK Letters)

< Key info (topic) in italic, Font size 12, Line spacing 1.5>

[1] Dickens, G.W., Leitheiser, R.L., Wetherbe, J.C. and Nechis, M. (1984) *key information Systems Issues for the1980’s*. MIS Quaeterly, Vol.8, No. 3, September 1984, pp. 135 – 160. **(For Journal articles)**

[2] Kroeber, D.W and Watson, H.J. (1987). Computer-based information Systems: *A Management Approach.*Second Edition, Macmillan Publishing Company, New York, 1987.**(For Books or a report)**

[3] Gouda, M.G. and Dayal, U. (1971). *Optimal semijoin schedules for query processing in local distributeddatabase systems.* In Proceedings of ACM SIGMOD International Conference on the Management ofData, (Ann Arbor, Michican, April 29 – May 1, 1980.) ACM, New York, 1981, pp. 164 – 165. **(For Conference paper)**

[4] IBM. (1984). *Information Systems Planning Guide*. Fourth Edition, July 1984. SPSS Inc. (1983). SPSS-XUser’s Guide. McGraw Hill Book Company, New York, 1983.**(For Manuals)**

[5] Thorpe, A. (1982). *Stability tests on a tender-price prediction model*. M.Sc. Thesis, LoughboroughUniversity ofTechnology, UK.; 1982.**(For Unpublished reports and thesis)**

**20. Appendices -**<Font size-10>Students may introduce here a proof of a formula used in the report, a piece of software code, additional graphs, template of a schematic diagram, and any other information that might be helpful in describing the topic under investigation. This section is not mandatory and it may not be needed in many of the reports. On the other hand, certain reports may require more than one appendix to clarify the topic.

**21. Address/Telephone numbers -** of vendors from parts purchased /manufactured (if any).

**22. Checklist –**Signed by student, if any.

**23. Back Cover** – Hard bindedand according to departments respective color.

**Guidelines for the**

**Preparation of FYP Poster**

The FYP poster is a condensed representation of your project. It should be neat, attractive, and very inviting. Posters will be exhibited during the poster competition and will be evaluated.

The following is a list of recommended poster guidelines:

* Poster size ***should be A2*** (A2 size is equal to two A3 size papers).
* The poster ***should be plastic coated***.
* The orientation of the poster ***should be Portrait***.
* Don't use too much text - just highlight your major points. Use bullets wheneverpossible.
* Make sure the font is large enough for people to see from a couple of feet away.
* Illustrations and visualizations of concepts (maps, pictures, photos, design drawings, diagrams, tables, charts, graphs, "screen captures") look nice and can often say more than words.
* Make sure you spell check! (Also, note that capitalized words are often skipped bymost spell checkers.)
* The top-left part on the left side may be the title part and may contain Title of theproject, Author(s) and Supervisor(s).
* The top-right part may contain Project Goals
* The bottom part may contain Project Plan and list of tentative deliverables for
* While staying within these guidelines there is plenty of scope for individual creativity through the use of different fonts, colors, backgrounds and graphics.
* Do not include too much information. Too much information may obscure the main message of the poster. Limit the information to key information; rely onanswering questions and on your project summary to get across the detail.
* Use graphics where appropriate.

Guidelines for preparing FYP Presentations

Final year project presentation should follow the following criteria.

* The time duration will be of 30 minutes.
* Time should be equally divided among the group members and last 5 minutes should be left for question answer.
* Decent Back ground and text color should be chosen such that text/ figure should be clearly visible.
* Dress code should be followed. (Preferably suit should be prefer)
* Presentation should be comprises of following slides
	+ Abstract 5%
	+ Introduction 5%
	+ Background Knowledge 10%
	+ System diagram 15%
	+ Project Explanation 30%
	+ Testing & Results /demo 30%
	+ Conclusion and Future studies 5%
* Presentation copies and other related material should be copied to demonstration pc on the given time.
* Do not use too large or too small font for your presentation.
* Points should be clearly spaced and self-explanatory.
* Try to speak in polite voice.
* When question is asked listen carefully and one person should answer the question.