UNIVERSITY OF SCIENCE AND TECHNOLOGY

BIOMEDICAL ENGINEERING DEPARTMENT

Graduation Project Format Guidelines

JULY, 2012

General Format Guidelines

IMPORTANCE: The color of the cover should be red.

The manuscript of the graduation project must have a professional appearance; it must have standardized features and be attractively reproduced. Introductory material, text, and appendices must all be clearly and consistently prepared and must meet the following specifications:

Typeface – Type size should be 12-point. Do not use script, or ornamental fonts, use Times New Roman. Print must be letter quality or near letter quality with dark black characters that are consistently clear, crisp, and easily read. Accent marks and other hand annotations must be done neatly in black ink.

Chapter title font size	13 bold /all capital
Section font size	12 bold /all capital
Sub-section font size	12 bold / word first letter capital
Text font size	12 Times New Roman

Margins – Left, Right, Upper, and Lower Margins: 1 inch each.

Spacing– One and a half spacing is required in the main body of the manuscript except where conventional usage calls for single spacing; e.g., footnotes, indented quotations, tables, etc.

Word and Text Divisions– Words must be divided correctly at the end of a line and may not be divided from one page to the next. Use a standard dictionary to determine word

division. Avoid any heading or subheading at the bottom of a page that is not followed by text.

Language– The report must be in English. However, some chapters could be in Arabic when necessary.

Paper- All copies must be on white, A4 or letter-size paper. Double-sided copies may be submitted.

Pagination– Each page of the manuscript, including all blank pages, and pages with photographs, table, figures, maps, and computer program printouts should be assigned a number. Consistent placement of pagination, at least one inch from the paper's edge, should be used throughout the manuscript.
The following pagination plan may be used:

- For the preliminary pages, use small Roman numerals (i, ii, iii, iv, etc.). The title page does not have a number but counts as page i; the following page is ii.
- For the remainder of the manuscript use continuous pagination for text, illustrations, appendices, and bibliography- use Arabic numbers (1,2,3, etc.).
- Figures, tables and other illustrations should be titled as well as numbered (example- Figure 1 "The title of the figure.").

Photographs, Maps, and Charts– Large maps and charts should be avoided. Where necessary, they must be folded to 10.5 x 7.5 inches or smaller; they should be in pockets in the bound reports.

Reproducing the Report– Final copies of the report must be clear and attractive. Review each copy for evenness and clarity of type, missing pages and crooked text.

Front Page: see attached form**.**

<u>Order and Content</u>

1. **Preliminary Pages**

   - Title (Cover) Page:
     In the first page of the report (not to be numbered), University, College, Department, Project title, Student and Supervisor Names and Date have to be included. Student should use *black color only***.** See attached sample.
   - Abstract (maximum of one page):
     In abstract, students should introduce the problem, state the approach and scope of the work, and summarize the findings of the project. Reports submitted by multiple students should include a paragraph at abstract that clearly specifies the author of each section of the report.
   - Dedication (optional).
   - Acknowledgment: (optional)

A student can acknowledge those who contributed towards the accomplishment of his/her project work.

- Table of Contents:
  In this table, the report contents with respective page numbers have to be listed.
- List of Figures: (optional)
  In this section, all figures in the report are to be listed together with respective page numbers.
- List of Tables: (optional)
  In this section, all tables in the report are to be listed together with respective page numbers.
- Nomenclature:
  In this section, all symbols used in the text have to be properly defined including the units.

2. Main Text Chapters

The chapters to be included in the reports are as follows:

- *Chapter 1: Introduction*
  Includes background, statement of the problem, objectives, scope of investigation and method of approach, literature survey and report overview.
- *Chapter 2: and Chapter 3 if needed. This is the main body of the report it should include the Design / Design of Experiment / Software Development/ Mathematical Model.*
- *Chapter 3: Results & Discussions*
- *Chapter 4: Conclusions & Recommendations. Includes the summing of the work done, problems faced, lessons learned, and suggestions for future work.*

3. References
All listed alphabetically according to the first author.

a. Periodical
Hourani, M., and Wedian, F. (2000). The effect of adatoms on the corrosion rate of copper. Corrosion Science, 42, 2131-2144.

b. Books
Mitchell, T.R, and Larson, J. R., Jr. (1987). People in organizations: An introduction to organizational behavior; (3rd ed.). New York: McGraw-Hill.

The references should be cited in the text as follows:
Hourani and Wedian (2000) developed a theoretical ....
Hourani et al is used if more than two authors.

4. Appendices.

Supplied, if required, for data sheets, program listing, Mathematical derivation… etc.

<u>Report copies</u>

Four or five bound copies with original advisor signature should be submitted to the center
. A soft copy of the project should also be submitted. This should be inserted
in an envelope attached to the back cover of each copy.

UST LOGO

Department
Faculty
The University of Science and Technolgy, Sanaa-Yemen

YOUR PROJECT TITLE

By

First Name Initial Last Name (ID #)
First Name Initial Last Name (ID #)

Supervised by

Dr. FirstName Initial LastName   and   Dr. FirstName Initial LastName

Submitted in partial fulfillment of the requirements of B.Sc. Degree in xxxxxx xxxxxxx

June 2012