Report Writing Guidelines

Technical report writing format Style

Please strictly follow the formatting guidelines and be consistent throughout your document.

- Number each figure/table, add a meaningful caption to each figure/table, and refer to the figures/tables inside the text using their figure/table numbers.
- The student should use his/ her own language. Copying from books or manuals is not acceptable.
- List references (to papers, documents, manuals, web pages, etc.) at the end of your report (after the conclusion and before the appendix) in a separate section entitled References.
- Give citations to each of these references inside the text in a standard way.
- Spell-check your report.
- Number the pages.
- Bind your report.
- Read and edit your report several times before you submit it.
- It is important to use the following format:

Text font	New time roman
Text font size	**12**
Text spacing	**2**
Section font	**Bold/ all capital**
Section font size	**12**
Sub section font size	**11**
Page margins	**11" from all sides**

A sample of report forum is provided in a PDF file.