INFORMATICS INSTITUTE PROJECT REPORT
FORMAT AND APPEARANCE GUIDELINE

PREFACE

This document is prepared as a suggested guideline for the preparation of the Project Report documents by adapting from the Institute's thesis preparation guideline.

In this suggested guideline, the following items **must be done** (strictly required) according to the given format.

- The English Cover Page
- The Turkish Cover Page
- The Report Page

These three preliminary pages must be brought to the Institute for their format control before the announced date.

GENERAL MARGINS

The left margin (binding side) must be *at least 4 cm wide* to allow for binding; the other three margins must be *at least 2.5 cm wide*. However, in preliminary pages, the first pages of chapters of the text and the first pages of references and appendices pages, *the top margin must be at least 5 cm*. The margins are depicted in the following figure.
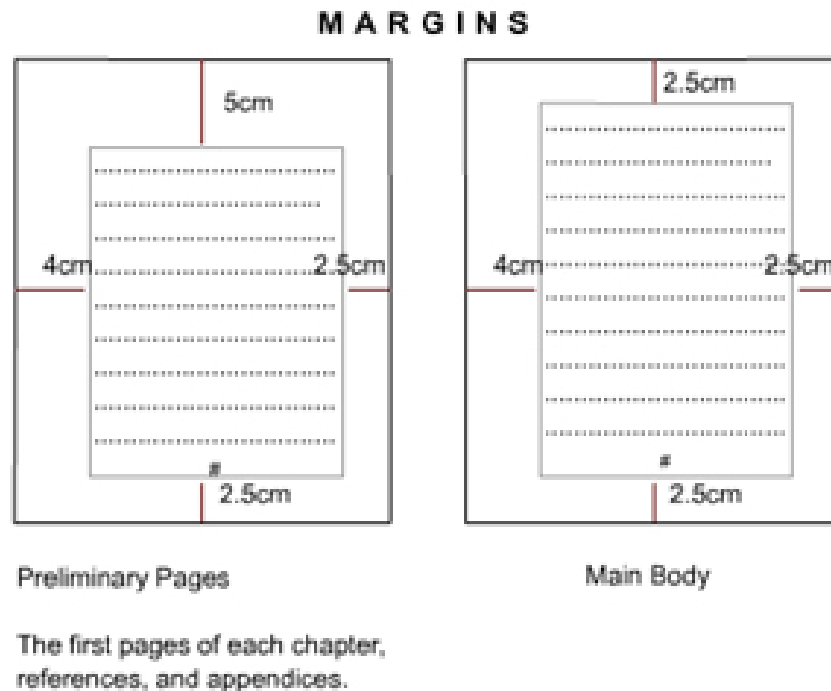

Figure 1

FONT

The font size should be l0-point or larger. Any standard font (e.g., Arial, Bookman, Palatino, Tahoma, Times New Roman, and Verdana) is acceptable. Do not use script or ornamental fonts. *The font type and font size must be consistent throughout the report.* Bold face letters, symbols, and italics may be used for special emphasis and foreign words.

In the body of the report, fonts and/or point sizes different from the rest of the text may be used to set off chapter titles, section headings, footnotes, endnotes,

examples, quotations, tables, and charts, as long as their use is consistent and they are easily readable

SPACING

The general text should use either double or 1.5 spacing (department consent can be used for single spacing for large volume reports); although tables, long quotations, footnotes, endnotes, bibliographies, and captions may be single-spaced.

If a right justification is used without hyphenation, texts containing long technical and scientific words may result in unsightly white spaces between words, which are not acceptable. In such cases, a proper word division must be used for those long words, manually.

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. ***At least two lines of a paragraph must appear together at the top and bottom of every page. A subheading must be followed by at least two lines of a paragraph.***

PAGINATION

All page numbers of the report ***must appear in the same location on the page***. You have three choices for this location: the upper right-hand corner, top center, or bottom center of the page. In any case, page numbers must be at least two single spaces above or below the nearest line of text, but within the margin boundaries as stated above. All page numbers must be in the same font and size.

The following pagination plan should be used:

a) For the preliminary pages, use small Roman numerals (i, ii, iii, iv, etc.). The English and Turkish Title pages and the page do not have numbers but count as pages I, ii and iii, respectively. Actual page numbering begins with iv on the Table of Contents page.

b) Use Arabic numerals beginning with "1" on the first page of the text and continue throughout the rest of the, including bibliography, and appendices. All pages must be numbered consecutively, including pages containing chapter pages, illustrations, such as tables, figures, plates, and photographs.

Every report has three main parts or divisions: the preliminary pages the text, and the reference matter (See Figure 2). You must follow the order of pages shown in the figure. Required sections are marked with asterisk.
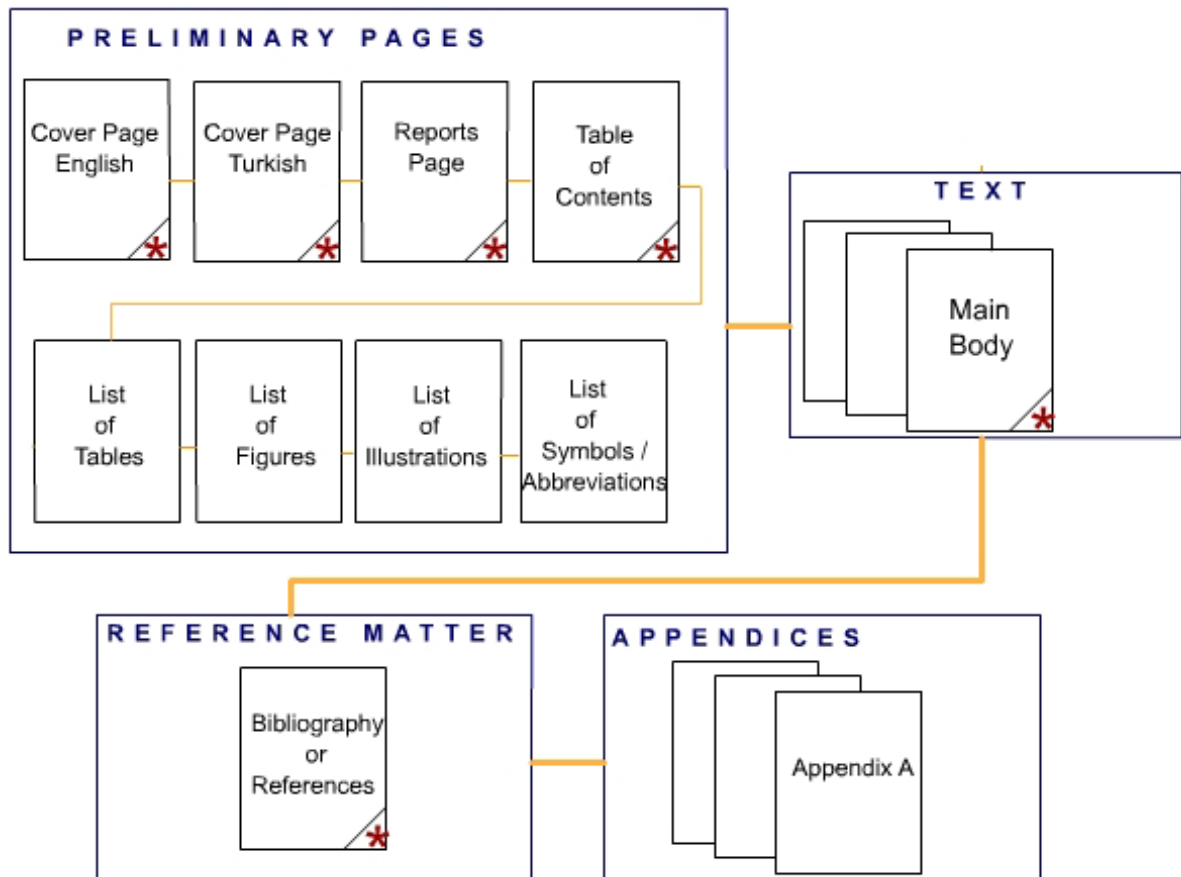
Figure 2

PRELIMINARY PAGES

DO NOT CHANGE THE FORMAT OF THESE THREE PAGES

(NEITHER FONT STYLES NOR FONT SIZES)

English /Turkish Cover Pages

They must be prepared according to the given format attached as seen in Figures 3-4.[1]
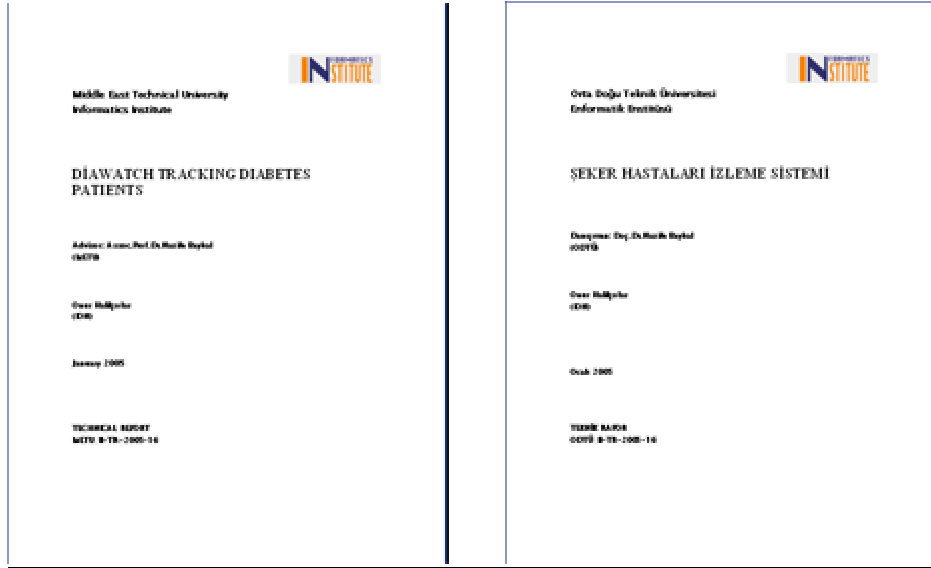
Figure 3

Figure 4

Reports Page

It must be prepared according to the given format attached and as seen in Figure 5.[2]

Figure 5

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[1] These two pages will be brought to the Institute for control of their format before the announced due date.

[2] This page will also be brought to the Institute for control of its format before the announced due date.

1. **AGENCY USE ONLY(Internal Use)**

2. **REPORT DATE :** You should write your report submission date.

3. **TITLE AND SUBTITLE :** You should write title of your report

4. **AUTHOR(S):** You should write the author of the report

5. **REPORT NUMBER(Internal Use):** You should write only "METU/II-TR-2006-". The remaining part will be written by Institute Secretary after your submission.

6. **SPONSORING/ MONITORING AGENCY NAME(S) AND SIGNATURE(S):**

You should select one of the following according to your program:

- ✓ Informatics Online Master's Programme, Department of Information Systems, Informatics Institute, METU

- ✓ Software Management Master's Programme, Department of Information Systems, Informatics Institute, METU

- ✓ Information Systems Master's Programme, Department of Information Systems, Informatics Institute, METU

You should write your advisor name into the 'Advisor' box and make sure that your advisor has signed your report before your submission.

7. **SUPPLEMENTARY NOTES**: You can write additional notes about your project.

8. **ABSTRACT:** An abstract should start with a clear statement of the object or purpose of the work done. The objective of the abstract is to furnish the reader, who may not be intimately concerned with details of the study, its purpose, results, important conclusions, and recommendations. As an example, the experimental equipment used with its size and type; a brief description of the experimental method and the important parameters must be given if appropriate. Major quantitative and qualitative results and main

conclusions should be covered within the abstract using a few short sentences for each without any subheadings. The abstract requires clear, concise and quantitative statements of what was done, what was found, and what it means. Writing an abstract requires a great deal of thought and is best done after completion of the other sections of the manuscript.

An abstract *must not exceed 200 words*, must not include any diagrams and references, nor any mathematical formulas unless absolutely essential.

9. **SUBJECT TERMS:** You should write the keywords of your project. (*Maximum five keywords)*

10. **NUMBER OF PAGES:** You should write the exact number of pages of your project report: Do not count the preliminary pages which you write in small Roman numbers.

Table of Contents Page

- The table of contents must list the title of each chapter and its parts and sections, references or bibliography, appendices, and vita (if applicable).

- The wording used for all entries in the table of contents must match exactly with what is used in the text.

- Each entry must have leader dots, which connect it to its corresponding page number.

- The heading TABLE OF CONTENTS appears without punctuation centered between the texts margins 5 cm from the top of the page.

- The listing of actual contents begins at the left margin at least three spaces below the heading.

List of Tables

A list of tables may be included for the convenience of the reader. If included, it will immediately follow the table of contents on a new page.

- The heading LIST OF TABLES appears centered between the text margins without punctuation 5 cm from the top of the page.

- The listing begins at the left margin at least three spaces below the heading.

- Each entry should have the same number and the same caption or title used for a table in the text, although a long caption may be abbreviated to the extent of using only the first full sentence.

- As in the table of contents, each entry must have leader dots, which connect it to its page number.

- If there exists reference in the caption of the table in the text, this reference must not be seen in the LIST OF TABLES page in the caption

List of Figures

A list of figures may be included for the convenience of the reader. If included, it will immediately follow the list of tables on a new page.

- The heading LIST OF FIGURES appears centered between the text margins without punctuation 5 cm from the top of the page

- The listing begins at the left margin at least three spaces below the heading.

- Each entry should have the same number and the same caption or title used for a figure in the text, although a long caption may be abbreviated to the extent of using only the first full sentence.

- As in the table of contents, each entry must have leader dots, which connect it to its page number.

- If there exists reference in the caption of the figure in the text, this reference must not be seen in the LIST OF FIGURES page in the caption

List of Symbols / Abbreviations

A list of symbols / abbreviations may be included for the convenience of the reader. If included, it will immediately follow the list of figures on a new page.

- The heading LIST OF SYMBOLS / ABBREVIATIONS appears centered between the text margins without punctuation 5 cm from the top of the page

- The listing begins at the left margin at least three spaces below the heading.

THE TEXT

- The text, or the body, is divided into multiple chapters to help the reader in understanding the subject matter. The formatting of the text must be consistent throughout. *All headings and subheadings should be presented in the same way in each chapter, in terms of capitalization, placement on the page and kind of type used.*

- Chapters are numbered consecutively in Arabic or Roman numerals and capital letters (CHAPTER 1, CHAPTER 2, etc., or CHAPTER I, CHAPTER II, etc.). In addition to general titles like INTRODUCTION, the chapters need substantially descriptive titles as well.

- *Only chapters should begin with a new page. Within a chapter, the presentation of subsections must be continuous; partially filled pages of text are acceptable only on non-textual pages, such as those presenting tables and illustrations.* Subsection numbering must not go beyond three levels (e.g. 1.2.3 Subsection Title) unless absolutely necessary.

- The heading CHAPTER 1 in all capitals is centered between the text margins *5 cm from the top of the page; the title goes two spaces below. The text begins at least three spaces below.*

ILLUSTRATIVE MATERIAL

- Illustrations include drawings, charts, figures, tables, diagrams, plates, and photographs. These may be inserted wherever the author feels appropriate, but as a general rule, *should appear as near as possible to the part of the text which refers to them.*

- Table numbers and captions are placed *one space above the top line of the tables; figure numbers* and captions are placed *one space below the last line or bottom of the figures.*

- Illustrations of one-half page or less in length may appear on the same page with the text, separated from the text above and below by three space.

- Illustrations that are too large to be placed sideways between the left- and right-hand margins should be rotated counterclockwise 90 degrees so that the top of the illustration runs parallel to the left-hand margin of the page. In such a case, the whole page must be reserved only for that illustration as a landscape format. The caption or legend for such an illustration must be in a portrait format. When illustrations are presented in this manner, the usual margin requirements remain in effect, and page numbers should appear in their normal place.

- *Illustrations of any kind must be numbered consecutively, including appendices.*

- Illustrations may run longer than one page. In such cases, all subsequent pages of the illustration must include at least the illustration number and the notation that is continued, e.g., "Table 1 whole caption (cont'd)" or "Table 1 whole caption (continued)".

- All headings and captions must be prepared either in the same typeface and point size used for the text, or in the same typeface and point size as every other heading and caption. Choose a point size that can be read easily, especially for tables.

- *Table numbers and captions are placed one space above the top line of the illustration; figure numbers and captions are placed one space below the last line or bottom of the illustration.*

- Color may be used in figures and photographs only with prior permission from the Graduate School.

FORMULAS

Mathematical and chemical formulas, equations and expressions may be printed, neatly hand-lettered, or both. If reference is made to them, they must carry numerical identification. All hand-lettered pages require prior approval of the Graduate School.

QUOTATIONS

- Short, direct prose quotations of three typewritten lines or less should be incorporated into the text, enclosed *in double quotation marks*.

- Prose quotations, which exceed three lines, should be set off from the text in *single spacing and indented* in its entirety at least four spaces from the left margin, with no quotation marks at beginning or end.

- *Segments of computer programs may be treated as quotation.*

FOOTNOTES AND ENDNOTES

The most common mode of presentation for both footnotes and endnotes is to single-space within, and double-space between, each listing. If placed at the bottom of each page, footnotes must be separated from the text by a complete horizontal line one space above the first line of the footnote.

Arabic numerals, asterisks or small letters should be used for footnotes and endnotes. In either case, the label used may appear either above the line or in parentheses even with the line.

THE REFERENCE MATERIAL

The reference material consists of a bibliography or references, which is required, and appendices, which are optional.

Bibliography or References

- The heading **BIBLIOGRAPHY** or **REFERENCES** is centered between the text margins, without punctuation, 3.5 cm from the top of the page; the list begins two spaces below.

- Each bibliographic entry should be *single-spaced with double spacing between* entries.

- You should check the Institute's web site for the references and in-text citations format samples:

  http://www.ii.metu.edu.tr/Thesis/Thesis_preparation.php#samplereferences

Appendices

- If the information to be appended requires more than one appendix, each should be given a letter (Appendix A, Appendix B, etc.). The heading APPENDIX A should appear centered between the text margins 5 cm from the top of the page. The typeface and size should be those used for chapter titles.

- Spacing need not be the same for each of the appendices. Documents and case studies may be single-spaced, whereas spacing for the explanations of methods and procedures may be similar to that of the text.

- Each appendix with its title must be listed separately in the table of contents as a subdivision under the heading APPENDICES.

- All appendices must have page numbers written in the same typeface and size used for pagination throughout the report.