

# **Style Guidelines for Final Year Project Reports**

**Final Year Project**

**Session 20XX-20XX**

**A 4th Year Student**

A project submitted in partial fulfilment of the  
COMSATS University Degree  
of  
BSc. (Hons.)BS in Computer Science / Software  
Engineering (CUI)



Department of Computer Science  
COMSATS University Islamabad, Lahore Campus

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**Project Detail**

Type (Nature of project)	<input type="checkbox"/> Development <input type="checkbox"/> Research <input type="checkbox"/> R&D			
Area of specialization				
<b>Project Group Members</b>				
Sr. #	Reg. #	Student Name	Email ID	*Signature
(i)	Group Leader			
(ii)				
(iii)				

\*The candidates confirm that the work submitted is their own and appropriate credit has been given where reference has been made to work of others

**Plagiarism Free Certificate**

This is to certify that, I am \_\_\_\_\_ S/D/o \_\_\_\_\_, group leader of FYP under registration no CIIT/ \_\_\_\_\_ /LHR at Computer Science Department, COMSATS Institute of Information Technology, Lahore. I declare that my FYP proposal is checked by my supervisor and the similarity index is \_\_\_\_\_% that is less than 20%, an acceptable limit by HEC. Report is attached herewith as Appendix A.

Date: \_\_\_\_\_ Name of Group Leader: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Co-Supervisor (if any): \_\_\_\_\_

Designation: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

HoD: \_\_\_\_\_

Signature: \_\_\_\_\_

**Abstract**

Write abstract here

## **Acknowledgement**

It is optional

# Table of Contents

1	Introduction	8
2	Styles in Word	8
3	Page Layout & Size	10
4	Headings	10
4.1	Second Level Headings	11
4.1.1	Third Level Headings	11
4.2	A Word on Numbering	11
5	Figures and Charts	11
6	Program Code	12
7	Table of Contents	12
8	Final Year Project (FYP) Report Outline	13
9	References	14

**List of Tables**

Table 1	Literature review sources	1
---------	---------------------------	---

## List of Figures

Figure 1	Selecting the Heading 1 style from the Word style menu.	7
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# 1 Introduction

This document is a style guide for final year project reports. **These styles should be used without modification or replacement.**

While this may well sound like a rather prescriptive approach to report writing, it is introduced for the following reasons.

1. The style guide allows students to focus on the critical task of producing clear and concise content, instead of being distracted by font settings and paragraph spacing.
2. By providing a comprehensive style guide the School benefits from a consistent and professional look to its internal project reports.
3. The style guide also allows the School to properly control the size restrictions that are placed on reports.

The remainder of this document briefly outlines the main components and suggested use of this style guide.

## 2 Styles in Word

Every style defined in this document is essentially a collection of formatting commands (font commands, paragraph controls etc) for each of the common types of components that are likely to make up your project report.

As such the following standard styles have been defined:

- **Normal** – the style for the basic text of the document.
- **Title** – the main title style.
- **Subtitle** – the subtitle style.
- **Author** – the style used for the author's name on the front page.
- **H1, H2, H3** – styles for different levels of section headings.
- **Figure** – the style for a figure or table caption.
- **Code** – the style for program source code.
- **Bulleted List** – the style for a standard bulleted list such as this one.
- **Numbered List** – similar to the bulleted list style except that the list is numbered.

Normally, styles are selected from the Word style menu, which is located on the main Word toolbar (see Figure 1).

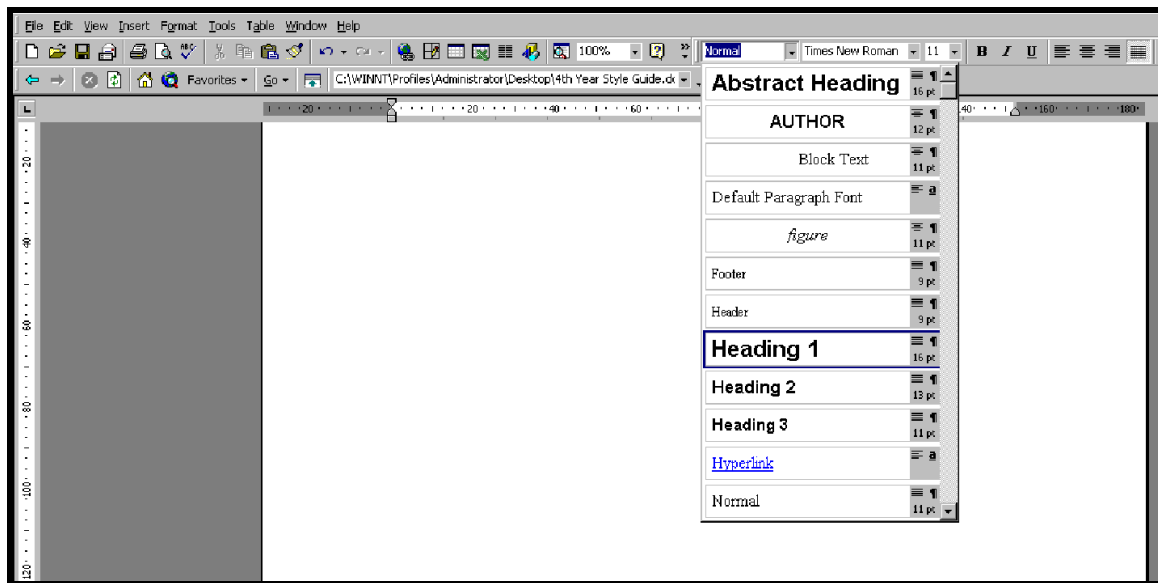


Figure 1. *Selecting the Heading 1 style from the Word style menu.*

To help you with the standard styles, a new toolbar has been added to the top left of this document; if you cannot see it then select the toolbar called *Report* in the *Toolbar* menu within the *View* menu. This new toolbar displays a set of buttons for each of the main standard styles used in this document. Just click on a style button to activate the corresponding style (see Figure 2).

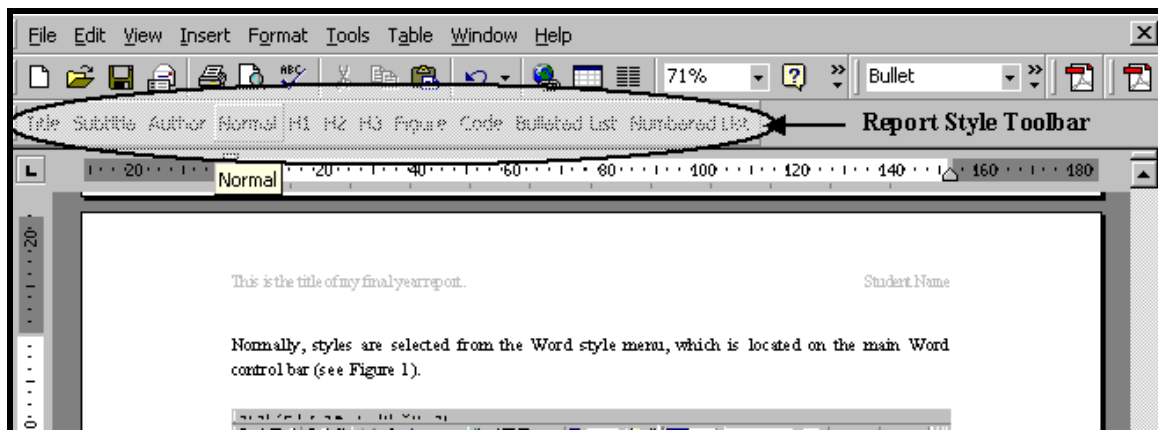


Figure 2. *The report style toolbar provides easy access to the approved styles.*

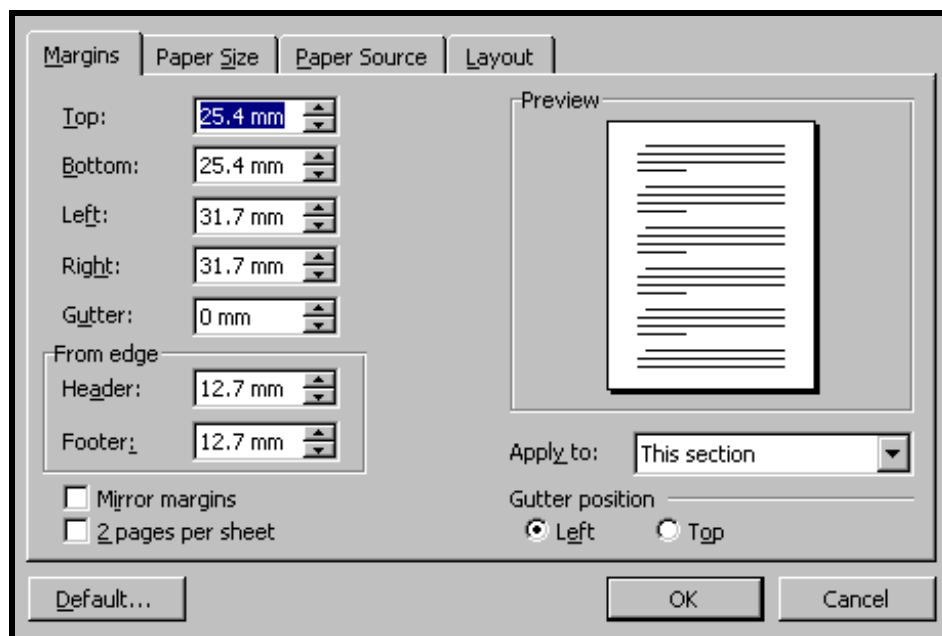
It is important to emphasise that the above styles are the only styles that are approved for use in your report. Word comes with an expanded set of pre-defined styles and of course you can, in theory, define your own styles. However, we strongly suggest that you stick to the approved styles. Of course, you may have a genuine need for a new style during the preparation of your report. However, we suggest that you consider whether one of the

approved styles can be used before you rush to create a new style,. For example, we have not defined a specific style for the bibliographic entries that you will need at the end of your report. Instead we strongly suggest the use of a numbered list style for your bibliography, with citations in the text taking the form of “see [1,2] for related work”.

### 3 Page Layout & Size

The page size and margins have been set in this document (see Figure 3). These should not be changed or adjusted. The page size, fonts and spacing have been chosen to allow for approximately 700 - 800 words per page of text or approximately 25,000 – 28,000 per 35-page document.

Figure 3. *Page settings defined for this document.*



In addition, page headers and footers have been included. The footer should not need to be edited as it contains page number and date information that is always updated automatically. Similarly, the header is designed to update automatically once the appropriate field data (title and author have been provided); see Section 8 for information about how to do this.

### 4 Headings

Your report will be structured as a collection of number sections at different levels of detail. For example, the heading to this section is a first-level heading (it's called *Heading 1*) and has been defined with a particular set of font and spacing characteristics. At the start of a new section, you need to select the appropriate heading style, *Heading 1* in this case, by clicking *H1* on the new style toolbar.

## 4.1 Second Level Headings

Second and third level headings have also been defined and can be accessed as *H2* and *H3* styles. For example, the heading in this subsection is a second-level heading.

### 4.1.1 Third Level Headings

The heading for this subsection is a third level heading. In general, it is unlikely that fourth or fifth level headings will be required in your final report. Indeed it is more likely that if you do find yourself needing them, then your document structure is probably not ideal. So, try to stick to three levels of heading provided.

## 4.2 A Word on Numbering

You will notice that the main section headings in this document are all numbered in a hierarchical fashion. You don't have to worry about the numbering. It is all automatic as it has been built into the heading styles. Each time you create a new heading by selecting the appropriate style, the correct number will be assigned.

*Table 1 Literature review sources*

Source	URL
Scopus	<a href="http://www.scopus.com">http://www.scopus.com</a>
Springer Links	<a href="http://www.springerlink.com">http://www.springerlink.com</a>
IEEE Xplore	<a href="http://ieeexplore.ieee.org">http://ieeexplore.ieee.org</a>
Science Direct	<a href="http://www.sciencedirect.com">http://www.sciencedirect.com</a>
Google Scholar	<a href="http://www.scholar.google.com">http://www.scholar.google.com</a>
ACM Digital Library	<a href="http://dl.acm.org/">http://dl.acm.org/</a>

This form of automatic numbering is great when it works well, and while you are not responsible for the numbering itself, you are responsible for the correct use of heading styles. If you are not careful – for instance by setting a blank line to be a heading style – you will find headings to be numbered incorrectly. This is because the heading numbering works by counting the number of previous heading assignments (of a particular type – heading 1, 2 or 3) that occur up to a given point in the document.

## 5 Figures and Charts

Most final reports will contain a mixture of figures and charts along with the main body of text. In this document a style called *figure* (accessed as usual from the new report style toolbar) has been defined for the figure caption and should appear directly after the figure as seen in Figures 1 and 2 above. Once again, time has been spent defining this style to handle figure numbering but care

needs to be taken to ensure that extra lines are not carelessly created in this style or else the numbering will not be correct.

Inserting and aligning figures and charts in Word can be a hit and miss affair at the best of times. As a tip, a fairly reliable way of inserting graphics and charts that have been copied to the clipboard is to use the “paste special” option in word and select a “picture” option, rather than pasting directly.

Figures, charts and tables should always be centred horizontally. This can be achieved by right-clicking the graphic, selecting the *Format Picture* option and then selecting the *Layout* tab to find various alignment options.

## 6 Program Code

A *Code* style has been prepared for formatting short excerpts of source code. It is a simple indented, single-spaced style using a fixed font (Courier New) to produce code that appears like the following:

```
static public void main(String[] args) {
    try {
        UIManager.setLookAndFeel(UIManager.getSystemLookAndFeelClassName());
    }
    catch(Exception e) {
        e.printStackTrace();
    }
    new WelcomeApp();
}
```

## 7 Table of Contents

A table of contents (TOC) page has also been included in this report template and can be created using the TOC generator in Word. Ordinarily this is accessed via *Index and Tables* option in the *Insert* menu. However, to avoid the need to set certain TOC features, the best way to insert a new table of contents is to use the TOC macro defined in this document. This macro can be run by clicking on the *TOC* button on the report style toolbar to position a new table of contents at the current cursor position – so care needs to be taken to properly position the cursor after the “table of contents” heading on page 3 of your report. Notice that you can update your existing table of contents by simply right clicking it and selecting the *update field* option.

A word of warning on this feature – the table of contents is automatically generated by compiling a table of all of the level 1, 2 and 3 headings in your document. This means that every line with one of these styles will appear in the table. If you use these styles for non-headings (of course you should not do this) then these non-headings will also appear in the table.

## 8 Final Year Project (FYP) Report Outline

### Chapter 1: Introduction

- Introduction
- Objectives
- Problem statement
- Assumptions & constraints
- Project scope (what and what not to consider)

### Chapter 2: Requirements Analysis

- Literature review / Existing system study
- Stakeholders list (Actors)
- Requirements elicitation
  - Functional requirements
  - Non-functional requirements
  - Requirements traceability matrix
- Use case descriptions
- Use case design
- Software development life cycle model (justification on why this particular model is considered)

### Chapter 3: System Design

- Work breakdown structure (WBS)
- Activity diagram
- Sequence diagram
- Software architecture
- Class diagram
- Database diagram
- Network diagram (Gantt chart)
- Collaboration diagram

### Chapter 4: System Testing

- Test cases
- Unit / integration / acceptance testing

### Chapter 5: Conclusion

- Problems faced and lessons learned
- Project summary
- Future work



## 9 References

References to any book, journal paper or website should properly be acknowledged, For example.

- [1] Lyda M.S. Lau, Jayne Curson, Richard Drew, Peter Dew and Christine Leigh, (1999), Use Of VSP Resource Rooms to Support Group Work in a Learning Environment, ACM 99, pp-2. (Journal paper example)
- [2] Hideyuki Nakanishi, Chikara Yoshida, Toshikazu Nishimura and Turu Ishida, (1996), FreeWalk: Supporting Casual Meetings in a Network, pp 308-314 (paper on web)
  - a. <http://www.acm.org/pubs/articles/proceedings/cscw/240080/p308-nakanishi.pdf>
- [3] Ali Behforooz & Frederick J.Hudson, (1996), Software Engineering Fundamentals, Oxford University Press. Chapter 8, pp255-235. (book reference example)
- [4] <http://www.bt.com/btj/archive.htm> (web site)

### APPENDICES

#### A. ANY OTHER SUPPORTING SCHEDULES or DOCUMENTS



*Include here the 1<sup>st</sup> page of Turnitin Report*

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