

**UNIVERSITY OF TABUK**

**Faculty of Engineering**

CIVIL ENGINEERING DEPARTMENT

**Graduation Project Report**

**Format Guidelines**

**April 2015**

**1 General Format Guidelines**

The report 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:

**1.1 Language**

The report must be in English.

**1.2 Typeface**

Type size should be 12-point. 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

|  |  |
| --- | --- |
| 12 bold /all capital | Chapter title font size  |
|  12 bold /all capital  |  First heading font size |
| 12 bold / word first letter capital | Second heading font size  |
|  12 Times New Roman  |  Text font size |

**1.3 Margins**

Left and Upper Margins 3 cm, and Lower and right Margins: 2.5 cm.

**1.4 Spacing**

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

**1.5 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.

**1.6 Paper Size**

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

**1.7 Page Number**

Each page of the report, including all blank pages, and pages with photographs, table, figures, maps, and computer program printouts should be assigned a number. Consistent placement of pagination should be used throughout the report. The following pagination plan may be used:

**1.8 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.

**2 Order and Content**

**2.1 Cover Page**

Title or cover page: In the first page of the report (not to be numbered), University, Faculty, Department, Project title, Student and Supervisor Names and Date have to be included. Student should use black color only**.** See attached sample.

**2.2 Abstract Page**

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.

**2.3 Acknowledgment: (optional)**

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

**2.4 Table of Contents**

In this table, the report contents with respective page numbers have to be listed.

**2.5 List of Figures (optional)**

In this section, all figures in the report are to be listed together with respective page numbers.

**2.6 List of Tables (optional)**

In this section, all tables in the report are to be listed together with respective page numbers.

**2.7 Nomenclature**

In this section, all symbols used in the text have to be properly defined including the units.

**2.8 Main Text Chapters**

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

**2.8.1 Chapter 1: Introduction**

Includes background, statement of the problem, objectives, scope of investigation and method of approach, literature survey and report overview.

**2.8.2 Chapter 2**

This is the main body of the report it should include the Design / Design of Experiment Software Development/ Mathematical Model.

**2.8.2 Chapter 3: Results and discussion**

 This chapter includes results and discussions

**2.8.2 Chapter 4: Summary and Recommendations**

This chapter includes summary of the work done, problems faced, lessons learned, and suggestions for future work.

**2.9 References**

**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: McGrawHill.

Note: Reference must follow the ASCE format given at:

http://www.libraries.uc.edu/libraries/ceas/instruction/classes/civil/asceform.html

**2.10 Appendices.**

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

**3 Report copies**

Three bound copies with original advisor signature should be submitted to the civil engineering department chair office. 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.



Tabuk University

College of Engineering

Civil Engineering Department

**Graduation Project (CE 49x)**

Project Title

**By**

Design Team Name(s)

**Adviser**

Supervisor(s) Name(s)

 **Submitted in Partial Fulfillment of the Requirement for the B.Sc. Degree, Civil Engineering Department, Faculty of Engineering, Tabuk University, Tabuk, Kingdom of Saudi Arabia.**

Month 143x (June 20xx)