

IŞIK UNIVERSITY  
FACULTY OF ENGINEERING  
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

FORMAT MANUAL FOR PROJECT REPORTS

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# 1. General Guidelines

This manual describes the style and format regulations for the preparation of a graduation project report.

Report must be prepared electronically by using a word processor, a mark-up language (e.g. LaTeX) and drawing or graphics software. All tables, figures and formulas should be electronically generated by using word processor or relevant software. All tables, figures should be cited within the main body of the thesis.

Laser or ink-jet printer outputs are required. All print must be in permanent black ink and must appear on only one side of the paper. No ink corrections, strikeouts, correction fluid, correction tape, paste-ups, insertions between lines, or letterset are permitted on the final bound copies. If any corrections are needed, they should be made on the original manuscript and the corrected pages must be reprinted before making copies.

Every report should include three main parts or divisions: the preliminary pages, the body, and the reference material. The order of appearance and pagination given in Table 1.1 should consistently be applied.

Table 1.1 Order of appearance and pagination.

Front cover (bind)		**
Inside cover (title page)		**
Abstract	Page i +	*
Özet	...	*
Acknowledgements	...	*
Table of Contents	...	*
List of Tables	...	*
List of Figures	...	*
Introduction	1 +	*
Main body of the report	...	*
Conclusion	...	*
References	...	*
Appendices	...	*

\*\* : No page number

\* : Number appears on bottom center

## **1.1 Margins and Justification**

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. All footnotes, headings, page numbers, text, tables, illustrations should appear within these margins. The headings of all main sections (such as, Acknowledgements, Table of Contents, List of Tables, List of Figures, Introduction, all other sections in the main body of the thesis, Conclusion, References, Appendices) should be 6 cm below the top of the page. No hyphenation is allowed in the headings and in the text of the preliminary pages. The headings should be center justified.

## **1.2 Font and Spacing**

A conventional font type preferably Times New Roman, size 12-point, should be used consistently throughout the manuscript. Bold face letters and symbols, and italics should be used sparingly throughout the thesis. Font size of the footnotes must be 10 points. Font size of figure captions and table headings must be 12 points. Font size of characters in tables and figures can be reduced down to 8 points if space limitations make it imperative. The general text of the manuscript must use one and a half spacing.

## **1.3 Paragraph Formatting**

For paragraphs, two types of formatting can be used:

- If spacing between paragraphs is used, then there is no need for indentation. In this case, the spacing between paragraphs should be triple.
- If indentation is used, then no extra spacing is needed between paragraphs. The indent should be uniformly applied as 1 cm.

## **1.4 Pagination**

All pages, except for outside and inside cover page, are numbered. Preliminary pages (such as, Abstract, Özet, Acknowledgements, Table of Contents, List of Tables, List of Figures)

should use lower case Roman numerals (i, ii, iii, ....). Starting from the body of the thesis (namely from the “Introduction” section), all numbers should use Arabic numerals (1, 2, 3,...) beginning with “1” and should be consecutively applied continuously throughout the thesis until the last page, including the pages containing illustrations, tables, figures and photographs. All page numbers must appear on bottom center and must be at least 1 cm below the nearest line of text and within the page margin boundaries as stated above. All page numbers must be in the same font and point size as the document body.

### **1.5 Front Cover and Binding**

All reports are to be bound in white paper back cloth. See Appendix A for an example of the front cover format.

## **2. Writing the Parts of the Report**

### **2.1 Preliminary Pages**

#### **Inside Cover (Title Page)**

The title must be single-spaced and should begin at 6 cm from the top of the page. The format of the title page, including spacing and capitalization must be exactly as in the sample title page shown in Appendix A.

#### **Abstract**

The title must be single-spaced, all in capital letters, and should begin at 2.5 cm from the top of the page. The heading Abstract appears centered between text margins, without punctuation, 1.5 cm below the title; the text begins at least 1.5 cm below the heading. The objective of an abstract is to give the reader a concise account of the report. The abstract should have three main parts: the statement of the problem, methods and procedures, results and conclusion. It must not exceed 250 words, must not include references, diagrams and mathematical formulae unless absolutely essential.

#### **Özet**

The Turkish translation of the title must be single-spaced, all in capital letters, and should begin at 2.5 cm from the top of the page. The heading Özet appears centered between text margins, without punctuation, 1.5 cm below the Turkish translation of the title; the text begins at least 1.5 cm below the heading. The heading Özet appears centered between text margins, without punctuation, 6 cm from the top of the page; the text begins at least 1.5 cm below the heading.

#### **Acknowledgements**

The heading Acknowledgements appears centered between text margins, without punctuation, 6 cm from the top of the page; the text begins at least 1.5 cm below the heading. This page is written to acknowledge the persons who have helped the author in any way during his/her studies. A sample acknowledgement page is presented in Appendix A.

## **Table of Contents**

The table of contents must list the title of each chapter and its parts and sections, references or bibliography and appendices (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 text margins, 6 cm from the top of the page. The listing of actual contents begins at the left margin at least 1.5 cm below the heading. A sample table of contents is provided in Appendix A.

## **List of Tables**

The list of tables should immediately follow the table of contents on a new page. The heading List of Tables appears centered between the text margins, without punctuation, 6 cm from the top of the page; the listing begins at the left margin at least 1.5 cm 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. A sample list of tables is provided in Appendix A.

## **List of Figures**

If included, these lists must appear on separate pages and are governed by the same rules as the list of tables.

## **2.2 The Body of Report**

### **Headings**

The text, or the main body of a report, is divided into multiple chapters to help the reader in understanding the subject matter. All headings and subheadings should be presented in the same way in each chapter, in terms of capitalization, placement on type page and kind of type used. Headers, giving the chapter number and chapter title, are allowed at the top of the pages

Chapters are numbered consecutively in Arabic or Roman numerals and capital letters. In addition to general titles like Introduction, the chapters need short but substantially descriptive titles, as well.

Only new 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.

The chapter heading in all bold-faced and 14-point font size is centered between the text margins, 6 cm from the top of the page; the title in all bold-faced and 14-point font size goes 1.5 cm below and is also centered. The text begins at least 1.5 cm below.

Second-level headings, first-level subheadings and second-level subheadings must be left justified, bold-faced and 12-point font size. Second-level headings should be numbered as 2.1, 2.2, .... The first letter of each word except conjunctions, propositions and articles must be capital. Second-level heading should be separated from the preceding and succeeding text by a distance of 1.5 cm or by carriage return.

First-level subheadings should be numbered as 2.1.1, 2.1.2, ... and should have a distance from the preceding and succeeding text of at least 8 mm. The first letter of each word except conjunctions, propositions and articles must be capital. Second-level subheadings should be avoided if possible.

### **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 close as possible to the part of the text which refers to them.

Table numbers and captions should be centered above the illustration; figure numbers and captions should be centered below the illustration. Table numbers, figure numbers and captions should be separated from the illustrations by least 8 mm.

Illustrations of any kind must be numbered consecutively, including appendices. A decimal approach (1.1, 1.2, 1.3, ..., A.1, A.2, ..., where the first digit is the chapter or appendix number, and the digit after the decimal point is the illustration number within that chapter or appendix) should be used.

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 1.2 (continued)".

Table headings and figure captions must be in the same font used in the text. The size of characters in figure captions and table headings must be 12 points.

Color may be used in figures and photographs as long as duplicate copies are all produced by color photocopy. Photographic illustrations must be originals or well-made photographic copies of the originals.

If an audio visual material is needed to accompany and supplement the text, it should be adequately described within the continuity of the text. A soft copy of the thesis in the form of CD will be submitted with all copies.

### **Formulae**

Mathematical formulas, equations and expressions must be computer generated using an equation editor or a mark-up language. If a reference is made to them, they must carry a numerical identification. Each equation must be numbered in parentheses and this must be given next to the right margin. Like illustrations, equation numbers must have two parts where the first part is the chapter or appendix number, and the part after the decimal point is the equation number within that chapter or appendix. For instance, (1.1) or (A.2).

### **Quotations**

Short, direct prose quotations of three 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 1 cm from the left margin, with no quotation marks at the beginning or end.

### **Footnotes and Endnotes**

Notes may be in the form of footnotes, placed at the bottom of each page, or endnotes, placed at the end of each chapter or at the end of the thesis before the bibliography. 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 a page, footnotes must be

separated from the text by a complete horizontal line 4 mm above the first line of the footnote. Arabic numerals or asterisks 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.

### **Citations**

The references in the thesis are cited by numerical system. In the numerical system the references should be numbered sequentially through the text by Arabic numbers. The numbers should be given in square brackets, e.g., [3] .

### **2.3 References**

All of the references are to be listed at the end of the thesis. It is customary to list the references in a section headed "References". All cited material in the text should be listed in the reference list. Similarly, all referenced material should be cited in the text as well. The references section is not assigned a chapter number, but it must have page numbers written in the same font and point size used for pagination throughout the thesis. The heading References is centered between the margins, without punctuation, 6 cm from the top of the page; the list begins 1.5 cm below. Each bibliographic entry should be single-spaced with double spacing between entries.

### **2.4 Appendices**

Some authors may desire to include certain material of the thesis in an appendix rather than in the main text. For example, an appendix may contain test forms, detailed apparatus description, extensive tables of raw data, computer programs, etc. 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, 6 cm from the top of the page. Each appendix has a descriptive title. The font and point size should be same as those used for chapter titles. Each appendix with its title must be listed separately in the table of contents, similar to a chapter. All appendices must have page numbers written in the same font and point size used for pagination throughout the manuscript.

## References

- [1] Işık University, Format Manual for Thesis and Dissertations,  
[http://www.isikun.edu.tr/akademik/detay\\_fen\\_bilimleri](http://www.isikun.edu.tr/akademik/detay_fen_bilimleri)
- [2] Middle East Technical University, Thesis Manual, <http://www.sbe.metu.edu.tr/>
- [2] İstanbul Teknik Üniversitesi, Tez Yazma Kılavuzu.
- [3] Boğaziçi University, <http://www.fbe.boun.edu.tr/forms/format.pdf>

## **Appendix A: Sample Pages**

The following pages provide examples of Cover Page, Title Page, Approval Page, Abstract, Özet, Acknowledgements, Table of Contents, List of Tables, List of Figures and References.

## **A.1. Cover Page**

(All Fonts 14 Point)



**IŞIK UNIVERSITY**

**Faculty of Engineering**

**Department of Electrical and Electronics Engineering**

*B. S. Project*

**THE TITLE OF THE PROJECT**

by

**STUDENT'S FULL NAME**

**STUDENT'S ID**

**DATE (MONTH – YEAR)**

**A2. Title Page**

(All Fonts 14 Point)



IŞIK UNIVERSITY  
FACULTY OF ENGINEERING  
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

*B. S. Project*

**THE TITLE OF THE PROJECT**

*by*

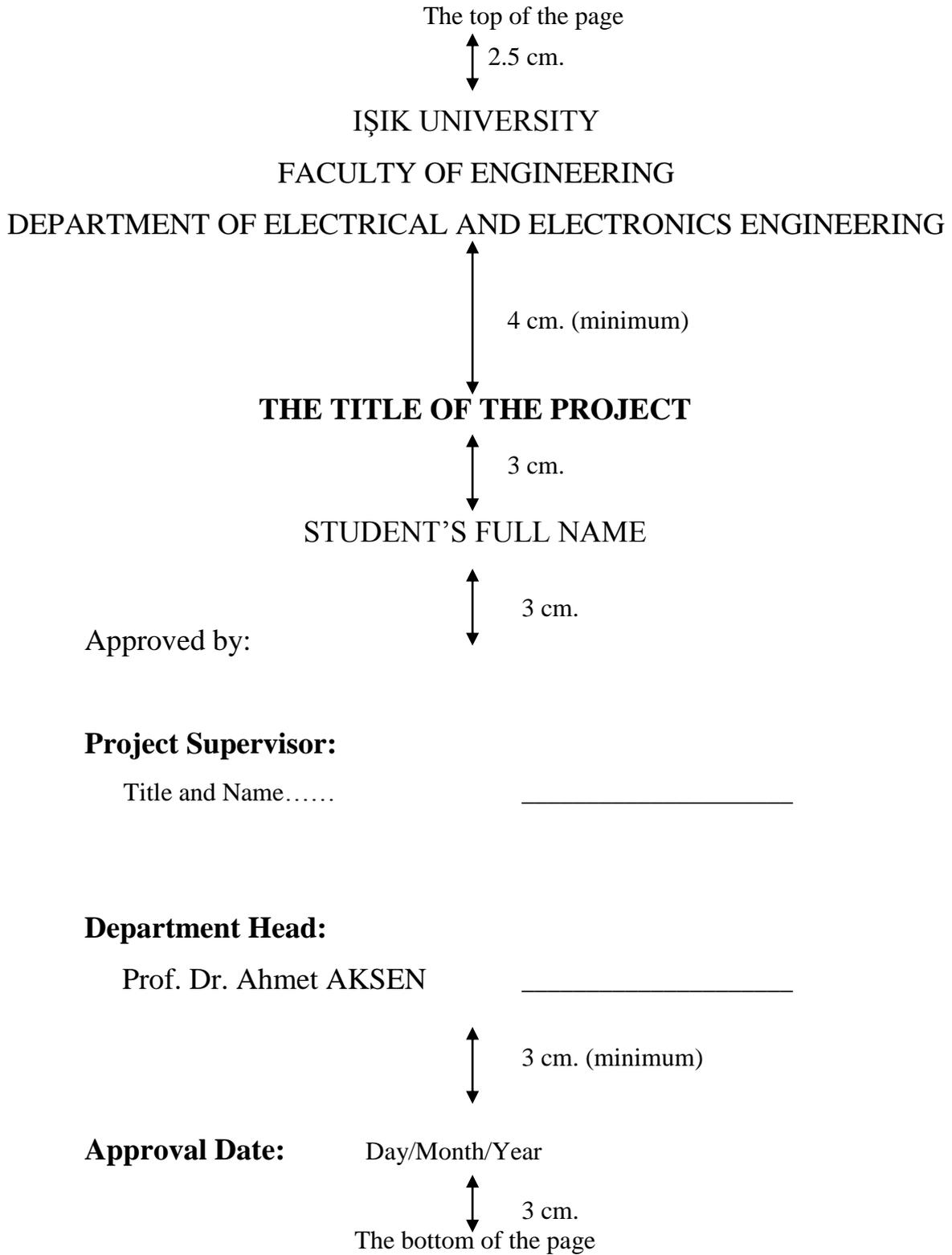
STUDENT'S FULL NAME  
STUDENT'S ID

DATE (MONTH – YEAR)

**Supervised by:** Prof.Dr. ....

**A.3 Approval Page**

(All Fonts 14 Point)



**A.4 Abstract**

The top of the page



2.5 cm.

THE TITLE OF THE PROJECT (14 point)



1.5 cm.

**Abstract** (14 point)



1.5 cm.

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----- (12 point)

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## A.5 Özet

The top of the page



2.5 cm.

THE TITLE OF THE PROJECT (in Turkish) (14 point)



1.5 cm.

**Özet** (14 point)



1.5 cm.

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----- (12 point)

## A.6 Acknowledgements

The top of the page



6 cm.

### **Acknowledgements** (14 point)

First, I thank ....., my project supervisor. Having the opportunity to work with him was intellectually rewarding and fulfilling. I also thank ..... who contributed much to the development of this work.

Many thanks to department staff, who patiently answered my questions and problems. I would also like to thank to my student colleagues who helped me all through the years full of class work and exams. My special thanks go to ..... whose friendship I deeply value.

The last words of thanks go to my family. I thank my parents ..... and ..... for their patience and encouragement.

This study was supported by the State Planning Organization (DPT) Grant No: BAP-.....

## A.7 Table of Contents

The top of the page



6 cm.

### Table of Contents (14 point)

<b>Abstract</b>	<b>ii</b>
<b>Özet</b>	<b>iii</b>
<b>Acknowledgements</b>	<b>iv</b>
<b>Table of Contents</b>	<b>v</b>
<b>List of Tables</b>	<b>vi</b>
<b>List of Figures</b>	<b>vii</b>
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<b>2 Real Frequency Design of Broadband Amplifiers</b>	<b>4</b>
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2.3.1 Scattering Approach.....	17
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<b>Appendix B: Transistor Data</b>	<b>75</b>

## A.8 List of Tables

The top of the page



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### List of Tables (14 point)

Table 1.1 Polynomial Coefficients for Impedance Function .....	20
Table 1.2 Pole Locations for Driving Point Impedance .....	26
Table 4.1 Samples used for the antenna load .....	?
Table B.1 Transistor Data for HFET2001 .....	76

(Note: Table 1.1 indicates the first table in Chapter 1, Table 4.1 indicates the first table in Chapter 4 and Table B.1 indicates the first table in Appendix B.)

## A.9 List of Figures

The top of the page



6 cm.

### List of Figures (14 point)

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Figure 1.2 Multistage Amplifier .....	16
Figure 2.1 .....	34
Figure 2.2 .....	36
Figure .....	?

(Note: Figure 1.1 indicates the first figure in Chapter 1, Figure 2.1 indicates the first figure in Chapter 2 etc.)

## A.10 References

The top of the page



6 cm.

### **References** (14 point)

- [1] Işık University, Format Manual for Thesis and Dissertations,  
[http://www.isikun.edu.tr/akademik/detay\\_fen\\_bilimleri](http://www.isikun.edu.tr/akademik/detay_fen_bilimleri)
  
- [2] Middle East Technical University, Thesis Manual, <http://www.sbe.metu.edu.tr/>
  
- [3] Boğaziçi University, <http://www.fbe.boun.edu.tr/forms/format.pdf>
  
- [4] Maisers, J., Sherif, Y. S, “Application of Fuzzy Set Theory”, *IEEE Transactions on Systems, Man, and Cybernetics* **15**, 41-48 (1985).
  
- [5] .....