

# Final Project Documentation Guidelines

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# Outline

- 1 Preamble
- 2 Parts and Style of a Project Documentation
- 3 Document Discription and Specifications
- 4 Plagiarism

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# Preamble

- This document provides guidelines on style and layout for students writing documentation or report of their MCS or BS final project.
- Here style of a document deals with matters such as punctuation, use of abbreviations, capitalization, and referencing systems.
- While layout of a document explains the look of a page, i.e. margins, font and line spacing.

We recommend students to follow the *APA Publication Manual* for matters that are not covered in the *UoB CS&IT Project Style Guide*.

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# Style Specifications I

The project documentation should be written clear and concise, and use following specifications:

- Paper size: A4
- Font style: Times New Roman
- Font Size: 12pt
- Line Spacing: Single line, except for mathematical equations and symbols
- Margins: Left: 1.5in, Right: 1in, Top: 1.2in, Bottom: 1.2in

# Parts of a Documentation

Final project documentation should consist of following parts:

- Title Page
- Acknowledgements
- Abstract
- Table of Contents
- List of Tables
- List of Figures
- List of Abbreviations
- Chapters
- References


# Title Page

**Title of Your Project**  
[Maximum two lines of title]

By

Group Members:   STUDENT NAME (ROLL NUMBER)  
                          STUDENT NAME (ROLL NUMBER)  
                          STUDENT NAME (ROLL NUMBER)

A final project report submitted in partial fulfillment of the requirements for the  
degree of **YOUR DEGREE**



Project Supervisor:   SUPERVISOR NAME

University of Balochistan  
Department of Computer Science and Information Technology  
Pakistan  
2010-2012

Figure : Title Page Sample



# Title Page Description

Item	Description
Title of the Project	First line of the page, center aligned with bold face font, and should not exceed 2 lines
By	Center aligned, and have 4 line spaces after the "Title"
Group Members	Right aligned at 2in, and have 4 line spaces after "Declaration" "By"
Student Names	Left aligned at 2.5in, and on the same line as "Group Members"
Declaration	Center aligned, and have 4 line space after "Roll Number"
University Logo	Center align, of width 1.5 inches and height 1.5 inches. Logo also need to have 4 line spaces
Project Supervisor	Right aligned at 2in, and have 4 line spaces after "Declaration"
Supervisor Name	Left aligned at 2.5in, and on the same line as "Project Supervisor"
Department Stamp	Center aligned, and have 7 lines space after "Institute Address"
Academic Session	Center aligned, next line of "Department Stamp"

# Acknowledgments and Abstract

## Acknowledgments

Being the author of the report, you have to decide the content of this page.

This page should be numbered as Roman numeral, i.

## Abstract

The abstract of your report should not exceed maximum of 250 words.

This page should be numbered as Roman numeral, ii.

# Table of Contents

Table of contents should consist of two levels, i.e. chapter titles as its first level, and section headings as its second level. The third level sub-section headings should not be included in the table of contents

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First Level (Chapter title)	Include	1. Introduction
Second Level (Section)	Include	1.1 Motivation 1.2 Problem Statement
Third Level (Sub-Section)	<b>Exclude</b>	1.2.1 Background

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# Table of Contents Sample

Table of Contents		
Chapter	Title	Page
	Title Page	i
	Acknowledgements	ii
	Abstract	iii
	Table of Contents	iv
	List of Tables	v
	List of Figures	vi
1	Introduction	1
	1.1 Motivation	1
	1.2 Problem Statement	1
	1.3 Objectives	2
	1.4 Scope and Limitations	3
	1.5 Structure of the Documentation	4
2	System Analysis	5

Figure : Title Page Sample

# ToC Description

**Table :** Table of Contents (ToC) Page Discription

Item	Description
Chapter Number	Left aligned
First Level Title	Left aligned with tab position at 1in
Second Level number	Left aligned with tab position at 1in
Second Level Headings	Left aligned with tab position at 1.5in
Page Number	Right aligned with tab position at the end of the line, i.e. 5.5in

# List of Tables, Figures, and Abbreviations

- List of tables, figures, and abbreviations should follow the same style as described for the Table-of-Contents page.
- Long titles should be shortened to precisely explain the respective object.
- List of abbreviations should be tied closely in the body of the report, and should not be included in if there are less than five abbreviations in the document.
- List of tables, figures, and abbreviations page should be numbered Roman numeral.

# Chapters and Sections

Chapter titles and section headings should be short and precise, and should clearly indicate the contents of the body that follows.

**Table :** Chapters and Sections Discription

Item	Alignment	Font Style	Example
First Level (Chapter Title)	Center	Bold & Title Case	<b>Chapter 1</b>
Second Level (Section Heading)	Left-aligned	Normal & Title Case	1.1 Motivation
Third Level (Sub-section Heading)	Left-aligned	Normal & Sentence Case	1.3.3 General objective

You are encouraged to avoid fourth level sub-section, i.e. 1.2.1.1, and you should discuss appropriate chapter titles and section headings with your project supervisor.

# Structure of the Body of a Documentations

Chapter	Section	Sub-Section
Introduction	Motivation Problem Statement Objectives Scope and Limitations Structure of the Document	
System Analysis	Existing System  Proposed Solution	Data Flow Diagrams Alternative Solutions Limitations of Existing and Alternative Systems Feasibility Study Tools or Framework System Requirements
System Design	System Model Data Model	System Flow Charts or UMLs Different Levels of Entity Relationship Diagrams
Testing & Debuggin	Form Layout Design Test Plan Black Box Testing or Data Validation Test Cases White Box Testing or Functional Validation Test Cases	
Conclusion and Recommendations References		



# Alternative Structure

## Research Oriented

One may change chapter titles and sections accordingly with the consent of their project supervisor.

Chapter	Development Projects	Research Projects
Chapter 1	Introduction	<i>No Change</i>
Chapter 2	System Analysis	Literature Review
Chapter 3	System Design	Methodology or System Formulation
Chapter 4	Testing & Debugging	Experiments and Results
Chapter 5	Conclusion	<i>No Change</i>

# References

- This section is the list of all previous published or unpublished work that you have cited or referred in your text.
- You are free to use any style of citation such as numbered or alphabetical, but you are advised to be consistent throughout your document.
- You are strongly advised to consult your project supervisor for suggestions and recommendations.

## Example (Alphabetical Citation Example)

Bianca Zadrozny. Learning and evaluating classifiers under sample selection bias. *In Proceedings of the 21<sup>st</sup> International Conference on Machine Learning*, page 114, 2004.

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# Tables, Figures and Equation

All Tables, figures, and equations in the document should be center aligned, and numbered at chapter level. For example, first table in the second chapter should be numbered as “Table 2.1”, and first figure of the second chapter should be numbered as “Figure 2.1”.

Tables, figures, and equations should be placed as close as possible to the text where they are referred or discussed. Each figure, table and equation that is inserted in the document should be discussed in the text, and should be referenced as (for example) “We have summarized our test cases in Table 4.1.”

# Captions and Citation

## Caption

Captions of tables are required to be center aligned, and on the top of the respective table.

Captions of figures are required to be center aligned, and should be below the respective figure.

## Citation

If you are using a figure, or table from some other sources such as published article and book, you should cite it in the footnote of the respective object, and should be listed in the references section.

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# Plagiarism

## Definition

Presenting someone else's idea, work, project, or words as your own. This also includes using someone's exact words, figures, tables, etc or even modifying them but not providing citation or reference to the actual work.

## Warning

**PLAGIARISM IF PROVED WILL BE GROUNDS FOR DISMISSAL OF YOUR FINAL PROJECT AND IN WORST CASE DENIAL OF YOUR DEGREE.**