

## **GUIDELINES FOR FINAL PROJECT DELIVERS**

**Abstract:** This document provides some guidelines for the delivers of the final project, including guidelines for the report as well as the presentation.

**Keywords:** Final project, Guidelines

### **1. INTRODUCTION**

Section 2 gives the guidelines for the report, while Section 3 contains those for the presentation.

### **2. GUIDELINES FOR THE REPORT**

#### **2.1. Format**

- In Microsoft Word document
- 10-15 pages (illustrations included)
- 12 point Time New Romans, double-space

#### **2.2. Organization**

- Cover page, with title, author
- Report must be grouped as sections. Sections must be numbered and titled. Sections could have subsections, numbered and titled as well. You should prepare your report as if it is a research paper. For instance, you must include some sections as follows:
  - Abstract: keywords must be provided
  - Introduction
  - Data and Methodology
  - Results and Discussion
  - Conclusions
  - References

#### **2.3. Illustrations**

- All illustrations, table, figure, photo, etc, must be numbered, titled and centered, with the number and title centered below the figure and typed in bold such as presented below:

**Figure 1 Please Center and Use Bold Letters**

- All illustrations must be referred somewhere in the report with their numbers
- All illustrations should be inserted in the appropriate places.

### **3. GUIDELINES FOR THE PRESENTATION**

- In Microsoft Power Point
- 15 minutes (thus 15 slides or so) oral presentation, followed by 5 minutes questions