Sukkur IBA University

Department of Electrical Engineering

Final Year Project (FYP)
Report Writing Guidelines

The generic structure of the FYP report is defined as:

Title Page

A sample Title page is provided in annex B.

Note that the title page should not show a page number.

Abstract

This should be not more than one page in length. The abstract should allow the reader who is unfamiliar with the work to gain a swift and accurate impression of what the project is about, how it arose and what has been achieved.

Contents List

This should give a complete list of what the report contains starting with the abstract (the title page is not included in the contents list).

List of Tables/Figures

If the report contains figures or tables a list of these should be provided. The list should give the table or figure number, the title of the table or figure and the page number. If only a few tables and figures are present, they may be treated on one page. Remember that all figures and tables used must be referred to in the text. For example "Simple negative feedback Op-amp circuit is illustrated in fig. 2.1 …."

Acknowledgements

It is normal to thank those who have given help and support (typically your supervisor). Keep acknowledgements short and business-like.

Introduction/Background

This section introduces the reader to the subject area in the project. It may include such things as:

- o how the need for the system etc. was identified,
- o the nature of the application area,
- o the relationship with any industrial partner and so on.

A brief outline of the project work should also be included. Some evidence of reading around the area is expected. This reading could be outlined in either a References Section or a Bibliography Section. A plan of organization for the project should be stated in the introduction section.

Methodology (Main Body of the Report)

This section should/could be divided into a number of chapters and sub-chapters. Each of these should contain a reasonably separate topic of discussion and be arranged in a logical sequence. The linkage between chapters should be stated clearly at the beginning and/or the end of each chapter to show the relationships between chapters.

Conclusion

The conclusion chapter should state briefly the achievements of the project, the conclusions and suggestions for further work.

Appendices

These should be used for reference material, such as selected pieces of research data and other information which is too bulky, or would detract from the flow of the text, if included in the main body of the document. Try to make reference material that will be consulted from many different places in the document and appendix. Otherwise, put the information into a figure or table and keep it close to the text that refers to it.

References and Bibliography

There should always be a list of all books, articles and technical resources consulted. The use of all source material should be explicit in the report. This means that normally every item in the reference list will be referred to in the report and every item mentioned in the report will have an entry in the reference list. The IEEE referencing style should be followed in the report. Some examples of this format are provided for illustration purpose.

Print References

Book

Author(s). Book title. Location: Publishing company, year, pp.

Example:

W.K. Chen. Linear Networks and Systems. Belmont, CA: Wadsworth, 1993, pp. 123-35.

Book Chapters

Author(s). "Chapter title" in Book title, edition, volume. Editors name, Ed. Publishing

location: Publishing company, year, pp.

Example:

J.E. Bourne. "Synthetic structure of industrial plastics," in Plastics, 2nd ed., vol. 3. J.

Peters, Ed. New York: McGraw-Hill, 1964, pp.15-67.

Article in a Journal

Author(s). "Article title". Journal title, vol., pp, date.

Example:

G. Pevere. "Infrared Nation." The International Journal of Infrared Design, vol. 33, pp.

56-99, Jan. 1979.

Articles from Conference Proceedings (published)

Author(s). "Article title." Conference proceedings, year, pp.

Example:

D.B. Payne and H.G. Gunhold. "Digital sundials and broadband technology," in Proc. IOOC-ECOC, 1986, pp. 557-998.

Example of citing reference in text

The detailed review of this theory may be found in [1] and references therein. In [2] the authors have proposed a different approach tackling the problem through a non-linear model of the system.

Formatting Requirements:

Font: The main document must be written in Times New Roman or similar (size 12) Font.

Line Spacing: The draft report may have double line spacing, the final report may have 1.5 line spacing.

Margins: Left margin 25mm, top, bottom and right margin may be fixed at 20 mm.

Page Numbering: Title page should not be numbered, abstract, acknowledgement, TOC , TOF pages may be numbered in roman style (i.e. i, ii, iii,…) and the rest of the papers must be numbered in Arabic style (i.e. 1,2,3,…).

Equations: Students are encouraged to incorporate mathematical details of their projects into their FYP report. The equations numbers must be indexed according to the chapter number, so the first equation of chapter two would be (3.1)

$$\lambda = \frac{c}{f} \qquad (1)$$

Figure Captions: Figures inserted in the text must be appropriately captioned and cited within the text. Example is illustrated in Fig. 3.1
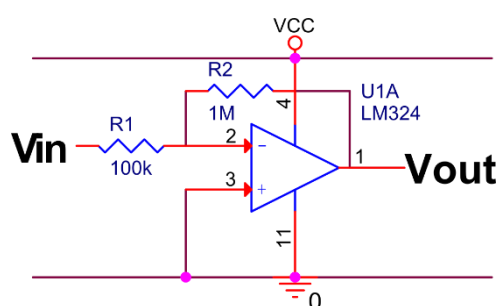

Fig. 1. Simple inverting Op-amp circuit.

Table Captions: Tables inserted in the text must be appropriately titled, captioned and cited within the text. Example is illustrated in Table. 1

Table. 1. Marks distribution

Event	% marks
Interim presentation	15
Continual performance	20
Final presentation / Demonstration	30
Final report	35

Word Processor: Preferred word processor for short reports is MS Word, however students are encouraged to typeset their documents in Latex.

Document Size: There is no hard and fast rule on this, however a typical thesis should not exceed 75 A4 pages (including all pages in the front and back of the document). However this limit may be exceed with the consent of supervisor. FYP report is a comprehensive document so it must provide a useful review of underlying framework, however excessive detail and digression should be avoided. Appropriate reference may be cited to put the readers in right direction. Finally it can be said that quantity is no substitute for quality.

Final Year Project Report

Project Title

Student's first and last name (s)

A report submitted in part fulfilment of the degree of

Bachelor of Engineering (Electrical Engineering)

Supervisor: Supervisor Name

Department of Electrical Engineering

Sukkur IBA University, Sukkur

May 23, 2024

Declaration

This report has been prepared on the basis of my own work. Where other published and unpublished source materials have been used, these have been acknowledged.

Word Count:

Student Name(s):

Date of Submission:

Signature: