Report Format
Report Format

- A4 paper 80 gram,
- Font: Times New Romans, 12 point
- Footnotes, captions, figures, tables: 10 point
- Line spacing: double, in the main body text
- Heading:
  - Chapter: 14 point
  - Other: 12 point in size
Report Format

- **Paragraph:**
  - Spacing between two paragraphs: 4 points
  - First sentence indented at 1.25cm

- **Margin:**
  - Left: 38mm
  - Top: 25mm
  - Right: 25mm
  - Bottom: 30mm

- **Page numbering:**
  - Abstract, acknowledgment, table of contents: i, ii, iii, iv, ...
  - Main text pages: 1, 2, 3, 4, ...
  - Centered at bottom of the page
Report Format

- Paragraph justification: fully justified
- Figure and table caption following the chapters, e.g.:
  - Figure 3.1 Comparison of parameters
  - Table 5.1 Simulation parameters
- Equation:
  - Start from the left
  - Numbered according to its chapter, i.e. (3.1), (4.7)
  - Use Insert → Object → MS Equation 3.0
Report Content

1. Cover
2. Title Page
3. Abstract
4. Acknowledgements
5. Table of Contents
6. List of Tables
7. List of Figures
8. List of Symbols/Abbreviations
9. Body of the Text (Chapters)
10. References
11. Appendices (Appendix A, Appendix B, etc)
Report Content (sample)

- Chapter 1 Introduction
- Chapter 2 Theoretical Background or Literature Review
- Chapter 3 Method and Implementation
- Chapter 4 Results and Discussion
- Chapter 5 Conclusions and Future Works

- Note, report content should be clear, concise, straight to the point, and not too much copy paste (plagiarism?)
- Copy-pasted text could be checked by anti plagiarism software. Remember that if you could find the text in the web, so do the software and/or examiners.