

## **1. REPORT ORDER AND CONTENTS**

### **1.1. Preliminary Pages**

- Title (Cover) Page : The first page of the report (not to be numbered) should include the following; University, College ,Department, Project Title, Student and Supervisor Names and Date (See cover page sample)
- Anti-Plagiarism Declaration
- Abstract (maximum of one page ):(In the abstract, students should introduce the problem, state the approach andscope of the work, and summarize the findings of the project. Reportsubmitted by multiple students should include a paragraph in the abstract that clearly specifies the author of each section of the report .
- Dedication (optional)
- Acknowledgment (optional): A student can acknowledge those who contributed towards the accomplishment of his project work .
- Table of Contents:In this table, the contents of the report with respective page numbers must be listed .
- List of Figures: In this section, title/caption of all figures in the report are to be listed together with respective page numbers .
- List of Tables: In this section, title of all tables in the report are to be listed together with corresponding page numbers .
- Nomenclature: In this section, all symbols used in the text must be properly defined including the units.

### **1.2. Report Chapters**

The chapters to be included in the report are as follows :

- Chapter 1: Introduction which includes background, statement of the problem, objectives, scope of investigation and method of approach.

- Chapter 2: Literature survey, process description, methods and technology application, etc.
- Chapter 3: This is the main body of the report which should include the Design / Design of Experiment / Software Development / Mathematical Model.
- Chapter 4: Results and Discussions
- Chapter 5: Conclusions and Recommendations. Includes the summary of the work done, problems faced, lessons learned, and suggestions for future work .

### **1.3. References**

The academic style in-text citation and references should follow the MLA or Chicago Manual of Style format. A sample of references from AICHE is listed below:

From the *CEP Reference Style Guide* of the AIChE

### **1.4. General Style:**

Information appears in the following general order: author, title, publisher, page numbers, and date. Individual elements of the citation are separated by commas, and a period is used at the end. If there are more than two authors, list only the first author followed by et al. The specific information that should be included depends on the type of reference.

Periodical: Author's last name and initials in bold, title of article in quotation marks, title of periodical in italics (underline if italics are not available), volume number in bold, issue number in parentheses, page numbers (inclusive), date in parentheses.

Book: Author's last name and initials in bold, title of book in quotation marks, edition number if appropriate, publisher's name, city and state of publisher, page numbers (inclusive, unless entire book is being referenced), date in parentheses.

### 1.5. Sample Citations:

1. **Schaich, J. R.**, "Estimate Fugitive Emissions from Process Equipment," Chem. Eng. Progress, **87** (8), pp. 31-35 (Aug. 1991).
2. **Homoki, G. G., and K. N. Vernekar**, "Materials Selections for Sludge Incinerator Heat Exchangers," in "Materials Performance in Waste Incineration Systems," G. Y. Lai and G. Sorell, Eds., NACE International, Houston, TX, pp. 20-1 to 20-8 (1992).
3. **Perry, R. H., and D. W. Green, Eds.**, "Mass Transfer and Gas Absorption," Chapter 14, in "Perry's Chemical Engineers' Handbook," 6th ed., McGraw-Hill, New York (1984).
4. **AICHE Center for Waste Reduction Technologies**, "Current and Potential Future Industrial Practices for Reducing and Controlling Volatile Organic Compounds," AIChE, New York, pp. 37-44 (Sept. 1992).
5. **Trebilcock, R. W., et al.**, "Reduction of Distillation Waste Streams," presented at the AIChE Summer National Meeting, Seattle, WA, Paper No. 5b (Aug. 1993).
6. **Kuhn, L. A., and E. N. Ruddy**, "Comprehensive Emissions Inventories for Industrial Facilities," Proceedings of the Air and Waste Management Association's 85th Annual Meeting and Exhibition, Kansas City, MO, Paper No. 92-139.12 (June 1992).
7. **U.S. Environmental Protection Agency**, "Compiling Air Toxics Emissions Inventories," U.S. EPA, Office of Air Quality Planning and Standards, Research Triangle Park, NC, EPA/450/4-86-010, NTIS No. PB86-238086 (July 1986).
8. "The Abnormal Situation Management Joint Research and Development Consortium," available via <http://www.iac.honeywell.com/Pub/Tech/asmwww/html> on the WWW.

### 1.6. Appendices

In this section include additional materials such as data sheets, program listings, mathematical derivation, sample calculations, etc.

### 1.7. Graduation Project Report Format

<b>Typeface:</b>	Chapter title font size	14 bold, all capital
	Section font size	12 bold, all capital
	Sub-section font size	12 bold, word first letter capital
	Text font size	12 Times New Roman

**Page Margins:** Left, Right, Upper, and Lower Margins: 1 inch each .

**Line Spacing:** Line spacing of 1.5 is required in the main body of the manuscript and single spacing for footnotes, indented quotations ,tables, etc .

**Language:** The report must be in English.

**Paper:** All copies must be on white, A4 or letter-size paper

**Pagination:** Each page of the manuscript, including all blank pages, and pages with photographs, tables, figures, maps, and computer program printouts should be assigned a number. Consistent placement of pagination, at least one inch from the paper's edge

The following pagination plan may be used :

- For the preliminary pages, use small Roman numerals (i, ii, iii, iv, etc.). The title page does not have a number but counts as page i.
- For the remainder of the manuscript use continuous pagination for text, illustrations, appendices, and bibliography- use Arabic numbers (1,2, 3, etc.).
- Figures, tables and other illustrations should be titled as well as numbered(example- Table 1 “The title of the Table”).

**Photographs, Maps, and Charts:** Large maps and charts should be avoided. Where necessary, they must be folded to 10.5 x 7.5 inches or smaller; they should be in pockets in the bound reports

**Reproducing the Report:** Three copies with original advisor and examiner's signatures should be submitted to the department chair. A soft copy of the project should also be submitted in an envelope attached to the back cover of each copy.

**Cover Page:** Sample of cover page is shown on next page.

